

**REPORT OF THE STAFFING PATTERN OF ULBs FOR
FOURTH ASSAM STATE FINANCE COMMISSION
SUBMITTED BY U.D. DEPARTMENT**

GOVERNMENT OF ASSAM
URBAN DEVELOPMENT DEPARTMENT
DISPUR :::: GUWAHATI-6

ORDERS BY THE GOVERNOR
DRAFT NOTIFICATION

Dated, Dispur theOctober, 2011.

UDD(M)215/2009/Part/34 : In conformity with the provisions contained in Sub-Section (1) of Section 50 of the Assam Municipal Act,1956, the Governor of Assam is pleased to determine the following staffing pattern in respect of the Officers and other Employees for the Municipal Boards and Town Committees situated in general areas of the State. This will come into force on such date as may be specified separately by the Urban Development Department, Assam.

1.The staffing pattern has been determined on the basis of the population inhabiting the areas under a Municipal Board or a Town Committee and accordingly the Municipal Boards and the Town Committees are divided into five categories of the following nature :-

- (i) Category A : The Population inhabiting the areas under a Municipal Board or a Town Committee, to the tune of 1 Lakh or more.
- (ii) Category B: The Population inhabiting the areas under a Municipal Board or a Town Committee, from 50,001 to 1 Lakh.
- (iii) Category C: The Population inhabiting the areas under a Municipal Board or a Town Committee, from 20,001 to 50,000.
- (iv) Category D: The Population inhabiting the areas under a Municipal Board or a Town Committee, from 10,001 to 20,000.
- (v) Category E: The Population inhabiting the areas under a Municipal Board or a Town Committee, upto 10,000.

Explanation : Population mentioned above shall mean the population, as ascertained in the last preceding census held in 2001, of which the relevant figures have been published.

2. The staffing pattern is inclusive of the regulation of employment and conditions of service in respect of all categories of Officers and other employees of the Municipal Boards and Town Committees.

Explanation: (a) The word ‘employees’ whenever mentioned shall invariably mean the Officers and other employees of the Municipal Boards and Town Committees.

(b) The word ‘Board’ used in the succeeding paragraphs shall have the same meaning as assigned to it under Sub-Section (1) of Section 3 of the Assam Municipal Act, 1956 and the same is automatically applicable in respect of a Town Committee by virtue of clause (d) of Sub-Section (1) of Section 336 of the said Act.

3. Even though the staffing pattern is not inclusive of the regulation of employment and conditions of service in respect of the Executive Officers of the Municipal Boards and Town Committees, whose employment and conditions of service shall be guided by the provisions contained in Section 53 of the Act, still an attempt has been made to categorise their services in consonance with the said provision of law, since required number of Officers are not available at the disposal of the Urban Development Department, nor the Personnel Department, Assam is in a position to provide the required number of Officers for the said purpose. Therefore, a cadre of Municipal Executive Officers is required to be created. Keeping a view on the promotional aspects, in case of constitution of such a cadre, different grade pays have been suggested for the purpose of vertical mobility, details of which will be worked out by the Government in due course of time.
4. Employees for the purposes of the staffing pattern shall mean the employees serving substantively (on regular basis) in the office of the Board. No post shall exist in the Pay Roll of the Board other than the posts described in the detail Tables under Table-C, appended herewith, from the date of coming into force of the staffing pattern. However, in case, the number of employees in position on the day of coming into force of the Staffing Pattern, is found to be more than the authorized strength as determined in the Staffing Pattern, in any one or more category of posts, such employee(s) shall continue to be in service and will get salaries regularly. The concerned Municipal Board / Town Committee shall not give fresh appointment to or promote any person against such post or posts, in which the person in position as on the date of coming into force of the Staffing Pattern are more than the authorized strength, till the time when the number of employees in position will conform to the authorized strength as fixed by the Staffing Pattern in respect of such post(s). Notwithstanding anything contained above, the services of all employees in position as on the date of coming into force of the Staffing Pattern shall be utilised by the

concerned Municipal Board or the Town Committee. The designation of different posts presently in use in the different Municipal Boards and Town Committees will undergo change with coming into force of the Staffing Pattern. The designation of posts or any post not conforming to the designations given in different Tables under Table-C, shall be re-designated or merged to the corresponding grade and be known as such.

Explanation: Authorised strength for the staffing pattern shall mean the sanctioned cadre-strength of any particular category of employment as mentioned in the Tables under Table-C, appended herewith.

5. There shall not be any more fixed-pay appointment after coming into force of the staffing pattern. For determining the Staffing Pattern the matter of fixed pay employees has not been taken into consideration.
6. Whenever a vacancy against a sanctioned post is required to be filled up by direct recruitment, it shall be done after following the procedure as laid down in the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959, so far as collection of names from the intending candidates is concerned. Advertisement of the same should be given in at least two daily News Papers having wide circulation in the area. This should be followed by an appropriate evaluation/assessment in respect of the candidates for the post, followed by an interview on the basis of evaluation / assessment for final selection of candidate. While doing so, the provisions contained in any other statute for reservation of vacancies in favour of candidates belonging to certain specified class of society shall be kept in view and strictly complied with. The fixed pay employees serving in the Offices of the Municipal Boards and Town Committees, having requisite qualification / experience may also be considered for such appointment after following the procedure mentioned above, subject to the concession described under paragraph 7 below. All matters of direct recruitment shall be dealt with by the Sub-Committees to be constituted by the concerned Municipal Board/Town Committee, consisting of the following, in case of the posts where no Technical knowledge is required.

The Chairman of the Board- Chairman

The Vice-Chairman of the Board- Member

The Executive Officer of the Board- Member Secretary

In case of the posts, where Technical Knowledge is required, the Director, Municipal Administration, Assam shall be requested by the concerned Chairman, to send an

Official, having such Technical knowledge/experience, for inclusion as a Member of the Sub-Committee. All decisions taken by the Sub-Committee shall be recorded in writing by the Member Secretary.

7. The minimum and maximum age for entry into the service and retirement from the service shall be the limit in respect of both as may be fixed by the Government of Assam for its employees from time to time. However, there shall be no minimum age limit for entering into the regular service against any authorised vacant post by a fixed-pay employee on the Pay Roll of the Municipal Board or of a Town Committee.
8. Such Sub-Committees, as mentioned above will also be constituted by the Chairman of the concerned Municipal Board/Town Committee for giving promotion to the employees, whenever occasion arises and the same procedure shall be followed.
9. The pay on promotion/up gradation or change in the scale of pay of an employee shall be fixed on the principle as laid down for the said purposes applicable in respect of the employees of the Government of Assam.
10. The provisions contained in the Assam Services (Confidential Rolls) Rules, 1990 shall be followed in respect of the employees of the Municipal Boards and Town Committees. The format given in Schedule II and III of the said Rules shall be used for this purpose. For the purpose of promotion, from a lower post to higher post, the annual confidential report of an employee shall be taken into consideration. The period upto which this shall be taken into consideration would be decided by the concerned Municipal Board/Town Committee. The criteria for promotion shall include the principle of seniority cum merit.
11. There shall be Gradation lists of the following description to be published by the Chairman of the Municipal Board/Town Committee, after coming into force of this staffing pattern. The Gradation list should contain the names of employees (showing specifically whether the employee concerned belongs to any specified category, like SC/ ST/ OBC) in order of seniority in that particular category of employment to which the Gradation list relates. It should also contain the date of birth (as per the accepted testimonial), educational qualification, year of entry into the service of the concerned Municipal Board or Town Committee as a regular employee and the year since when the employee concerned is holding the present post. Before publication of a Gradation list, the Chairman of the concerned Municipal Board / Town Committee should prepare a Draft Gradation list; circulate it to all concerned employees, asking

for any claim or objection. A certain period of time not exceeding 15 (fifteen) days should be given for this purpose. If no claim or any objection received during the period, the Chairman will finally publish the Gradation list thereafter on the basis of the Draft Gradation list. If any claim or objection received during the aforesaid period of time, the Chairman will examine and dispose the matter by a speaking order and finalise the Gradation list accordingly thereafter. The Gradation list should be published preferably during the 1st quarter of a calendar year. The Gradation list once published will remain in use for a period of three years, after which it should be published afresh following the procedure mentioned above. For the purposes of Gradation List, the person promoted from below in any category in a calendar year shall take precedence over the employee directly recruited in that category in the same calendar year.

12. The services of employees are classified Branch wise in a Municipal Board or a Town Committee. However, there shall be certain common categories of employees for all or most of the Branches. Details in respect of the employees mentioned above have been shown in the Tables under Table-C, appended herewith. The scales of pay shown against each are in consonance with the entries against the corresponding grades of employees under the Government of Assam in the latest Revised Order of Pay Rules, which are subject to change, with any change in the pay structure of the employees of the Government of Assam from time to time. The Board shall not give its employees any other scale of pay. The employees shall get the allowances along with pay at the rate admissible to the employees of the Government of Assam in the corresponding scale of pay and under the same conditions as may be laid down for such employees from time to time.
13. The categories of posts with the scales of pay, requisite educational qualification at the entry level / experience required for promotion, are given in Table-B and the authorised strength against each category of posts are shown in the Tables appended herewith under Table-C. The authorised strength of each and every post has been shown in the respective Tables along with detail assignment of duties for each.
14. The provisions contained in the Assam Services (Discipline & Appeal), Rules, 1964 shall be applicable to the employees of the Municipal Boards and Town Committees so far as disciplinary matters are concerned, subject to the provisions of Section 50 of the Assam Municipal Act, 1956. For the purpose of general conduct of an employee,

the provisions contained in the Assam Civil Services (Conduct), Rules, 1965 shall be followed.

15. The matters relating to Contributory Provident Fund and Gratuity shall be decided by the Municipal Board / Town Committee, in accordance with the provisions contained in Section 50 of the Assam Municipal Act, 1956 and subject to any other statute governing such matters in respect of the employees not covered by the Rules applicable in case of Government employees. The leave Rules, applicable to the employees of the Government of Assam shall also be applicable to the employees of the Municipal Boards and Town Committees. The benefit of leave encashment on superannuation of the un-availed portion earned leave of the employee may be extended by the Municipal Boards and Town Committees to their employees subject to the same conditions as may be decided by the Government of Assam for its employees from time to time.

Table-A

There shall be the following Branches in the Offices of the Municipal Boards/ Town Committees.

- (i) General Branch
- (ii) Urban Poverty Alleviation Cell
- (iii) Accounts Branch
- (iv) Revenue Branch
- (v) Works Branch
- (vi) Sanitation Branch
- (vii) Miscellaneous Services Branch.
- (viii) Town Planning Cell.

The Staffing pattern in the respective Branches in case of each and every category of employees of the Municipal Boards and Town Committees has been determined on the basis of services to be provided to the number of people. An illustrative list of business to be discharged by the respective branch mentioned above are given below.

- (i) General Branch : This Branch will deal with all the correspondence received in the Office of the Municipal Board/Town Committee, from any authority/person and mark the same to the concerned Branch, if the same does not relate to this Branch, keeping a record in the receipt register. All letters to be issued from the Municipal Board / Town Committee (from any Branch), shall be issued from the General Branch, keeping a record of the same in the issue register. Apart from above, this Branch will deal with all matters relating to meeting of the Board, including special meetings, all matters relating to service of the employees of the Municipal Board/Town Committee, including appointment, promotion and transferring persons (who are common to all Branches) from one Branch to other.
- (ii) Urban Poverty Alleviation Cell: All matters connected with Urban Poverty Alleviation. This cell will function as an Urban Poverty Alleviation Cell in the Municipal Board/Town Committee as provided in the Guidelines of Swarna Jayanti Sahari Rojgar Yojona and in conformity with the said Guidelines.
- (iii) Accounts Branch: This Branch will look after all matters of accounts, audit and preparation of budget, as provided in the Assam Municipal Act,1956 and the newly introduced Accounting Manual. Reconciliation of Bank Accounts, keeping of cash books, ledger, posting of vouchers in the books of accounts, custody of cheque books and cheque issue register, all kinds of receipts and payments.
- (iv) Revenue Branch: This Branch will deal with collection of holding tax, the dues from the lessees of the market /parking lot etc., collection of licence fees and collection of any other kind of tax liveable under the provisions of the Assam Municipal Act,1956. The amount so collected for each and every item will be deposited immediately to the Accounts Branch of the Municipal Board / Town Committee, by the concerned employee.
- (v) Works Branch: This Branch will deal with the formulation, preparation of project reports, arranging to get those technically vetted from the competent authority and execution of all such schemes relating to roads, drainage, solid waste management, or any scheme other than those specifically mentioned under paragraph (vii) below, whether funded by the Government or executed out of the own resources of the Board.
- (vi) Sanitation Branch: This Branch will deal with sweeping of the roads, cleansing of the drains and dustbins, removable of garbage from the town.

(vii) Miscellaneous Services Branch: This Branch will look after all matters relating to the supply of water in the town and the matters relating to street lighting. Any other service to be provided to the inhabitants and not covered under preceding paragraphs shall be a function to be dealt with by this Branch.

(viii) Town Planning Cell: This cell will look after all matters relating to permission for construction of building / alteration, modification or re-erection of building, in the Town, as per the provisions of the Assam Municipal Act,1956 and the Assam Town & Country Planning Act,1959.

Table-B

The description of each post, in terms of scale of pay, to be filled up by direct recruitment or on promotion, the qualification required for direct recruitment, the experience required for promotion and the feeder cadre, has been described below. The number of such employees required in a particular category of Municipal Board or Town Committee and the duties to be performed by them have been described in Table-C.

Explanation : The provisions contained in this Table will be applicable for the purposes of Paragraphs 3, 6, 7 and 8 of the Staffing Pattern.

1. The Executive Officer : There shall be an Executive Officer, to be appointed by the Government in consonance with the provisions of Section 53 of the Assam Municipal Act,1956. The scale of pay of such Officer for different categories of Municipal Boards and Town Committees are described below.
 - a) For the Municipal Boards under category A : Rs.12500-40,000 per month with a Grade Pay of Rs.6600, in Pay Band 4 (this Grade Pay is given in the latest ROP Rules of the Government of Assam to an Officer of the Assam Civil Service in Senior Scale Grade II, who may be posted as an Additional Deputy Commissioner).
 - b) For the Municipal Boards under category B : Rs.12500-40,000 per month with a Grade Pay of Rs.6300, in Pay Band 4 (this Grade Pay is given in the latest ROP Rules of the Government of Assam to an Officer, who is placed below the Grade Pay of Rs.6600 in the same Pay Band).
 - c) For the Municipal Boards under category C : Rs.12500-40,000 per month with a Grade Pay of Rs.6100, in Pay Band 4 (this Grade Pay is given in the latest ROP Rules of the Government of Assam to an Officer, who is placed immediately below the Grade Pay of Rs.6300 in the same Pay Band).

- d) For the Municipal Boards under category D : Rs.12500-40,000 per month with a Grade Pay of Rs.5900, in Pay Band 4 (this Grade Pay is given in the latest ROP Rules of the Government of Assam to an Officer, who is placed immediately below the Grade Pay of Rs.6100 in the same Pay Band).
- e) For the Municipal Boards under category E : Rs.12500-40,000 per month with a Grade Pay of Rs.5400, in Pay Band 4 (the scale of pay given in the latest ROP Rules of the Government of Assam to an Officer of the Assam Civil Service in Junior Grade, who may be posted as a Revenue Circle Officer).
2. Executive Engineer: The scale of pay for the post shall be Rs.12000-40000, per month with a Grade Pay of Rs.6300, in Pay Band 4. The qualification for holding the post shall be a Degree in Civil Engineering. This is a post to be filled up on promotion. The experience required for promotion to the post shall be a minimum of ten years of service as an Assistant Engineer or five years as an Assistant Executive Engineer.
3. Assistant Executive Engineer: The scale of pay for the post shall be Rs.12000-40000, per month with a Grade Pay of Rs.5900, in Pay Band 4. The qualification for holding the post shall be a Degree/Diploma in Civil Engineering. This is a post to be filled up on promotion. The experience required for promotion to the post shall be a minimum of five years of service as an Assistant Engineer.
4. Assistant Engineer: The scale of pay for the post shall be Rs.12000-40000, per month with a Grade Pay of Rs.5400, in Pay Band 4. The qualification for holding the post shall be a Degree/Diploma in Civil Engineering. This post should be filled up preferably by direct recruitment or on promotion from amongst the Junior Engineers. In case of promotion the experience required shall be a minimum of ten years of service as a Junior Engineer.
5. Warrant Officer: The scale of pay for the post shall be Rs.8000-35000, per month with a Grade Pay of Rs.4600, in Pay Band 3. The qualification for holding the post shall preferably be a graduate in any discipline. A Degree in law is more preferable. This is a post to be filled up on promotion from amongst the Tax Darogas, the feeder cadre being Tax Collector. The experience required for promotion to the post shall be a minimum of three years of service as a Tax Daroga.
6. Superintendent: The scale of pay for the post shall be Rs.8000-35000, per month with a Grade Pay of Rs.4600, in Pay Band 3. The qualification for holding the post shall preferably be a graduate in any discipline. This is a post to be filled up on promotion from amongst the Head Assistants. The experience required for promotion to the post shall be a minimum of three years of service as Head Assistant.
7. Junior Engineer: The scale of pay for the post shall be Rs.5200-20200, per month with a Grade Pay of Rs.3300, in Pay Band 2. This is a post to be filled up by direct recruitment only. The qualification for holding the post shall be a Diploma in Civil Engineering from a recognised Institution.
8. Head Assistant: The scale of pay for the post shall be Rs.5200-20200, per month with a Grade Pay of Rs.3100, in Pay Band 2. This is a post to be filled up by promotion from amongst the Senior Assistants, having a minimum five years of experience as such. The qualification for holding the post shall preferably be graduation in any discipline.
9. Accountant: The scale of pay for the post shall be Rs.5200-20200, per month with a Grade Pay of Rs.3100, in Pay Band 2. This is a post to be filled up by promotion

from amongst the Junior Accountants, having a minimum five years of experience as such. The qualification for holding the post shall preferably be graduation in any discipline.

10. Tax Daroga : The scale of pay for the post shall be Rs.5200-20200, per month with a Grade Pay of Rs.3100, in Pay Band 2. This is a post to be filled up by promotion from amongst the Assistant Tax Darogas, having a minimum five years of experience as such. The qualification for holding the post shall preferably be graduation in any discipline.
11. Assistant Tax Daroga : The scale of pay for the post shall be Rs.5200-20200, per month with a Grade Pay of Rs.2900, in Pay Band 2. This is a post to be filled up by promotion from amongst the Tax Collectors, having a minimum eight years of experience as such. The qualification for holding the post shall preferably be graduation in any discipline.
12. Cashier : The scale of pay for the post shall be Rs.5200-20200, per month with a Grade Pay of Rs.2900, in Pay Band 2. This is a post to be filled up by promotion from amongst the Junior Assistants, having a minimum eight years of experience as such. The qualification for holding the post shall preferably be graduation in any discipline.
13. Junior Accountant: The scale of pay for the post shall be Rs.5200-20200, per month with a Grade Pay of Rs.2900, in Pay Band 2. This is a post to be filled up by promotion from amongst the Junior Assistants, having a minimum eight years of experience as such. The qualification for holding the post shall preferably be graduation in any discipline.
14. Senior Assistant : The scale of pay for the post shall be Rs.5200-20200, per month with a Grade Pay of Rs.2900, in Pay Band 2. This is a post to be filled up by promotion from amongst the Junior Assistants, having a minimum eight years of experience as such. The qualification for holding the post shall preferably be graduation in any discipline.
15. Junior Assistant : The scale of pay for the post shall be Rs.5200-20200, per month with a Grade Pay of Rs.2200, in Pay Band 2. This is a post to be filled up by direct recruitment. The qualification required for the post is graduation in any discipline.
16. Data Processor : The scale of pay for the post shall be Rs.5200-20200, per month with a Grade Pay of Rs.2200, in Pay Band 2. This is a post to be filled up by direct recruitment. The qualification required for the post is graduation in any discipline with proficiency of working on the computer.
17. Section Assistant/ Muhurrier: The scale of pay for the post shall be Rs.5200-20200, per month with a Grade Pay of Rs.2200, in Pay Band 2. This is a post to be filled up by direct recruitment. The qualification required for the post is graduation in any discipline.
18. Mandal : The scale of pay for the post shall be Rs.5200-20200, per month with a Grade Pay of Rs.2200, in Pay Band 2. This is a post to be filled up by direct recruitment. The qualification required for the post shall conform to the qualification as may be prescribed by the Government of Assam in Revenue Department from time to time.
19. Sanitary Supervisor : The scale of pay for the post shall be Rs.5200-20200, per month with a Grade Pay of Rs.2100, in Pay Band 2. This is a post to be filled up by

promotion from amongst the Sweepers, having a minimum experience of fifteen years as such.

20. Head Plumber : The scale of pay for the post shall be Rs.5200-20200, per month with a Grade Pay of Rs.2100, in Pay Band 2. This is a post to be filled up by promotion from amongst the Plumbers, having a minimum experience of fifteen years as such.
21. Vehicle Driver : The scale of pay for the post shall be Rs.5200-20200, per month with a Grade Pay of Rs.2100, in Pay Band 2. This is a post to be filled up by direct recruitment from amongst the candidates, possessing valid Driving Licence and after observing the procedure described in paragraph 6 of the Staffing Pattern.
22. Plumber : The scale of pay for the post shall be Rs.5200-20200, per month with a Grade Pay of Rs.2100, in Pay Band 2. This is a post to be filled up by direct recruitment from amongst the candidates, possessing requisite qualification for the purpose and after observing the procedure described in paragraph 6 of the Staffing Pattern. Requisite qualification shall mean a certificate to that effect from a recognised Institution, preferably, the ITI. This category of employees shall include Water Line Man, Pump Operator etc.
23. Electrician : The scale of pay for the post shall be Rs.5200-20200, per month with a Grade Pay of Rs.2100, in Pay Band 2. This is a post to be filled up by direct recruitment from amongst the candidates, possessing requisite qualification for the purpose and after observing the procedure described in paragraph 6 of the Staffing Pattern. Requisite qualification shall mean a certificate to that effect from a recognised Institution, preferably, the ITI.
24. Helper/Peon/Jarikarak/Chowkidar : The scale of pay for the post shall be Rs.4560-15000, per month with a Grade Pay of Rs.1500, in Pay Band 1. This is a post to be filled up by direct recruitment from amongst the candidates, read up to Class VIII, at the minimum, after observing the procedure described in paragraph 6 of the Staffing Pattern.
25. Sweeper : The scale of pay for the post shall be Rs.4560-15000, per month with a Grade Pay of Rs.1500, in Pay Band 1. This is a post to be filled up by direct recruitment from amongst the candidates, read up to Class VIII, at the minimum, after observing the procedure described in paragraph 6 of the Staffing Pattern.

Table-C

This Table is applicable for the purposes of Paragraphs 4 and 5 of the Staffing Pattern. The number of posts required for different categories of Municipal Boards and Town Committees alongwith the assignment of duties to each are described in this Table. While preparing this Table, the volume of business discharged or the services to be delivered by a Municipal Board or a Town Committee, has been taken into consideration based on the populations inhabiting the notified areas of such Bodies. For instance, one post of Sweeper has been recommended to cater to the needs of a population of one thousand. However, the number of posts of sweepers has been given in Table-D, showing it Municipal Board/Town Committee wise. In all other cases the approximation of posts are shown below.

Municipal Boards having a Population of 1 Lakh or more

Name of the Branch	Designation of the post	Number of Posts	Assignment of work
General Branch	Executive Officer	1	As per Section 53 of the Assam Municipal Act,1956
	Superintendent	1	He will supervise all Official works of the Municipal Board. All Assistants in the Branch will put up the file through him to the Executive Officer.
	Senior Assistants	2	All works relating to Meetings of the Board, matters relating to the personnel of the Board, correspondence with different authorities. The Assistant wise distribution of such matters shall be decided by the Executive Officer.
	Junior Assistants	5	Issue and receipt of the Daks, maintenance of Office (contingency matters). The Assistant wise distribution of such matters shall be decided by the Executive Officer.
	Data Processor	1	For printing out the letters, reports etc. in the Branch through the Computer.
	Peon/ Chowkidar/ Jarikarak	7	Despatch of letters, doing errand duties in the Branch, keeping watch on the Office, closing and opening the office timely. The detail distribution of works amongst the employees of this category will be done by the Executive Officer.
Urban Poverty Alleviation cell	Senior Assistant	2	All works relating to the implementation of Swarna Jayanti Sahari Rojgar Yojona. The Branch will function as a Cell, as per the guidelines of the scheme, mentioned above. The Assistant wise distribution of works shall be decided by the Executive Officer.
	Junior Assistant	3	Same as above.
	Data Processor	1	Compilation of figures in the Computer for the purpose of submission of Report on the progress of implementation of the scheme.
	Peon	2	Despatch of letters, doing errand duties in the Branch. The detail distribution of works will be done by the Executive Officer.

Accounts Branch	Accountant	1	He will deal with all matters of accounts, Audit and Budget, as per the provisions of the Assam Municipal Act,1956 and the Accounting Manual, the reconciliation of Bank Accounts, maintenance of Books of Accounts. He will be assisted by the Junior Accountants.
	Cashier	1	He will deal with all monetary transactions in office, maintenance of cash book, ledger, posting of vouchers etc., maintenance of check books and check issue register. All kinds of receipt of money in the Municipal Board will be deposited by him in the appropriate accounts. All kinds of expenditure will take place through the Cashier.
	Junior Accountants	4	They will assist the Accountant and the Cashier. The manner of rendering assistance shall be decided by the Executive Officer.
	Junior Assistant	2	They will assist the Accountant and the Cashier in all ministerial works. The detail distribution will be done by the Executive Officer.
	Data Processor	1	Processing the works of the Branch through the Computer.
	Peon	3	Despatch of letters, doing errand duties in the Branch. The detail distribution of works will be done by the Executive Officer.
	Revenue Branch	Warrant Officer	1
Tax Daroga		3	Collection of Taxes, licence fees, collection of dues from the lessees of the market / parking lot etc. The area wise distribution of work will be done by the Executive Officer.
Assistant Tax Daroga		3	Same as above.
Tax Collector		6	To assist the Tax Darogas and the Assistant Tax Darogas. The detail works will be distributed by the Executive Officer.
Head Assistant		1	All ministerial works of the Branch in the Office. All files of the Branch will be routed through him.
Senior Assistant		4	Official works of the Branch. The detail distribution of works will be done by the Executive Officer.
Junior Assistant		6	Same as above.

	Muhurrier	6	To assist Tax Darogas, Assistant Tax Darogas and Tax Collectors in the field.
	Data Processor	1	Compilation of figures
	Peon/Jarikarak	8	Serving notice, letters of the Branch Detail distribution of works will be done by the Executive Officer.
Works Branch	Executive Engineer	1	Head of the Works Branch for all purposes, under the control of the Executive Officer, the Chairman and the Board. All matters relating to implementation of any scheme, whether Government sponsored or not shall be routed through him/ Executed under his supervision. He will be assisted by the following in the Branch.
	Assistant Executive Engineer	2	To assist the Executive Engineer. The Executive Officer will distribute the works in detail.
	Assistant Engineer	2	Same as above.
	Junior Engineer	3	Same as above.
	Section Assistant / Muhurrier	8	Same as above.
	Mandal	1	Detail works will be distributed by the Executive Officer.
	Senior Assistant	2	All Official works connected with the Branch. The detail works will be distributed by the Executive Officer.
	Junior Assistant	2	Same as above
	Peon/Jari-karak	8	Errand duties in the branch, serving the notices and letters in the Town.
Sanitation Branch	Assistant Engineer	1	He will be in-charge of the Sanitation Branch. The Executive Officer will designate an Assistant Engineer as such. He will look after the works of scavenging and all matters relating to conservancy in the Town. He will be assisted by Junior Engineers.
	Junior Engineer	2	To assist the Assistant Engineer. The Executive Officer will distribute area wise works amongst them.
	Sanitary Supervisor	8	To supervise the works Sweepers. The Executive Officer will distribute area wise works amongst them.
	Sweeper	Shown in Table-D	To sweep the roads, cleans the drains, dustbins and garbage in the Town. The Executive Officer will distribute area wise works amongst them.

	Peon	1	To do errand duties of the Branch.
	Driver	20	This category includes Tractor Driver for carrying the garbage as well as Drivers of other types of Vehicles used in the Municipal Board.
	Junior Assistant	2	For ministerial works in the Branch.
Miscellaneous Services Branch	Assistant Engineer	1	He will be in-charge for services like water supply and street light etc. The Executive Officer will designate one Assistant Engineer as such.
	Junior Engineer	1	To assist the Assistant Engineer.
	Head Plumber	2	To supervise the works of plumbers
	Plumber	8	All works connected with Water Supply.
	Electrician	5	All works connected with Street lighting.
	Helper	10	To assist the Plumbers and Electricians. The Executive Officer will distribute the work in detail.
	Junior Assistant	2	For doing ministerial work in the Branch.
	Peon	2	To do errand duties of the Branch.
Town Planning Cell	Assistant Engineer	1	He will be in-charge for processing the applications for permission for construction/re-erection/alteration /modification of the buildings and the design thereof, in accordance with the provisions contained in the Assam Municipal Act,1956 and the Assam Town & Country Planning Act,1959 and placing the same before the Board at a meeting. The Executive Officer will designate one Assistant Engineer as such.
	Junior Engineer	2	To assist the Assistant Engineer. The Executive Officer will give the detail allotment of duties to each.
	Muhurrier	8	To assist the Junior Engineers. The Executive Officer will give the detail allotment of duties to this category of employees.
	Senior Assistant	1	All ministerial works connected with the works in the Cell.
	Junior Assistant	2	For doing ministerial work in the Branch. The Executive Officer will give the detail allotment of duties to each.
	Peon/Jarikarak	6	To do errand duties of the Branch and serve the Notices and letters.

Total Post : 190

Municipal Boards having a Population of 50,001 to 1 Lakh

Name of the Branch	Designation of the post	Number of Posts	Assignment of work
General Branch	Executive Officer	1	As per Section 53 of the Assam Municipal Act, 1956
	Superintendent	1	He will supervise all Official works of the Municipal Board. All Assistants in the Branch will put up the file through him to the Executive Officer.
	Senior Assistants	2	All works relating to Meetings of the Board, matters relating to the personnel of the Board, correspondence with different authorities. The Assistant wise distribution of such matters shall be decided by the Executive Officer.
	Junior Assistants	4	Issue and receipt of the Daks, maintenance of Office (contingency matters). The Assistant wise distribution of such matters shall be decided by the Executive Officer.
	Data Processor	1	For printing out the letters, reports etc. in the Branch through the Computer.
	Peon/ Chowkidar/ Jarikarak	6	Despatch of letters, doing errand duties in the Branch, keeping watch on the Office, closing and opening the office timely. The detail distribution of works will be done by the Executive Officer.
Urban Poverty Alleviation cell	Senior Assistant	2	All works relating to the implementation of Swarna Jayanti Sahari Rojgar Yojana. The Branch will function as a Cell, as per the guidelines of the scheme, mentioned above. The Assistant wise distribution of such matters shall be decided by the Executive Officer.
	Junior Assistant	2	Same as above.
	Data Processor	1	Compilation of figures in the Computer for the purpose of submission of Report on the progress of implementation of the scheme.
	Peon	1	Despatch of letters, doing errand duties in the Branch.
Accounts Branch	Accountant	1	He will deal with all matters of accounts, Audit and Budget, as per the provisions of the Assam Municipal Act, 1956 and the Accounting Manual, the reconciliation of Bank Accounts, maintenance of Books of Accounts. He will be assisted by the Junior Accountants.

	Cashier	1	He will deal with all monetary transactions in office, maintenance of cash book, ledger, posting of vouchers etc., maintenance of check books and check issue register. All kinds of receipt of money in the Municipal Board will be deposited by him in the appropriate accounts. All kinds of expenditure will take place through the Cashier.
	Junior Accountants	3	They will assist the Accountant and the Cashier. The manner of rendering assistance shall be decided by the Executive Officer.
	Junior Assistant	2	They will assist the Accountant and the Cashier in all ministerial works. The detail distribution will be done by the Executive Officer.
	Data Processor	1	Processing the works of the Branch through the Computer.
	Peon	2	Despatch of letters, doing errand duties in the Branch. The detail distribution of works to each will be done by the Executive Officer.
Revenue Branch	Warrant Officer	1	He will act as per the decision of the Board and in accordance with the provisions of the Assam Municipal Act,1956.
	Tax Daroga	2	Collection of Taxes, licence fees, collection of dues from the lessees of the market / parking lot etc. The area wise distribution of work will be done by the Executive Officer.
	Assistant Tax Daroga	2	Same as above.
	Tax Collector	5	To assist the Tax Darogas and the Assistant Tax Darogas. The detail works will be distributed by the Executive Officer.
	Senior Assistant	3	All Official works of the Branch. The detail distribution of works will be done by the Executive Officer.
	Junior Assistant	5	Same as above.
	Muhurrier	5	To assist Tax Darogas, Assistant Tax Darogas and Tax Collectors in the field.
	Data Processor	1	Compilation of figures
	Peon/Jarikarak	7	Serving notice, letters. Detail distribution of works will be done by the Executive Officer.

Works Branch	Executive Engineer	1	Head of the Works Branch for all purposes, under the control of the Executive Officer, the Chairman and the Board. All matters relating to implementation of any scheme, whether Government sponsored or not shall be routed through him/ Executed under his supervision. He will be assisted by the following in the Branch.
	Assistant Executive Engineer	1	To assist the Executive Engineer.
	Assistant Engineer	1	Same as above.
	Junior Engineer	2	Same as above.
	Section Assistant / Muhurrier	7	Same as above.
	Mandal	1	Detail works will be distributed by the Executive Officer.
	Senior Assistant	2	All Official works connected with the Branch. The detail works will be distributed by the Executive Officer.
	Junior Assistant	2	Same as above
	Peon/Jarikarak	7	Errand duties in the branch, serving the notices and letters in the Town.
Sanitation Branch	Assistant Engineer	1	He will be in-charge of the Sanitation Branch. The Executive Officer will designate an Assistant Engineer as such. He will look after the works of scavenging and all matters relating to conservancy in the Town. He will be assisted by Junior Engineer.
	Junior Engineer	1	To assist the Assistant Engineer.
	Sanitary Supervisor	6	To supervise the works Sweepers. The Executive Officer will distribute area wise works amongst them.
	Sweeper	As shown in Table-D	To sweep the roads, cleans the drains, dustbins and garbage in the Town. The Executive Officer will distribute area wise works amongst them.
	Peon	1	To do errand duties of the Branch.
	Driver	17	This category includes Tractor Driver for carrying the garbage as well as Drivers of other types of Vehicles used in the Municipal Board.

	Junior Assistant	2	For ministerial works in the Branch.
Miscellaneous Services Branch	Assistant Engineer	1	He will be in-charge for services like water supply and street light etc. The Executive Officer will designate one Assistant Engineer as such.
	Junior Engineer	1	To assist the Assistant Engineer.
	Head Plumber	1	To supervise the works of plumbers
	Plumber	6	All works connected with Water Supply.
	Electrician	3	All works connected with Street lighting.
	Helper	7	To assist the Plumbers and Electricians. The Executive Officer will distribute the job in detail.
	Junior Assistant	2	For doing ministerial work in the Branch.
	Peon	1	To do errand duties of the Branch.
Town Planning Cell	Assistant Engineer	1	He will be in-charge for processing the applications for permission for construction/re-erection/alteration /modification of the buildings and the design thereof, in accordance with the provisions contained in the Assam Municipal Act,1956 and the Assam Town & Country Planning Act,1959 and placing the same before the Board at a meeting. The Executive Officer will designate one Assistant Engineer as such.
	Junior Engineer	1	To assist the Assistant Engineer.
	Muhurrier	7	To assist the Junior Engineers. The Executive Officer will give the detail allotment of duties to this category of employees.
	Senior Assistant	1	All ministerial works connected with the works in the Cell.
	Junior Assistant	1	For doing ministerial work in the Branch. The Executive Officer will give the detail allotment of duties to each.
	Peon/ Jarikarak	5	To do errand duties of the Branch and serve the Notices and letters.

Total Post : 152

Municipal Boards and Town Committees having a Population of 20,001 to 50,000

Name of the Branch	Designation of the post	Number of Posts	Assignment of work
General Branch	Executive Officer	1	As per Section 53 of the Assam Municipal Act,1956
	Head Assistant	1	He will supervise all Official works of the Municipal Board/ Town Committee. All Assistants will put up the file through him to the Executive Officer.
	Senior Assistants	2	All works relating to Meetings of the Boards, matters relating to the personnel of the Board, correspondence with different authorities. The Assistant wise distribution of such matters shall be decided by the Executive Officer.
	Junior Assistants	2	Issue and receipt of the Daks, maintenance of Office (contingency matters). The Assistant wise distribution of such matters shall be decided by the Executive Officer.
	Data Processor	1	For printing out the letters, reports etc. in the Branch through the Computer.
	Peon/ Chowkidar/ Jarikarak	4	Despatch of letters, doing errand duties in the Branch, keeping watch on the Office, closing and opening the office timely. The detail distribution of works will be done by the Executive Officer.
Urban Poverty Alleviation cell	Senior Assistant	1	All works relating to the implementation of Swarna Jayanti Sahari Rojgar Yojona. The Branch will function as a Cell, as per the guidelines of the scheme, mentioned above.
	Junior Assistant	2	Same as above.
	Data Processor	1	Compilation of figures in the Computer for the purpose of submission of Report on the progress of implementation of the scheme.
	Peon	1	Despatch of letters, doing errand duties in the Branch.
Accounts Branch	Accountant	1	He will deal with all matters of accounts, Audit and Budget, as per the provisions of the Assam Municipal Act,1956 and the Accounting Manual, the reconciliation of Bank Accounts, maintenance of Books of Accounts. He will be assisted by the Junior Accountant.

	Cashier	1	He will deal with all monetary transactions in office, maintenance of cash book, ledger, posting of vouchers etc., maintenance of check books and check issue register. All kinds of receipt of money in the Municipal Board will be deposited by him in the appropriate accounts. All kinds of expenditure will take place through the Cashier.
	Junior Accountant	1	He will assist the Accountant and the Cashier. The manner of rendering assistance shall be decided by the Executive Officer.
	Junior Assistant	1	He will assist the Accountant and the Cashier in all ministerial works. The detail distribution will be done by the Executive Officer.
	Data Processor	1	Processing the works of the Branch through the Computer.
	Peon	2	Despatch of letters, doing errand duties in the Branch. The detail distribution of works between this category of employees will be done by the Executive Officer.
Revenue Branch	Tax Daroga	2	Collection of Taxes, licence fees, collection of dues from the lessees of the market / parking lot etc. The area wise distribution of work will be done by the Executive Officer.
	Assistant Tax Daroga	2	Same as above.
	Tax Collector	3	To assist the Tax Darogas and the Assistant Tax Darogas. The detail works will be distributed by the Executive Officer.
	Senior Assistant	2	All Official works of the Branch. The detail distribution of works will be done by the Executive Officer.
	Junior Assistant	4	Same as above.
	Muhurrier	4	To assist Tax Darogas, Assistant Tax Darogas and Tax Collectors in the field.
	Data Processor	1	Compilation of figures
	Peon/Jarikarak	5	Serving notice, letters. Detail distribution of works will be done by the Executive Officer.

Works Branch	Assistant Executive Engineer	1	Head of the Works Branch for all purposes, under the control of the Executive Officer, the Chairman and the Board. All matters relating to implementation of any scheme, whether Government sponsored or not shall be routed through him/ Executed under his supervision. He will be assisted by the following in the Branch.
	Assistant Engineer	1	Same as above.
	Junior Engineer	2	Same as above.
	Section Assistant / Muhurrier	6	Same as above.
	Senior Assistant	2	All Official works connected with the Branch. The detail works will be distributed by the Executive Officer.
	Junior Assistant	2	Same as above
	Peon/Jarikarak	5	Errand duties in the branch, serving the notices and letters in the Town.
Sanitation Branch	Junior Engineer	1	He will be in-charge of the Sanitation Branch. The Executive Officer will designate one Junior Engineer as such. He will look after the works of scavenging and all matters relating to conservancy in the Town.
	Sanitary Supervisor	3	To supervise the works Sweepers. The Executive Officer will distribute area wise works amongst them.
	Sweeper	As shown in Table-D	To sweep the roads, cleans the drains, dustbins and garbage in the Town. The Executive Officer will distribute area wise works amongst them.
	Peon	1	To do errand duties of the Branch.
	Driver	10	This category includes Tractor Driver for carrying the garbage as well as Drivers of other types of Vehicles used in the Municipal Board/Town Committee.
	Junior Assistant	1	For ministerial works in the Branch.
Miscellaneous Services Branch	Junior Engineer	1	He will be in-charge for services like water supply and street light etc. The Executive Officer will designate one Junior Engineer as such.
	Plumber	4	All works connected with Water Supply.

	Electrician	3	Works connected with Street lighting.
	Helper	6	To assist the Plumbers and Electricians. The Executive Officer will distribute the job in detail.
	Junior Assistant	1	For doing ministerial work in the Branch.
	Peon	1	To do errand duties of the Branch.
Town Planning Cell	Junior Engineer	1	He will be in-charge for processing the applications for permission for construction/re-erection/alteration /modification of the buildings and the design thereof, in accordance with the provisions contained in the Assam Municipal Act,1956 and the Assam Town & Country Planning Act,1959 and placing the same before the Board at a meeting. The Executive Officer will designate one Junior Engineer as such.
	Muhurrier	5	To assist the Junior Engineers. The Executive Officer will give the detail allotment of duties to this category of employees.
	Junior Assistant	1	For doing ministerial work in the Branch.
	Peon/ Jarikarak	4	To do errand duties of the Branch and serve the Notices and letters.

Total Post : 108

Municipal Boards and Town Committees having a Population of 10,001 to 20,000

Name of the Branch	Designation of the post	Number of Posts	Assignment of work
General Branch	Executive Officer	1	As per Section 53 of the Assam Municipal Act,1956
	Head Assistant	1	He will supervise all Official works of the Municipal Board/Town Committee. All Assistants will put up the file through him to the Executive Officer.
	Senior Assistant	1	All works relating to Meetings of the Boards, matters relating to the personnel of the Board, correspondence with different authorities.
	Junior Assistant	1	Issue and receipt of the Daks, maintenance of Office (contingency matters).
	Data Processor	1	For printing out the letters, reports etc. in the Branch through the Computer.

	Peon/ Chowkidar/ Jarikarak	3	Despatch of letters, doing errand duties in the Branch, keeping watch on the Office, closing and opening the office timely. The detail distribution of works will be done by the Executive Officer.
Urban Poverty Alleviation cell	Senior Assistant	1	All works relating to the implementation of Swarna Jayanti Sahari Rojgar Yojona. The Branch will function as a Cell, as per the guidelines of the scheme, mentioned above.
	Junior Assistant	1	Same as above.
	Data Processor	1	Compilation of figures in the Computer for the purpose of submission of Report on the progress of implementation of the scheme.
	Peon	1	Despatch of letters, doing errand duties in the Branch.
Accounts Branch	Accountant	1	He will deal with all matters of accounts, Audit and Budget, as per the provisions of the Assam Municipal Act,1956 and the Accounting Manual, the reconciliation of Bank Accounts, maintenance of Books of Accounts. He will be assisted by the Junior Accountant.
	Cashier	1	He will deal with all monetary transactions in office, maintenance of cash book, ledger, posting of vouchers etc., maintenance of check books and check issue register. All kinds of receipt of money in the Municipal Board will be deposited by him in the appropriate accounts. All kinds of expenditure will take place through the Cashier.
	Junior Accountant	1	He will assist the Accountant and the Cashier. The manner of rendering assistance shall be decided by the Executive Officer.
	Junior Assistant	1	He will assist the Accountant and the Cashier in all ministerial works. The detail distribution will be done by the Executive Officer.
	Data Processor	1	Processing the works of the Branch through the Computer.
	Peon	2	Despatch of letters, doing errand duties in the Branch. The detail distribution of works will be done by the Executive Officer.

Revenue Branch	Tax Daroga	1	Collection of Taxes, licence fees, collection of dues from the lessees of the market / parking lot etc. The area wise distribution of work will be done by the Executive Officer.
	Assistant Tax Daroga	1	Same as above.
	Tax Collector	2	To assist the Tax Darogas and the Assistant Tax Darogas. The detail works will be distributed by the Executive Officer.
	Senior Assistant	1	All Official works of the Branch. The detail distribution of works will be done by the Executive Officer.
	Junior Assistant	3	Same as above.
	Muhurrier	3	To assist the Tax Daroga, Assistant Tax Daroga and Tax Collector in the field. The Executive Officer will give the detail allotment of duties to this category of employees.
	Data Processor	1	Compilation of figures
	Peon/Jarikarak	4	Serving notice, letters. Detail distribution of works will be done by the Executive Officer.
Works Branch	Assistant Engineer	1	Head of the Works Branch for all purposes, under the control of the Executive Officer, the Chairman and the Board. All matters relating to implementation of any scheme, whether Government sponsored or not shall be routed through him/ Executed under his supervision. He will be assisted by the following in the Branch.
	Junior Engineer	1	Same as above.
	Section Assistant	2	Same as above.
	Senior Assistant/ Muhurrier	2	All Official works connected with the Branch. One of the said officials will deal exclusively with the matters relating to building permission. The detail works will be distributed by the Executive Officer.
	Junior Assistant	1	Same as above
	Peon/Jarikarak	3	Errand duties in the branch, serving the notices and letters in the Town.

Sanitation Branch	Junior Engineer	1	He will be in-charge of the Sanitation Branch. The Executive Officer will designate an Assistant Engineer as such. He will look after the works of scavenging and all matters relating to conservancy in the Town.
	Sanitary Supervisor	1	To supervise the works Sweepers. The Executive Officer will distribute area wise works amongst them.
	Sweeper	As shown in Table-D	To sweep the roads, cleans the drains, dustbins and garbage in the Town. The Executive Officer will distribute area wise works amongst them.
	Peon	1	To do errand duties of the Branch.
	Driver	5	This category includes Tractor Driver for carrying the garbage as well as Drivers of other types of Vehicles used with the affairs of the Board.
	Junior Assistant	1	For ministerial works in the Branch.
Miscellaneous Services Branch	Junior Engineer	1	He will be in-charge for services like water supply and street light etc. The Executive Officer will designate one Junior Engineer as such.
	Plumber	3	All works connected with Water Supply.
	Electrician	2	Works connected with Street lighting.
	Helper	4	To assist the Plumbers and Electricians. The Executive Officer will distribute the job in detail.
	Junior Assistant	1	For doing ministerial work in the Branch.
	Peon	1	To do errand duties of the Branch.
Town Planning Cell	Junior Engineer	1	He will be in-charge for processing the applications for permission for construction/re-erection/alteration /modification of the buildings and the design thereof, in accordance with the provisions contained in the Assam Municipal Act,1956 and the Assam Town & Country Planning Act,1959 and placing the same before the Board at a meeting. The Executive Officer will designate one Junior Engineer as such.
	Muhurrier	3	To assist the Junior Engineers. The Executive Officer will give the detail allotment of duties to this category of employees.

	Junior Assistant	1	For doing ministerial work in the Branch.
	Peon/ Jarikarak	3	To do errand duties of the Branch and serve the Notices and letters.

Total Post : 74

Municipal Boards and Town Committees having a Population upto 10,000

Name of the Branch	Designation of the post	Number of Posts	Assignment of work
General Branch	Executive Officer	1	As per Section 53 of the Assam Municipal Act,1956
	Head Assistant	1	He will supervise all Official works of the Municipal Board/Town Committee. All Assistants will put up the file through him to the Executive Officer.
	Senior Assistant	1	All works relating to Meetings of the Boards, matters relating to the personnel of the Board, correspondence with different authorities.
	Junior Assistant	1	Issue and receipt of the Daks, maintenance of Office (contingency matters).
	Data Processor	1	For printing out the letters, reports etc. in the Branch through the Computer.
	Peon/ Chowkidar/ Jarikarak	3	Despatch of letters, doing errand duties in the Branch, keeping watch on the Office, closing and opening the office timely. The detail distribution of works will be done by the Executive Officer.
Urban Poverty Alleviation cell	Senior Assistant	1	All office works relating to the implementation of Swarna Jayanti Sahari Rojgar Yojona. The Branch will function as a Cell, as per the guidelines of the scheme, mentioned above.
	Junior Assistant	1	Same as above.
	Data Processor	1	Compilation of figures in the Computer for the purpose of submission of Report on the progress of implementation of the scheme.
	Peon	1	Despatch of letters, doing errand duties in the Branch.
Accounts Branch	Accountant	1	He will deal with all matters of accounts, Audit and Budget, as per the provisions of the Assam Municipal Act,1956 and the Accounting Manual, the reconciliation of Bank Accounts, maintenance of Books of Accounts. He will be assisted by the Junior Accountant.

	Cashier	1	He will deal with all monetary transactions in office, maintenance of cash book, ledger, posting of vouchers etc., maintenance of check books and check issue register. All kinds of receipt of money in the Municipal Board will be deposited by him in the appropriate accounts. All kinds of expenditure will take place through the Cashier.
	Junior Accountant	1	He will assist the Accountant and the Cashier. The manner of rendering assistance shall be decided by the Executive Officer.
	Junior Assistant	1	He will assist the Accountant and the Cashier in all ministerial works. The detail distribution will be done by the Executive Officer.
	Data Processor	1	Processing the works of the Branch through the Computer.
	Peon	2	Despatch of letters, doing errand duties in the Branch. The detail distribution of works will be done by the Executive Officer.
Revenue Branch	Tax Daroga	1	Collection of Taxes, licence fees, collection of dues from the lessees of the market / parking lot etc. The area wise distribution of work will be done by the Executive Officer.
	Assistant Tax Daroga	1	Same as above.
	Tax Collector	1	To assist the Tax Darogas and the Assistant Tax Darogas.
	Senior Assistant	1	All Official works of the Branch.
	Junior Assistant	2	Same as above.
	Muhurrier	2	To assist the Tax Daroga, Assistant Tax Daroga and Tax Collector. The Executive Officer will distribute the works in detail.
	Data Processor	1	Compilation of figures
	Peon/Jarika-rak	3	Serving notice, letters. Detail distribution of works will be done by the Executive Officer.
Works Branch	Assistant Engineer	1	Head of the Works Branch for all purposes, under the control of the Executive Officer, the Chairman and the Board. All matters relating to implementation of any scheme, whether Government sponsored or not shall be routed through him/ Executed under his supervision. He will be assisted by the following in the Branch.

	Junior Engineer	1	Same as above.
	Section Assistant	2	Same as above.
	Senior Assistant/ Muhurrier	2	All Official works connected with the Branch. One of the said officials will deal exclusively with the matters relating to building permission. The detail works will be distributed by the Executive Officer.
	Junior Assistant	1	Same as above
	Peon/Jarikarak	2	Errand duties in the branch, serving the notices and letters in the Town.
Sanitation Branch	Junior Engineer	1	He will be in-charge of the Sanitation Branch. The Executive Officer will designate a Junior Engineer as such. He will look after the works of scavenging and all matters relating to conservancy in the Town.
	Sanitary Supervisor	1	To supervise the works Sweepers. The Executive Officer will distribute area wise works amongst them.
	Sweeper	As shown in Table-D	To sweep the roads, cleans the drains, dustbins and garbage in the Town. The Executive Officer will distribute area wise works amongst them.
	Peon	1	To do errand duties of the Branch.
	Driver	2	This category includes Tractor Driver for carrying the garbage as well as Drivers of other types of Vehicles used in the Municipal Board/Town Committee.
	Junior Assistant	1	For ministerial works in the Branch.
Miscellaneous Services Branch	Junior Engineer	1	He will be in-charge for services like water supply and street light etc. The Executive Officer will designate one Junior Engineer as such.
	Plumber	2	All works connected with Water Supply.
	Electrician	2	Works connected with Street lighting.
	Helper	3	To assist the Plumbers and Electricians. The Executive Officer will distribute the job in detail.
	Junior Assistant	1	For doing ministerial work in the Branch.
	Peon	1	To do errand duties of the Branch.

Town Planning Cell	Junior Engineer	1	He will be in-charge for processing the applications for permission for construction/re-erection/alteration /modification of the buildings and the design thereof, in accordance with the provisions contained in the Assam Municipal Act,1956 and the Assam Town & Country Planning Act,1959 and placing the same before the Board at a meeting. The Executive Officer will designate one Junior Engineer as such.
	Muhurrier	2	To assist the Junior Engineer. The Executive Officer will give the detail allotment of duties to this category of employees.
	Junior Assistant	1	For doing ministerial work in the Branch.
	Peon/ Jarikarak	2	To do errand duties of the Branch and serve the Notices and letters.

Total Post : 62

Table-D

Sl. No.	Name of the ULB	Population	Number of Sweepers
1	Silchar Municipal Board	1,42,393	142
2	Dibrugarh Municipal Board	1,22,523	122
3	Nagaon Municipal Board	1,07,471	107
4	Tinsukia Municipal Board	85,519	85
5	Jorhat Municipal Board	66,450	66
6	Dhubri Municipal Board	63,965	64
7	Bongaigaon Municipal Board	60,550	60
8	Tezpur Municipal Board	58,240	58
9	Sivasagar Municipal Board	54,482	54
10	North Lakhimpur Municipal Board	54,262	54
11	Karimganj Municipal Board	52,316	52
12	Goalpara Municipal Board	48,911	49
13	Barpeta Municipal Board	41,175	41

14	Hojai Municipal Board	35,722	35
15	Barpeta Road Municipal Board	35,281	35
16	Lanka Municipal Board	34,386	34
17	Golaghat Municipal Board	33,021	33
18	Bilasipara Town Committee	31,090	31
19	Hailakandi Municipal Board	29,634	29
20	Lumding Municipal Board	25,184	25
21	Rangia Municipal Board	24,893	24
22	Mangaldoi Municipal Board	23,854	23
23	Margherita Town Committee	23,836	23
24	Gauripur Town Committee	23,477	23
25	Nalbari Municipal Board	23,177	23
26	Moriani Town Committee	23,065	23
27	Silapathar Town Committee	22,307	22
28	Morigaon Municipal Board	20,807	21
29	Digboi Town Committee	20,405	20
30	Doom Dooma Town Committee	19,822	19
31	Dhekiajuli Municipal Board	19,743	19
32	Rangapara Town Committee	18,822	18
33	Chapar Town Committee	18,559	18
34	Dhing Town Committee	17,841	17
35	Kharupetia Town Committee	17,784	17
36	Sonari Municipal Board	17,430	17
37	Biswanath Chariali Municipal Board	16,830	16
38	North Guwahati Town Committee	16,131	16

39	Howly Town Committee	15,958	16
40	Naharkatia Town Committee	15,528	15
41	Makum Town Committee	15,058	15
42	Abhyapuri Town Committee	14,671	14
43	Dergaon Municipal Board	13,364	13
44	Nazira Municipal Board	12,466	12
45	Lakhipur Town Committee	12,545	12
46	Sapatgram Town Committee	12,046	12
47	Dhemaji Town Committee	11,851	11
48	Badarpur Town Committee	11,291	11
49	Doboka Town Committee	11,043	11
50	Bihupuria Town Committee	10,867	10
51	Lala Town Committee	10,345	10
52	Sarupathar Town Committee	9,827	9
53	Lakhipur Municipal Board	9,708	9
54	Pathsala Town Committee	9,652	9
55	Gohpur Town Committee	9,408	9
56	Bokakhat Town Committee	8,844	8
57	Sarbhog Town Committee	7,553	7
58	Sarthebri Town Committee	7,545	7
59	Chabua Town Committee	7,230	7
60	Barpathar Town Committee	7,078	7
61	Amguri Municipal Board	6,944	7
62	Moran Town Committee	5,779	5
63	Kampur Town Committee	5,408	5
64	Simuluguri Town Committee	5,000 (approximation)	5

65	Teok Town Committee	5,000 (approximation)	5
66	Titibar Town Committee	5,000 (approximation)	5
67	Dhakuakhana Town Committee	5,000 (approximation)	5
68	Narayanpur Town Committee	5,000 (approximation)	5
69	Roha Town Committee	5,000 (approximation)	5
70	Polashbari Municipal Board	4,741	4
71	Tihu Town Committee	4,301	4
Total			1824

Total number of employees = 1824 + the following.

Category A = 3 Municipal Boards = 3 x 190 = 570

Category B = 8 Municipal Boards and Town Committees. = 8 x 152 = 1216

Category C = 18 Municipal Boards and Town Committees. = 18 x 108 = 1944

Category D = 22 Municipal Boards and Town Committees. = 22 x 74 = 1628

Category E = 20 Municipal Boards and Town Committees. = 20 x 62 = 1240

Grand Total = 8422