

**MUNICIPAL
ADMINISTRATION**



**ANNUAL REPORT
1969-70**

**REGIONAL CENTRE FOR RESEARCH AND
TRAINING IN MUNICIPAL ADMINISTRATION**

**DEPARTMENT OF PUBLIC ADMINISTRATION
UNIVERSITY OF LUCKNOW
INDIA**

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The Centre for Research and Training in Municipal Administration was set up by the Union Ministry of Health, Family Planning, Works and Housing and Urban Development, in the month of January 1968. The Centre has completed two years and the present report is based on the working of the second year of the centre.

The Advisory Committee of the Regional Centre for Research and Training in Municipal Administration decided in its meeting held on February 28, 1969 to hold three training courses, two seminars and complete the research projects as reported in the Annual Report for the year 1968-69 (page 20) during the year 1969-70. The Committee further recommended that the Centre should undertake a study on "Municipal Board Elections in Uttar Pradesh". The budget proposals for the year under review (as per Appendix I) were also considered and approved in this meeting.

Training Programme

As decided, three training courses were held during the year 1969-70. The first course of the year and fourth in the series was inaugurated by Shri C.B. Gupta, Chief Minister, Uttar Pradesh, on July 3, 1969. It was attended by twenty-two municipal officers from Uttar Pradesh, Bihar and Madhya Pradesh. The concluding function was presided over by Shri Atiqur Rehman, Minister for Local Self-Government, Uttar Pradesh on August 14, 1969. The list of the trainee-officers is given in Appendix II.

The second course and fifth in the series was inaugurated by Shri Atiqur Rehman, Minister for Local Self-Government, Uttar Pradesh on September 29, 1969. Twenty-nine municipal officers from the three participating states joined it. The closing function was presided over by Shri Narain Datt Tewari, Minister for Planning, Uttar Pradesh. Names of the trainee-officers who attended the programme are given in Appendix II.

The third course and sixth in the series was inaugurated by Shri Mangla Prasad, Minister for Local Self-Government, Uttar Pradesh on December 9, 1969. Twenty-three officers participated in the programme. The closing function was also presided over by Shri Mangla Prasad on January 17, 1970. The names of the officers who attended the course are given in Appendix II.

In order to evaluate the training programme, the opinions of the trainees on different aspects of the courses were obtained with the help of a structured questionnaire. The trainees were also asked to give their suggestions for improving the present arrangement.

Number of Trainees

As mentioned earlier, so far six training courses, three each in the years 1968-69 and 1969-70 have been organised. In all 152 municipal officers have participated in these training courses. About 4/5th (123) of the trainees came from the urban local bodies of Uttar Pradesh. Out of 151 total municipal boards in Uttar Pradesh only 70 have been represented in these courses, fifty-five municipal boards sent only one officer each, thirteen boards two officers each and the remaining two boards three officers each. Thus, in all 87 officers were from these municipal boards of Uttar Pradesh. The remaining 35 officers came from municipal corporations of the State. Out of them 19 came from Kanpur alone. Allahabad and Agra deputed five officers each, Lucknow four and Varanasi only two.

There are about 1600 officers of the centralised cadre in Uttar Pradesh. So even if all the 75 officers (our present capacity) per year are from this State alone, it will take another 20 years to complete this number. The following table shows the total number of officers belonging to different categories in Uttar Pradesh :

TABLE I

Category of Officers	Total Strength	Trained so far	
		Number	% of the total strength
1. U. P. Palika Administrative Services	306	62	20.3
2. U. P. Palika Medical Service	35	—	—
3. U. P. Palika Public Health and Veterinary Service	468	16	3.4
4. U. P. Palika Engineering Service	372	12	3.2
5. U. P. Palika Water Works Electrical & Mechanical Engineering Service	145	—	1.4
6. U. P. Palika Arboriculture Service	8	—	—
7. U. P. Palika Audit and Accounts Service	90	11	12.2
8. U. P. Palika Education Service	112	20	17.8
9. U. P. Palika Ministerial Service	54	—	—
Total :—	1640	123	7.5

The above table shows that only 7.5 per cent of the municipal officers of the centralised cadre have been trained by the Centre since its inception. During this period emphasis was laid on Administrative Services with the result that about 1/5th of them have attended the training courses. About 18 per cent of the Education Superintendents and 12 per cent officials belonging to Audit and Accounts Services also derived the benefit of training programme. It is notable that no officer belonging to Medical, Arboriculture and Ministerial Services has attended the training programme so far.

The number of participants during the year 1969-70 from the participating states in the three training courses, is shown in the following table :

TABLE 2
Number of participants from the three states

States	Courses			Total
	Fourth	Fifth	Sixth	
Uttar Pradesh	16	18	17	51
Bihar	5	3	3	11
Madhya Pradesh	2	7	2	11
Total :—	23	28	22	73

About 70 per cent of the trainees in the three courses came from Uttar Pradesh alone. However, there has been an increase in the number of participants from Bihar and Madhya Pradesh as compared to the last year. There were 22 trainees from these two states this year as compared to only 8 in the previous year.

Attitudes of the Local Bodies

The trainees were asked as to how did they get their names recommended for the training by their respective local bodies. The following four situations were visualised and the trainees were asked to indicate the situation applicable to them :

- (a) The President or the Mukhya Nagar Adhikari himself was keen to nominate him for the training.
- (b) He approached the President/Mukhya Nagar Adhikari who recommended his name willingly.

- (c) It was only with some difficulty that he got his name recommended.
- (d) The Government nominated him.

The following table shows the distribution of the trainees according to the above four situations (i.e. A,B,C,D) regarding the nominations:

TABLE 3
Nomination of the participants

Situation	Courses			Total
	Fourth	Fifth	Sixth	
A	2	2	3	7
B	1	8	7	16
C	—	1	2	3
D	20	17	10	47
Total	23	28	22	73

It is evident from the above table that in case of about 2/3rd of the trainees the local bodies did not take any interest in their nomination and as a last resort the government had to nominate them. It shows that there is a need, to educate the authorities of the local bodies about the need, importance and usefulness of the training programmes.

Motives for Joining the Course

The trainees were asked "What was your main motive for joining the training course?" The responses are presented in the following table :

TABLE 4
Main Motives for joining the Courses

Main Motives	Courses			Total
	Fourth	Fifth	Sixth	
1. To learn more about the Municipal Administration	20	27	20	67
2. To get the certificate so that it may be helpful for future promotion	—	1	2	3
3. To get rid of the office work for sometime	2	—	—	2
4. To visit Lucknow	1	—	—	1
Total	23	28	22	73

It may be noted that except for six, with other trainees the main motive was to learn about municipal administration. Out of the six, three were allured of certificates. Only one trainee had a visit to Lucknow as his main motive. Two trainees wanted to get rid of office routine for some time.

Duration of the Course

The participants were asked to express their opinion regarding the present duration (six weeks) of training courses.

The following table shows their views about the duration of the training course :

TABLE 5

Duration	Courses			Total
	Fourth	Fifth	Sixth	
1. Alright	9	17	13	39
2. More	2	2	4	8
3. Less	12	9	5	26
Total	23	28	22	73

It may be noted that 39 trainees considered the present duration to be alright. About 1/3rd of the participants, however, thought the period to be shorter and wanted the duration to be increased to 8 or 10 weeks.

Composition of the Trainees

The trainees were asked "Are you satisfied with the present composition of the trainees (i. e. from different sectors—executive officers, engineers, education superintendents, lekha parikshaks etc.)"

The following table shows their responses :

TABLE 6

Satisfaction with the present composition of trainees

	Courses			Total
	Fourth	Fifth	Sixth	
1. Satisfied	13	17	18	48
2. Not satisfied	10	11	4	25
Total	23	28	22	73

It is notable that about 2/3rd of the trainees were satisfied with the present composition. The remaining 1/3rd participants were of the opinion that only a single category of municipal officers should be called in a particular course and separate training courses should be arranged for different categories of officers.

Attachments

In each of the three training courses, officers were divided into the following two batches. The following places were visited by them :

(i) *First Training Course*

(a) Patna, Ranchi, Jamshedpur and Gaya

(b) Hardwar, Dehradun, Mussoorie and Rishikesh

(ii) *Second Training Course*

(a) Delhi and Ghaziabad

(b) Bhopal and Jabalpur

(iii) *Third Training Course*

(a) Agra, Mathura and Vrindaban

(b) Patna, Bihar Sharif, Rajgir, Dhanbad, Bokaro and Sindri.

During the attachment period the officers studied the working of municipal boards/corporations/improvement trusts and allied agencies, and submitted reports individually. The names of the trainee-officers who visited the above places including the staff members are given in Appendix III.

In this regard, the trainees were asked as to what extent they benefited with the attachment programme. The responses are shown in the following table :

TABLE 7
Extent of benefit with Attachment Programme

Extent of Benefit	Courses			Total
	Fourth	Fifth	Sixth	
1. Great extent	13	20	17	50
2. Some extent	9	8	4	21
3. Not at all	1	—	1	2
Total	23	28	22	73

More than 2/3rd participants reported that they benefitted with this programme to a great extent. However, there were 2 trainees one each in fourth and sixth courses who felt that they did not benefit at all with this programme.

Following suggestions were made to improve the programme :

- (i) Period of attachment should be increased.
- (ii) Attachment should be outside the 'region'.
- (iii) The attachment groups should be smaller.
- (iv) More time should be given for the study of the individual local bodies.

Syndicate Reports

The trainees were divided into groups and allotted topics for preparing syndicate reports based on their study, experiences, mutual discussions, etc.

They were required to indicate the extent of their satisfaction with this programme. The responses are given below :

TABLE 3
Extent of Satisfaction with Syndicate Reports

	Courses			Total
	Fourth	Fifth	Sixth	
1. Great extent	9	20	17	46
2. Some extent	13	8	5	26
3. Not at all	1	—	—	1
Total	23	28	22	73

It is notable that about 3/5th of the trainees were satisfied with this programme to a great extent. However, the participants made the following suggestion for improvements :

- (i) External experts should be attached with each group.
- (ii) More time should be provided for the preparation of report.

Case Studies

The introduction of case study programme was introduced for the first time during this year. The trainees were required to prepare a

few case study reports based on their personal experience. The trainees were supplied with model case studies and were provided guide points in this connection. The following table shows the extent of satisfaction with the case study programme :

TABLE 9
Extent of Satisfaction with the Case Study

Extent of Satisfaction	Courses			Total
	Fourth	Fifth	Sixth	
1. Great extent	13	21	14	48
2. Some extent	6	6	6	18
3. Not at all	—	1	1	2
4. No reply	4	—	1	5
Total	23	28	22	73

It is evident that about 2/3rd of the trainees were satisfied to a great extent with the case study arrangement. Two trainees, however, failed to appreciate its need. Five trainees did not give their opinion.

Field Visits

During the first and second courses field visits to some of the important departments of the state government and Nagar Mahapalikas of Lucknow/Kanpur were arranged.

Review of Acts and Statutes

The participants of the first course were divided in batches for reviewing the municipal acts, statutes, manuals and bye-laws of the three states and they prepared detailed reports on the following topic :

- (i) Office of the President in municipalities;
- (ii) Public Works;
- (iii) Sanitation; and
- (iv) Assessment and collection of taxes on property.

Lodging

Lodging arrangements were made at the M.M.S. Birla Hall, Moti Mahal, Lucknow. Each trainee was provided with a furnished single seated room. This place is hardly at a distance of three furlongs from the place of our Centre.

The extent of satisfaction of the participants with lodging arrangements is shown in the following table :

TABLE 10
Extent of Satisfaction with the Lodging

Extent of Satisfaction	Courses			Total
	Fourth	Fifth	Sixth	
1. Great extent	15	22	17	54
2. Some extent	6	4	5	15
3. Not at all	—	—	—	—
4. No reply	2	2	—	4
Total :—	23	28	22	73

It is noteworthy that no boby was dissatisfied with the lodging arrangements.

Boarding

Boarding facility is provided at the hostel. A contractor is usually given contract to run the mess. It is compulsory for the trainees to join the common mess. The following table shows the satisfaction of the trainees with the boarding arrangements :

TABLE 11
Extent of Satisfaction with the Boarding Arrangements

Extent of Satisfaction	Courses			Total
	Fourth	Fifth	Sixth	
1. Great extent	2	2	5	9
2. Some extent	11	11	14	36
3. Not at all	7	13	3	23
4. No reply	3	2	—	5
Total :—	23	28	22	73

Only 9 trainees were satisfied to a great extent with the mess arrangements. The extent of dissatisfaction is noticeable particularly in the fifth course. However, about half of the trainees were satisfied to some extent.

Suggestions for Improvement

The following were some of the suggestions made by the participants for improving the training programme :

- (1) A copy of the Fundamental rules and Financial rules Uttar Pradesh (Vol. I to V) should be available in the Department.

- (2) Training courses should be organised on important topics like sanitation, education, P. W. D., taxation, water supply and general administration separately.
- (3) More lectures on O & M, Public Relations and Comparative Local Governments should be organised.
- (4) The number of lectures should be increased.
- (5) The number of non-officials, guest speakers should be increased.
- (6) Some foreign scholars should also be invited to deliver lectures.
- (7) Copies of lectures should be distributed to the trainees.
- (8) Medium of instructions should be Hindi.
- (9) There should be some arrangements under which trainees could discuss their problems and exchange their experiences.
- (10) A written test should be introduced.
- (11) The Director of the Centre should send his remarks to Government about individual participants.
- (12) More incentive like promotion, increments, etc., should be given to the trained persons.
- (13) Non-officials should also be trained.
- (14) Medical facility should be provided in the hostel.
- (15) The Centre should have its own hostel and a staff car.

General Satisfaction

The participants were unanimous that they had been benefitted by the training programme in general and with the following aspects in particular :

- (1) Gained self-confidence, tact, initiative and drive in the performance of duties.
- (2) Better knowledge of multifarious civic problems viz. Water Supply, Land Acquisitions, Drainage and Augmentation of Financial Resources.
- (3) Broadened in outlook, hope to serve city in a better way.
- (4) Now we are in a better position to deal with civic problems more effectively.

- (5) Gained a better knowledge of the relationship between Executive and Deliberative Wings.
- (6) Gained knowledge of different local bodies of the country.
- (7) Came in contact with distinguished personalities.
- (8) Got opportunity to meet officers of the State.

Lecture—Discussion

The detailed programme of lectures held during the above training courses is given in Appendix IV. The names and designations of the guest speakers are given in Appendix V

Conference

During the first and second training courses two conferences were organised on the following topics :

- (i) *First Training Course*
 - (a) Octroi—A source of Local Revenue; and
 - (b) Sanction of Building Plans
- (ii) *Second Training Course*
 - (a) Role of President/Chairman; and
 - (b) Non-Tax Revenue Sources

The first Conference was inaugurated by Shri A. G. Kher, Speaker, Uttar Pradesh Legislative Assembly on August 13, 1969 while the second was inaugurated by Shri Atiqur Rehman, Minister for Local Self-Government, Uttar Pradesh on November 7, 1969. The names of persons who attended the above conferences are given in appendix VI

Some of the main recommendations of the conferences are given below :

Octroi : A Source of Local Revenue

- (i) Weight alone should form the basis of octroi duty, except in case of luxury and costly goods where the local bodies may assess duty on advalorem basis. Octroi should be non-refundable.
- (ii) Introduction of uniform octroi schedules having statutory minimum and maximum limits as in Maharashtra, Delhi and Madhya Pradesh was considered desirable. At the same time decisions to reduce the minimum rate to suit local conditions should be left in the hands of local bodies.

- (iii) Branch offices should be set up to decide disputed cases expeditiously and avoid vexation to the public.
- (iv) Railways should not release the goods until octroi is paid. They should also be allowed to collect the tax and keep a small percentage of it for the services rendered.
- (v) Strict observance of rules and regulations is a sine qua non for effective and efficient administration. Periodic revision of rules is also essential.
- (vi) Octroi staff should get sufficient wages commensurate with their responsibilities and duties in order to prevent malpractices.
- (vii) Octroi staff should hold regular meetings to solve administrative problems.
- (viii) In cases of violation of transit pass rules, besides the penalty, the defaulter should also be made to pay octroi for the goods consumed in the area.
- (ix) Octroi staff should be more vigilant in order to check evasion. Deterrent punishment should be given when necessary.
- (x) In principle, the abolition of octroi was accepted but till an alternative source of revenue, equally elastic and dependable was made available, the octroi must continue. Meanwhile, steps to remove defects and malpractices associated with administration of octroi tax should be taken.
- (xi) Surcharge on sales tax, toll and terminal tax on transfer of deeds and property etc. should be charged.

Sanction of Building Plans

- (i) An imperative need to accelerate building activity and to facilitate the general public in the preparation of building plans was felt. The conference wanted the local bodies to engage the services of draughtsman, issue licence to qualified persons and entertain the building plans prepared by architects and engineers. The conference called for simplification of procedures for sanction of building plans by fixing the time limit at every stage of scrutiny. It was felt that both central and state government buildings should also be subject to municipal building bye-laws. However, the constructions for defence purposes could be exempted.

- (ii) The amendment made in the U.P. Municipalities Act in 1964 in respect of revocation and withdrawal of sanction on grounds of fraud and misappropriation was considered adequate. The need for its emulation by local bodies in Bihar and Madhya Pradesh was stressed.
- (iii) The conference was unanimous that the sanction of building plans should have no effect on 'title'. The desirability of introducing uniformity in 'building bye-laws' was stressed as it would have conducive effect on the building activity in the region. The recent inroads made into the powers of the local bodies under various enactments like Regulation of Buildings Operation Act were viewed with concern.
- (iv) It was considered that active participation of local bodies is essential for the successful implementation of urban development plans. Need for measures to achieve enthusiastic cooperation and association of local bodies was underlined. In this connection the adoption of relevant provisions from various acts in Bihar was suggested.

Role of President/Chairman

- (i) The present system of indirect election for the office of President/Chairman should continue. It was felt that direct elections lead to endless conflict between the President and Council. They were also expensive and involved delay.
- (ii) The Provision allowing outsiders to contest for the election of President/Chairman should continue as it enables the enlisting of deserving and competent people.
- (iii) The present practice of removing the President by simple majority was disapproved. A vote of no-confidence motion to become operative should be passed by 2/3rd majority.
- (iv) The separation of deliberative and executive wings was considered impracticable.
- (v) For harmonious relations between the President and the Executive Officer the latter should have control over the subordinate staff. The former's powers should be confined to hearing of appeals against the decisions of the Executive Officer.

- (vi) The excessive interference of State in the affairs of the local bodies should be minimised. Power of supervision should be used as a last resort and in the case of superseded boards, elections should be completed within six months.

Non-Tax Revenue Sources

- (i) The regulatory and remunerative aspects of licensing should continue. Fee should be used freely for augmenting the revenue of the local authority.
- (ii) Municipal councils should have the option of issuing licenses for 3 years instead of one, but the provision of rebate should be incorporated. Granting of licenses for a broken period of one year was not approved because it tended to leakages in revenues.
- (iii) Authority to grant licenses should rest with the Executive Officers/Chief Municipal Officers with a provision for appeal against their orders to the Commissioners. Necessary provisions for this should be made in the Bihar and Orissa Municipal Act.
- (iv) The Zonal System of administration should be introduced in local bodies to facilitate issue of licenses and checking of evasions. Determination of rate of fee should be left to the discretion on the local authorities as conditions vary.
- (v) The pay and allowances of the employees should be brought at par with other government servants. Some incentive schemes for good work should be introduced. Exemplary punishment in cases of gross negligence and misappropriation would prove a more effective check. Need for proper supervision by higher authorities was stressed.
- (vi) The following sources were suggested for the augmentation of the revenue of the urban local bodies:
- (a) Income from mines, minerals and quarries along with tanks and ponds;
- (b) Local bodies should take up acquisition of land and construction of shops and residential buildings, and create a revolving fund;

(c) The State Government should pass on a part of its income to local bodies in respect of :

- (i) electric duty ;
- (ii) sales tax ;
- (iii) profession tax ;
- (iv) entertainment tax ;
- (v) show tax ;
- (vi) road tax ; and
- (vii) passenger tax ; etc.

The distribution of electricity should be in the hands of local bodies.

(viii) Larger and capable local bodies which can undertake trading should do so. Industries of purely local nature should also be taken up e.g. Cafeteria, Canteen, Milk Supply, Poultry, Printing etc.

Seminar

Towards the close of the third training course a seminar was organised on "Road Grants and Road Building Activities in the Local Bodies of Uttar Pradesh, Bihar and Madhya Pradesh." It was inaugurated by His Excellency the Governor of Uttar Pradesh, Dr. B. Gopala Reddi. The seminar was attended by the trainees of the third course and officials and non-officials of the three participating states of the region. The names of the persons who attended the seminar are given in Appenix VII.

The main recommendations were :

- (i) The seminar discussed the question of priorities in the selection of improvement and reconstruction of roads, and how to avoid lopsided allocation of funds. It was suggested that a certain minimum amount should be earmarked for routine repairs and a certain percentage should be set aside for improvement and reconstruction of internal roads and lanes in the wards. The remaining roads should be classified and their improvement and renewal should be taken according to regular roster spread over a number of years. Every board should draw up a five-year programme of works, taking into account the future needs in accordance with the Master Plan.

- (ii) The seminar recommended that the officers of the urban local bodies should also be represented at the periodical meetings of department officers of the district held by the District Collectors.
- (iii) Various departmental agencies take up their work involving cutting of roads without prior consultation with the local body. They should be asked to give due notice and pay for the restoration on the basis of fixed charges.
- (iv) Impression prevails that road work does not satisfy the requisite standards. Each municipality should adopt the specifications and standards for different classes of roads as laid down by the State Public Works Department.
- (v) Introduction of a state-wide centralised service cadre will help in removing the absence of properly qualified staff.
- (vi) A separate pool of road rollers and necessary equipment should be maintained for the use of municipalities under the control and guidance of a technical cell.
- (vii) Municipal bodies and other agencies should use coercive powers for the clearance of encroachments on roads. There is also a need for surveying road boundaries and maintenance of records of public right of way. The seminar was of the opinion that road flanks and foot-paths should not be let out even temporarily and roadside drains should be kept free in the interest of sanitation and road improvement.
- (viii) The consensus was for the creation of a 'Road Fund' by each local body. Revenues of 'Tehbazari' and receipts from leases of open lands and projection fees should be credited to the fund. Loans should be financed for important and urgent projects while contributions in kind and labour should be welcomed.
- (ix) Development fee should be levied on the basis of covered area of building plans sanctioned by local bodies.
- (x) A higher organisation at the state or regional level for periodic supervision, laying standards, specifications and for prescribing and advising about planning should be set up. This organisation will also collect periodical data and analyse it. It should help in determining priorities in planning and development of roads also.

Library

A special section containing books and pamphlets on local government and urban administration has been opened in the Library of the Department. This section contains about 3,000 volumes including about 600 volumes through the grants received from the Union Ministry of Health, Family Planning, Works, Housing and Urban Development.

Research Projects

Research projects pertaining to municipal problems were undertaken by the Department before the establishment of the Centre. During the year 1969-70, the following two research reports were finalised.

- (i) Organisation and Working of Select Utility Services and the Level of Satisfaction among the Citizens of Lucknow Municipal Corporation.
- (ii) Second Municipal Elections of the *KAVAL* Towns of Uttar Pradesh.

Presently the research staff is engaged in completing the project on 'Working of Municipal Corporations in Uttar Pradesh'. The report is in the drafting stage and expected to be published shortly.

Clearing House

In pursuance of the recommendations of the Seminar held on Research and Training Requirements the Centre has undertaken the work of a Clearing House. To begin with basic details such as population, area, density, income, expenditure, details of taxes, staff employed, functions, development works undertaken etc. are being collected for all municipal boards in the State. In this connection a detailed proforma has been prepared and sent to all municipal boards. The authorities of the municipal boards have also been requested to send their latest annual administration reports. As soon as the relevant information is available, a detailed report will be prepared. In future, it is proposed to prepare periodical reports containing details about the municipal boards.

The Centre is also considering a proposal to start a quarterly bulletin containing news about urban local bodies of Uttar Pradesh, Bihar and Madhya Pradesh.

Contribution

The following local bodies of the State have contributed in response to the G. O. No. 274-A/11-KA-G/63 dated February 27, 1969 :

Sl. No.	Name of Municipal Board	Year	Amount	
			Rs.	P.
1.	Nagar Mahapalika, Allahabad	1969-70	5,000	00
2.	Municipal Board, Barabanki	1968-69	500	00
3.	" Baheri	1968-69	250	00
4.	" Bhadohi	1968-69	250	00
5.	" Chandausi	1969-70	500	00
6.	" Debai	1969-70	250	00
7.	" Dehra Dun	1968-70	2,000	00
8.	" Deoband	1968-69	250	00
9.	" Etawah	1969-70	100	00
10.	" Ghaziabad	1969-70	500	00
11.	" Gola Gokaran Nath	1969-70	140	00
12.	" Ganj Dundwara	1969-70	250	00
13.	" Kashipur	1969-70	500	00
14.	" Lalitpur Jhansi	1968-69	500	00
15.	" Meerut	1968-69	1,000	00
16.	" Moradabad	1968-69	500	00
17.	" Mussoorie	1969-70	1,000	00
18.	" Nainital	1969-70	500	00
19.	" Pithoragarh	1968-69	100	00
20.	" Roorkee	1968-69	1,000	00
21.	" Sahaswan	1968-69	250	00
22.	" Saharanpur	1969-70	1,000	00
23.	" Ujhani	1968-70	1,000	00
Total			17,340	00

The Advisory Committee reviewed the response in this regard and authorised the Chairman to make an appeal to Commissioners/District Magistrates to exercise their good offices for raising the contribution. It was also approved by the Committee in its meeting held on August 13, 1969 that the contribution shall be remarked for 'Construction of Building and Purchase of Capital Equipments'.

Diploma in Urban Government and Administration

The Centre has started one year Diploma Course in Urban Government and Administration. Fifty students have been admitted this year.

Publications

The Centre has published two volumes this year. They are :

- (i) Towns of Uttar Pradesh, Bihar and Madhya Pradesh ; and
- (ii) Urban Planning and Local Authorities.

The proceedings and background papers contributed to the Seminar 'Problems of Management and Financing of Water Supply in Urban Areas of Bihar, Madhya Pradesh and Uttar Pradesh' have been edited and are in the process of publication.

Hostel

The Local Self-Government Department, Govt. of Uttar Pradesh has sanctioned rupees 2,97,500/- for the construction of a 30 room hostel for trainees and five suites for guests with a lounge and hall etc. vide G. O. No. 4151 A/11-A-5 G/69 dated January 24, 1970. Twenty per cent of this cost is to be met out of contributions by local bodies. The plan sketch has been prepared and the work would begin very shortly. The hostel will meet a long felt need in this regard.

Modifications in the Budget

The Advisory Committee of the Centre decided in its meeting held on 13th August 1969 that the following revisions be made in the approved budget for the year 1969-70 :

- (i) With reference to item 4 (b) of Part I of the Budget, the Research Associate on deputation be given the scale of Rs. 300-25-500 (with retrospective effect i. e. from 19th February, 1969) as is available to Research Associate under head 4 (a) of the Budget.
- (ii) The grade of Administrative Officer be revised from Rs. 200-15-275-350-20-400 to Rs. 250-15-400-25-500 with effect from 1st July, 1969.

The revision in the grade was recommended in view of the

strenuous duties to which the Administrative Officer is put to as a result of growing activities of the Centre.

- (iii) An honorarium of Rs. 500 for each course be given to the Programme Director out of head "III (2) Training Courses" of Part I of the Budget.

The revision was recommended in view of the fact that during training courses the Programme Director has to run around in the town in connection with the preliminary arrangements of the Course. Under University Rules a member of the teaching staff is not allowed to charge for rickshaw fare. This puts a junior member out of pocket.

- (iv) The payment of petrol bills was declared a valid charge out of the head "III-Sub-head (2) Training Courses and Sub-head (iii) Field Cost and Overhead" of Part I of the Budget.

The provision in the budget was made due to the fact that there is no staff car at the Centre. A large number of guest speakers have to be brought and sent back. In addition, in course of frequent conferences, seminars and other training and research projects, private cars have been used.

The Committee also considered the following two Resolutions moved by the Director of the Centre and approved their implementation :

- (i) A current account be opened with the Hindustan Commercial Bank Ltd., Hazratganj, Lucknow, in the name of "Contribution Fund Account—Regional Centre for Research and Training in Municipal Administration". The amount of contributions collected from the various local bodies will be deposited in the account and the Director of the Centre, Dr. R. B. Das, will operate it singly.
- (ii) A "Fixed Deposit Account in the name of Regional Centre for Research and Training in Municipal Administration" be opened with the Hindustan Commercial Bank Ltd., Hazratganj, Lucknow and Dr. R. B. Das, Director of the Centre will operate the account singly.

Accordingly a sum of Rs. 13,000/- has been deposited in the Fixed Deposit Account for one year.

The Committee further approved the following proposals for the year 1969-70.

- (i) The Director was allowed to pay the bills of the State Guest House/Officers Rest House/Institute of Engineers and Tourist Bungalow out of the head "Training Courses" and "Miscellaneous" since the inspection of the Centre.
- (ii) It was resolved that the payment of T. A. and D. A. to guest speakers or participants of seminars and conferences be given out of the head "Field Cost" and "Training Courses" since the inception of the Centre.
- (iii) Resolution No. 3 (iii) of 13th August, 1969 was reviewed and it was also approved that the payments of petrol bills paid before the commencement of the resolution referred to above be also treated as a valid charge under head III "sub-head (ii) Training Courses and sub-head (iii) Field Cost and Overhead" of Part I of the Budget.

Additional Grant

The Government of Uttar Pradesh has also sanctioned the following recurring expenditure vide G. O. No. 4151 A/11-A-5 G/69 dated January 24, 1970 :

(i)	Research Officer	One	
	Grade Rs. 400-40-800-50-950		
(ii)	Clerk	One	
	Grade Rs. 160-8-200-10-260-12-320		
(iii)	Books		Rs. 5,000/-
(iv)	Publication and Distribution of Quarterly Magazine.		Rs. 5,000/-

Audit

The accounts of the Centre for the financial year 1968-69 were audited by M/s A. Shah and Company, Chartered Accountants, Lucknow, as per Appedix VIII, and submitted to the Ministry of Health, Family Planning, Works, Housing and Urban Development, Government of India, New Delhi. The Government of India, on the basis of the audited report, issued the "Utilization Certificate" to the Accountant General, Uttar Pradesh. The utilization certificate is given in Appedix IX.

APPENDIX I

Regional Centre for Research and Training in Municipal Administration, Department of Public Administration Lucknow University, Lucknow

BUDGET ESTIMATES FOR

1969—70

PART—ONE

*(Recurring expenditure to be met from the Grant of the Ministry of Health,
Family Planning and Urban Development, Government of India, New Delhi)*

Sl. No.	Head of Payment	Estimates 1969—70
I	Establishment	
	(i) Teaching, Research and Office Staff	49,163 44
	(ii) Dearness, Provident Fund Contribution and Other admissible allowances	14,406 00
II	Furniture and Equipment	1,000 00
III	Seminar, Training Courses, Research Projects and Meetings (including Entertainment, Travelling and other expenses)	20,000 00
IV	Books, Journals, Periodicals, Publication, Printing and Stationery	15,000 00
V	Miscellaneous (Postage, Telephones and other unforeseen expenses)	7,000 00
Total :—		1,06,574 44
Or Say		1,06,600 00

Sd/—R.B. DAS

Prof. & Head

Department of Public Administration
&
Director of the Centre

Sd/—P.C. PANDE

Chairman

Advisory Committee
&
Secretary

Local Self-Government Depart-
ment, Uttar Pradesh.

PART—TWO

(To be met out of the Grant from the State Government)

Sl. No.	Head of Payment	Estimates 1969—70
VI Recurring		
Establishment		
(i)	Salary	4,480 00
(ii)	Dearness Allowance and Other Allowances	936 00
VII	Books and Pamphlets	5,000 00
VIII	Publications of Quarterly Bulletin	5,000 00
	Total :—	15,416 00
Non-recurring		
IX	Hostel for Trainees	2,97,525 00
X	Transport facilities for Training Courses	25,000 00
	Total :—	3,22,525 00

Sd/—R.B. DAS

Prof & Head

Department of Public Administration
&
Director of the Centre

Sd/—P.C. PANDE

Chairman

Advisory Committee
&

Secretary

Local Self-Government Depart-
ment, Uttar Pradesh.

PART— ONE
Details of Expenditure

Establishment

(i) 1. Professor	One	
Grade 1100-50-1300-60-1600		
(March 1,1969 to Feb. 1970)		Rs. 13,406 46
(a) Upto Oct. 27, 1969@1100/-p. m.		
(b) From Oct. 29, 1969 to Feb. 1970		
@ Rs. 1150/-p. m.		
2. Lecturer	One	
Grade 400-40-800-50-950		
(March 1,1969 to Feb. 1970)		Rs. 4,887 74
(a) Upto Dec. 25, 1969@ Rs.400/-p.m.		
(b) From Dec. 26, 1969 to Feb.1970		
@ Rs. 440/-p.m.		
3. Research Officer	One	
Grade 400-40-800-50-950		
(March 1,1969 to Feb. 1970)		Rs. 4,851 61
(a) Upto Jan.22,1970 @ Rs.400/-p.m.		
(b) From Jan. 23, 1970 to Feb. 1970		
@ Rs. 440/-p.m.		
4. Research Associate	Two	
(a) Grade 300-25-500		
(March 1,1969 to Feb. 1970)		Rs. 9,700 00
(i) Upto Oct. 31, 1969 @ Rs. 300/-		
(ii) From Nov. 1,1969 to Feb. 1970		
@ Rs. 325/-p.m.		
(b) From Municipal Services @ Rs. 500/-p.m.		
(March 1, 1969 to Feb. 1970)		
5. Investigators	Two	
Grade 250-20--350-25-400		
(March 1,1969 to Feb. 1970)		Rs. 6,194 84
(a) Upto Oct. 4, 1969 @ Rs. 250/-p.m. each		
(b) From Oct. 5, 1969 to Feb. 1970		
@ Rs. 270/-p.m. each		

Carried Over.....Rs. 39,040 65

<i>Brought forward ...</i>		Rs.	39,040	65
6. Editorial Assistant	One			
Grade 250-15-400-25-500				
(March 1, 1969 to Feb. 1970)		Rs.	3,052	50
(a) Upto Nov. 15, 1969 @ Rs. 250/-p.m.				
(b) From Nov. 16, 1969 to Feb. 1970				
@ Rs. 265/-p.m.				
7. Administrative Officer	One			
Grade 200-15-275-350-20-400		Rs.	2,580	00
(a) March 1, 1969 to Feb. 1970				
@ Rs. 215/-p.m.				
8. Clerks	Two			
(March 1, 1969 to Feb. 1970)				
(a) Grade 160-8-200-10-260-12-320				
(b) Grade 120-6-150-6-180-10-230-10-250				
(i) Upto Oct. 6, 1969 @ Rs. 160/- p.m.				
From Oct. 7, 1969 to Feb. 1970				
@ Rs. 168/-p.m.				
(ii) Upto Oct. 6, 1969 @ Rs. 120/-p m.				
From Oct. 7, 1969 to Feb. 1970				
@ Rs. 126/- p. m.		Rs.	3,427	29
9. Janitor-cum-Peon	One			
Grade 80-3-160		Rs.	1,068	00
(March 1, 1969 to Feb. 1970				
@ Rs. 89/-p.m.)				
(ii) Dearness Allowance and Provident Fund Contribution etc.		Rs.	14,406	00
II Furniture and Equipment		Rs.	1,000	00
III Seminars, Training Courses, Research Projects etc. Including Entertainments				
(i) Seminars	5,000	00		
(ii) Training Course	3,500	00		
(iii) Field Cost & Overhead	5,500	00		
(iv) Honorarium to Guest Speakers	6,000	00	Rs.	20,000 00
Carried Over...		Rs.	84,574	44

Brought Forward ... Rs. 84,574 44

IV Books, Journals, Periodicals,
Publications, Printing and
Stationery

(i) Books and Journals	5,000 00	
(ii) Publication of Reports	6,000 00	
(iii) Printing and Stationery	4,000 00	Rs. 15,000 00
	<hr/>	

V Miscellaneous

(i) Postage and Telephones	3,000 00	
(ii) Other Unforeseen expenses	4,000 00	Rs. 7,000 00
	<hr/>	

Total :—	Rs. 1,06,574 44
Or Say	Rs. 1,06,600 00

Sd/-R.B. DAS

Prof. & Head

Department of Public Administration

&

Director of the Centre

Sd/-P.C. PANDE

Chairman

Advisory Committee

&

Secretary

Local Self Government Department
Uttar Pradesh.

PART-TWO

(To be met out of the Grant from the State Government from July 1969).

A. Recurring Expenditure

I	(i) Research Officer Grade 400-40-800-50-950	One	Rs.	3,200	00
	(ii) Clerk Grade 160-8-200-10-260-12-320	One	Rs.	1,280	00
II	Provident Fund Contribution and Dearness Allowances, etc.		Rs.	936	00
III	Books and Pamphlets		Rs.	5,000	00
IV	Publication and distribution of a Quarterly Bulletin (as approved in the meeting of October 18, 1968 vide Re- solution No. 7).		Rs.	5,000	00
Total			Rs.	15,416	00

B. Non Recurring Expenditure

I	(a) Construction of a Hostel for the trainees (approved in the meeting of June 19th, 1968; vide Res. No. 7 Rs. 2.85 lakhs.	}	Rs. 2,97,525	00
	(b) Revised estimates prepared by the Town and Country Planning Or- ganization, U. P. Government, Lucknow.			
II	Transport facilities for Training Courses including trips to municipal offices, receiving guests and arranging field visits etc.		Rs.	25,000 00
Total			Rs.	3,37,941 00

Sd./—R. B. DAS

Sd./—P. C. PANDE

Chairman

Professor and Head, Department
of Public Administration and
Director of the Centre.

Advisory Committee and Secretary
Local Self-Government
Department, Uttar Pradesh.

APPENDIX II

LIST OF PARTICIPANTS WHO ATTENDED THE COURSES IN MUNICIPAL ADMINISTRATION

First-in-service Course

- | | |
|------------------------------|---|
| 1. Bajpai, R. K. | .. Lekha Parikshak, Nagar Mahapalika, Kanpur. |
| 2. Dube, Raj Deo | .. Officiating Civil Engineer, Municipal Board, Gorakhpur. |
| 3. Faridi, Hashim Ali | .. Executive Officer, Municipal Board, Pilkhuwa. |
| 4. Kazmi, Mantiq Ahmad | .. Executive Officer, Municipal Board, Kairana. |
| 5. Khan, Asif Ali | .. Executive Officer, Municipal Board, Ferozabad. |
| 6. Khan, Jane Alam | .. Executive Officer, Municipal Board, Dibal. |
| 7. Khan, Latafat Ali | .. Education Superintendent, Municipal Board, Ujhani, |
| 8. Khanna, P. N. | .. Education Superintendent, Municipal Board, Pilibhit. |
| 9. Krishna, R. | .. Executive Officer, Giridih Municipality, Bihar. |
| 10. Kumavat, Govardhan Lal | .. Chief Municipal Officer, Katni Municipality, Madhya Pradesh. |
| 11. Mehrotra, Ranvir Narayan | .. Executive Officer, Municipal Board, Khurja. |
| 12. Mohammad, Mohsin | .. Assistant Engineer, Nagar Mahapalika, Kanpur. |
| 13. Prasad, Latiteswar | .. Executive Officer, Motihari Municipality, Bihar. |
| 14. Prasad, Shyam Bihari | .. Executive Officer, Buxar Municipality, Bihar. |
| 15. Seth, Jagdish Chandra | .. Anubhagiya Adhikari, Nagar Mahapalika, Kanpur. |
| 16. Sharma, Mahesh Nath | .. Executive Officer, Municipal Board, Lalitpur, Jhansi. |
| 17. Sinha, Deoraj Prasad | .. Executive Officer, Municipal Board, Kosi. |

18. Srivastava, Bijay Kumar .. Executive Officer, Chaibasa Municipality, Bihar.
19. Uraon, Sawan .. Executive Officer, Sahibganj Municipality, Bihar.
20. Vashistha, Ram Deen .. Chief Municipal Officer, Anjar Municipality, Madhya Pradesh.
21. Verma, Sharda Prasad .. Executive Officer, Municipal Board, Ghazipur.
22. Verma, Sankatha Prasad .. Sahayak Nagar Adhikari, Nagar Mahapalika, Kanpur.

Second-in-service Course

1. Agarwal, G. B. .. Anubhagiya Adhikari, Nagar Mahapalika, Kanpur.
2. Arora, C. P. .. Sahayak Abhiyanta, Nagar Mahapalika, Kanpur.
3. Arya, R. R. .. Anubhagiya Adhikari, Nagar Mahapalika, Kanpur.
4. Badaria, D. P. .. Chief Municipal Officer, Jora Municipality, Narsinghpur, Madhya Pradesh.
5. Bhatnagar, G. P. .. Tax Superintendant, Municipal Board, Rampur.
6. Bhatnagar, S. S. .. Chief Municipal Officer, Badwaha Municipality, West Nimar, Khargaon, Madhya Pradesh.
7. Chandra, Ramesh .. Education Superintendent, Municipal Board, Almora.
8. Chaohan, J. S. S. .. Chief Municipal Officer, Kareli Municipality, Morena, Madhya Pradesh.
9. Gupta, G. P. .. Lekha Parikshak, Nagar Mahapalika, Lucknow.
10. Hazra, F. .. Executive Officer, Darbhanga Municipality, Bihar.
11. Hashmi, H. U. .. Accountant, Municipal Board, Hapur.
12. Kapoor, A. K. .. Executive Officer, Mungra Badshahpur, Jaunpur.
13. Naqvi, S. Hasan Irshad .. Executive Officer, Municipal Board, Kannauj, Farrukhabad.

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|------------------------------|---|
| 14. Pathak, V. | .. Chief Municipal Officer, Shivpuri Municipality, Madhya Pradesh. |
| 15. Prasad, Bishram | .. Executive Officer, Bhadohi Municipal Board, Varanasi. |
| 16. Rathod, S. S. | .. Chief Municipal Officer, Kurwai Municipality, Vidisha, Madhya Pradesh. |
| 17. Rehman, Latifur | .. Executive Officer, Municipal Board, Muzaffarnagar. |
| 18. Ram Sewak | .. Education Superintendent, Municipal Board, Aligarh. |
| 19. Saran, B. B. | .. Executive Officer, Dehri-on-Sone Municipality, Bihar. |
| 20. Sharma, R. K. | .. Chief Municipal Officer, Mungeli Municipality, Bilaspur, Madhya Pradesh. |
| 21. Sinha, L. P. | .. Executive Officer, Siwan Municipality, Bihar. |
| 22. Singh, Mahipal | .. Lekha Parikshak, Nagar Mahapalika, Kanpur. |
| 23. Singh, R. P. | .. Executive Officer, Municipal Board Padrauna, Deoria. |
| 24. Singh, Rana Bhanu Pratap | .. Sahayak Nagar Adhikari, Nagar Mahapalika, Varanasi. |
| 25. Solanki, J. P. S. | .. Executive Officer, Municipal Board, Mainpuri. |
| 26. Srivastava, S. K. | .. Water Works Engineer, Municipal Board, Nawabganj, Barabanki. |
| 27. Tewari, S. K. | .. Education Superintendent, Municipal Board, Orai. |
| 28. Upadhyay, L. N. | .. Executive Officer, Municipal Board, Deoria. |
| 29. Varshney, L. C. | .. Chief Municipal Officer, Deori Municipality, Saugar, Madhya Pradesh. |

Third-in-service Course :

- | | |
|----------------------------|---|
| 1. Agarwal, Satish Chandra | .. Executive Officer, Municipal Board, Secunderabad, Bulandshahr. |
| 2. Agnihotri, Kali Kumar | .. Education Superintendent, Municipal Board, Sitapur. |

3. Avasthi, Divakar .. Assistant Water Works Engineer, Municipal Corporation, Allahabad.
4. Avasthi, Pramod Kumar .. Executive Officer, Nagar Mahapalika Hamirpur.
5. Chaudhary, P. K. .. Executive Officer, Hajipur Municipality, Bihar.
6. Gupta, Shyam Sunder .. Assistant Engineer, Nagar Mahapalika, Kanpur.
7. Hussain, Akhtar .. Overseer, Municipal Board, Sikandra-rao, Aligarh.
8. Mukharji, Kartic Chandra .. Executive Officer, Adityapur Notified Area, Bihar.
9. Moti Ram .. Sanitary Inspector, Municipal Board, Khatauli, Muzzaffar Nagar.
10. Puntambekar, D. V. .. Chief Municipal Officer, Jawad Municipality, Mandsour, Madhya Pradesh.
11. Pradhan S. S. .. Chief Municipal Officer, Kuksi Municipality, Madhya Pradesh.
12. Rawat, Puran Singh .. Executive Officer, Municipal Board, Kotdwara, Garhwal.
13. Saxena, Raj Kishore .. Sanitary Inspector, Municipal Board, Etawah.
14. Sharma, P. K. .. Sanitary Inspector, Municipal Board, Moradabad.
15. Sharma, R. K. .. Executive Officer, Municipal Board, Jhansi.
16. Singh, Baij Nath .. Education Superintendent, Municipal Board, Jhansi.
17. Singh, Hari Ballabh Prasad .. Executive Officer, Bettiah Municipality, Bihar.
18. Singh, Ram Prasad .. Executive Officer, Municipal Board, Nawabganj, Gonda.
19. Singh, Ratan .. Civil Engineer, Municipal Board, Mussoorie.
20. Srivastava, Anant Prakash .. Sanitary Inspector, Nagar Mahapalika, Allahabad.
21. Srivastava, Pyare Lal .. Octroi Superintendent, Municipal Board, Bareilly.
22. Tripathi, Shiv Ram .. Sanitary Inspector, Municipal Board, Jalaun.
23. Vishnu Kumar .. Chief Sanitary Inspector, Nagar Mahapalika, Allahabad.

APPENDIX III

ATTACHMENT GROUPS—FIRST COURSE

I Patna, Ranchi, Jamshedpur and Gaya Batch

- | | | | |
|----|------------------|----|--|
| 1. | Das, R. B. (Dr.) | .. | Professor and Head, Department of Public Administration, Lucknow University and Director of the Regional Centre. |
| 2. | Verma, M. S. | .. | Lecturer in the Regional Centre. |

Municipal Officers

- | | | | |
|-----|-------------------|----|---|
| 3. | Ali, Latafat | .. | Education Superintendent, Municipal Board, Ujhani. |
| 4. | Bajpai, R. K. | .. | Lekha Parikshak, Nagar Mahapalika, Kanpur. |
| 5. | Kazmi, M. A. | .. | Executive Officer, Municipal Board, Kairana, Muzzaffar Nagar. |
| 6. | Khan, A. A. | .. | Executive Officer, Municipal Board, Ferozabad. |
| 7. | Khan, J. A. | .. | Executive Officer, Municipal Board, Dibai, Bulandshahr. |
| 8. | Kumawat, G. L. | .. | Chief Municipal Officer, Municipality Katni, Madhya Pradesh. |
| 9. | Mehrotra, R. N. | .. | Executive Officer, Municipal Board, Khurja. |
| 10. | Mohammad, Mohsin | .. | Assistant Engineer, Nagar Mahapalika, Kanpur. |
| 11. | Seth, J. C. | .. | Anubhagiya Adhikari, Nagar Mahapalika, Kanpur. |
| 12. | Sinha, S. P. | .. | Executive Officer, Municipal Board, Kosi. |
| 13. | Vashishtha, R. D. | .. | Chief Municipal Officer, Municipality Anjar, Madhya Pradesh. |
| 14. | Verma, S. P. | .. | Executive Officer, Municipal Board, Ghazipur. |
| 15. | Verma, S. P. | .. | Sahayak Nagar Adhikari, Nagar Mahapalika, Kanpur. |

II Hardwar, Dehradun, Rishikesh and Mussoorie Batch

1. Singh, S. N. .. Research Associate, Regional Centre for Research and Training in Municipal Administration, Lucknow University.
2. Sudhakar, B. S. .. Research Associate, Regional Centre for Research and Training in Municipal Administration, Lucknow University.

Municipal Officers

3. Dube, R. D. .. Civil Engineer, Municipal Board, Gorakhpur.
4. Faridi, H. S. .. Executive Officer, Municipal Board, Pilkhuwa, Meerut.
5. Khanna, P. N. .. Education Superintendent, Municipal Board, Pilibhit.
6. Krishna, Radha .. Executive Officer, Giridih Municipality, Bihar.
7. Prasad, Laliteshwar .. Executive Officer, Motihari Municipality, Bihar.
8. Prasad, S. B. .. Executive Officer, Buxar Municipality, Bihar.
9. Sharma, Mahesh Chandka .. Executive Officer, Municipal Board, Lalitpur, Jhansi.
10. Srivastava, B. K. .. Executive Officer, Chaibasa Municipality, Bihar.
11. Uraon, S. .. Executive Officer, Sahibganj Municipality, Bihar.

SECOND COURSE

I Delhi and Ghaziabad Batch

1. Karunesh, Chandra .. Research Investigator in the Centre.
2. Sreeram, K. (Dr.) .. Lecturer in the Regional Centre.

Municipal Officers

3. Badaria, D. P. .. Chief Municipal Officer, Jora Municipality, Narsinghpur, Madhya Pradesh.
4. Bhatnagar, S. S. .. Chief Municipal Officer, Badwaha Municipality, West Nimar, Khargaon, Madhya Pradesh.

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|--------------------------------|--|
| 5. Chaohan, J. S. S. | .. Chief Municipal Officer, Kareli Municipality, Morena, Madhya Pradesh |
| 6. Hazra, F. | .. Executive Officer, Darbhanga Municipality, Bihar. |
| 7. Naqvi, Syed Hasan
Irshad | .. Executive Officer, Municipal Board, Kannauj. |
| 8. Pathak, V. V. | .. Chief Municipal Officer, Shivpuri Municipality, Shivpuri, Madhya Pradesh. |
| 9. Rehman, Latifur | .. Executive Officer, Municipal Board, Muzaffarnagar. |
| 10. Saran, B. B. | .. Executive Officer, Dehri-on-Sone Municipality, Bihar. |
| 11. Sharma, R. K. | .. Chief Municipal Officer, Mungli Municipality, Bilaspur, Madhya Pradesh. |
| 12. Sinha, L. P. | .. Executive Officer, Sewan Municipality, Bihar. |
| 13. Solanki, J. P. S. | .. Executive Officer, Municipal Board, Mainpuri. |

II Bhopal and Jabalpur Batch

- | | |
|--------------------|---|
| 1. Sudhakar, B. S. | .. Research Associate in the Centre. |
| 2. Verma, M. S. | .. Lecturer, Department of Public Administration, Lucknow University. |

Municipal Officers

- | | |
|-----------------------------|--|
| 3. Agarwal, G. B. | .. Anubhagiya Adhikari, Nagar Mahapalika, Kanpur. |
| 4. Arora, C. P. | ... Assistant Engineer, Nagar Mahapalika, Kanpur. |
| 5. Arya, R. R. | ... Anubhagiya Adhikari, Nagar Mahapalika, Kanpur. |
| 6. Bhatnagar, Girish Prasad | ... Tax Superintendent, Municipal Board, Rampur. |
| 7. Chandra, Ramesh | ... Education Superintendent, Municipal Board, Almora. |
| 8. Gupta, G. P. | ... Lekha Parikshak, Nagar Mahapalika, Lucknow. |
| 9. Hashmi, H. U. | ... Lekhakar, Municipal Board, Hapur. |
| 10. Kapoor, Anil Kishore | ... Executive Officer, Municipal Board, Mungra Badshahpur. |

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|------------------------------|-----|---|
| 11. Prasad, Vishram | ... | Executive Officer, Municipal Board, Bhadohi. |
| 12. Ram Sewak | ... | Education Superintendent, Municipal Board, Aligarh. |
| 13. Singh, Rana Bhanu Pratap | ... | Sahayak Nagar Adhikari, Nagar Mahapalika, Varanasi. |
| 14. Singh, Mahipal | ... | Lekha Parikshak, Nagar Mahapalika, Kanpur. |
| 15. Singh, R. P. | ... | Executive Officer, Municipal Board, Padrauna. |
| 16. Srivastava, S. K. | ... | Water Works Engineer, Municipal Board, Nawabganj. |
| 17. Tewari, Shri Krishna | ... | Education Superintendent, Municipal Board, Orai. |
| 18. Upadhyay, L. N. | ... | Executive Officer, Municipal Board, Deoria. |

THIRD COURSE

1. Agra, Mathura & Vrindaban

- | | | |
|-----------------|-----|--|
| 1. Singh, S. N. | ... | Research Associate of the Regional Centre for Research and Training in Municipal Administration, Lucknow University. |
| 2. Sinha, N. N. | ... | Administrative Officer of the Regional Centre for Research and Training in Municipal Administration, Lucknow University. |

Municipal Officers

- | | | |
|-----------------------|-----|---|
| 3. Chaudhary, P. K. | ... | Executive Officer, Hajipur Municipality, Bihar. |
| 4. Mukharji, K. C. | ... | Executive Officer, Adityapur Municipality, Bihar. |
| 5. Pradhan, S. S. | ... | Chief Municipal Officer, Kukshi Municipality, Madhya Pradesh. |
| 6. Puntambekar, D. V. | ... | Chief Municipal Officer, Javad Municipality, Madhya Pradesh. |
| 7. Singh, H. P. | ... | Executive Officer, Bettiah Municipality, Bihar. |
| 8. Singh, R. P. | ... | Executive Officer, Municipal Board, Nawabganj, Gonda. |

9. Srivastava, V. K. ... Chief Sanitary Inspector, Nagar Mahapalika, Allahabad.

II. Patna, Bihar Sharif, Rajgir, Dhanbad, Bokaro & Sindri Batch.

1. Seth, J. L. ... Lecturer Department of Public Administration, Lucknow University.
 2. Singh, S. K. ... Lecturer, Department of Public Administration, Lucknow University.

Municipal Officers

3. Agarwal, Satish Chandra... Executive Officer, Municipal Board, Sikandrabad.
 4. Agnihotri, K. K. ... Education Superintendent, Municipal Board, Sitapur.
 5. Avasthi, § Diwakar ... Assistant Water Works Engineer, Nagar Mahapalika, Allahabad.
 6. Avasthi, P. K. ... Executive Officer, Municipal Board, Hamirpur.
 7. Gupta, S. S. ... Assistant Engineer, Nagar Mahapalika, Kanpur.
 8. Moti Ram ... Sanitary Inspector, Municipal Board, Khatauli.
 9. Pyare Lal ... Tax Superintendent, Municipal Board, Bareilly.
 10. Rawat, P. S. ... Executive Officer, Municipal Board, Kotdwara, Garhwal.
 11. Saxena, Raj Kishore ... Sanitary Inspector, Municipal Board, Etawah.
 12. Sharma, P. K. ... Sanitary Inspector, Municipal Board, Moradabad.
 13. Sharma, R. K. ... Executive Officer, Municipal Board, Jhansi.
 14. Singh, B. N. ... Education Superintendent, Municipal Board, Jhansi.
 15. Singh, Ratan ... Civil Engineer, Municipal Board, Mussoorie.
 16. Srivastava, A. P. ... Sanitary Inspector, Nagar Mahapalika, Allahabad.
 17. Tripathi, S. R. ... Sanitary Inspector, Municipal Board, Jalaun.

APPENDIX IV

PROGRAMME OF LECTURES HELD DURING THE FIRST COURSE

	<i>Time</i>	<i>Time</i>	<i>Time</i>
Day and	10-30 A. M.	11-50 A. M.	2-30 P. M.
Date	11-40 A. M.	1-00 P. M.	4-30 P. M.
<i>Thursday, July 3, 1969</i>	9-30 A. M. to 11-30 A. M. Registration INAUGURA- TION by Shri C. B. Gupta, Chief Minister, Uttar Pradesh.		Formation of Sy- ndicate and Assi- gnment of 'Re- view of Acts and Statutes'.
<i>Friday, July 4, 1969</i>	Briefing and In- troduction to the Course (Dr. R.B. Das)	Democracy and Local Govern- ment (Dr. P. N. Masaldan)	Syndicate Meeti- ngs (Dr. D. P. Singh)
<i>Saturday, July 5, 1969</i>	Municipal Gover- nment under the Indian Constitu- tion (Dr. D. P. Singh)	Philosophy of Eocal Self-Gover- nment (Dr. R. B. Das)	Case Study Disc- ussions (Dr. R. B. Das)

SECOND WEEK

	<i>Time</i>	<i>Time</i>	<i>Time</i>
Day and	10-30 A. M.	11-50 A. M.	2-30 P. M.
Date	11-40 A. M.	1-00 P. M.	4-30 P. M.
<i>Monday, July 7, 1969</i>	National Plann- ing and Municip- al Government (Dr. J. P. Sah)	Case Study Me- thod in Public- Administration (Dr. A. Avasthi)	Syndicate Meeti- ngs (Shri J. L. Seth)

Day and Date	Time 10-30 A.M. 11-40 A.M.	Time 11-50 A.M. 1-00 P.M.	Time 2-30 P.M. 4-30 P.M.
<i>Tuesday, July 8, 1969</i>	Fourth Five-Year Plan and Local Authorities (Shri Mahesh Prasad)	Urbanisation and Urban Government (Dr. J. P. Sah)	Discussion on Acts and Statutes (Shri S. K. Singh & B.S. Sudhakar)
<i>Wednesday, July 9, 1969</i>	Local Government in United Kingdom (Dr. R. B. Das)		Syndicate Meetings (Shri J. L. Seth)
<i>Thursday, July 10, 1969</i>	Urban Development through the Five Year-Plans (Dr. Baljit Singh)	Political Parties and Municipal Government (Dr. Chetkar Jha)	Case Study Discussions (Dr. R. B. Das)
<i>Friday, July 11, 1969</i>	Political Parties and Municipal Government (Shri B. N. Pandey)	Local Government in France and other Countries (Dr. R. B. Das)	Syndicate Meetings
<i>Saturday, July 12, 1969</i>		Local Government in United States of America (Dr. R. B. Das)	Case Study Discussions (Dr. D. P. Singh)

THIRD WEEK

Day and Date	Time 10-30 A.M. 11-40 A.M.	Time 11-50 A.M. 1-00 P.M.	Time 2-30 P.M. 4-30 P.M.
<i>Monday, July 14, 1969</i>			Discussions on Acts and Statutes (Shri S. K. Singh & Shri B. S. Sudhakar)

Day and Date	Time	Time	Time
	1-30 A. M. 11-40 A. M.	11-50 A. M. 1-00 P. M.	2-30 P. M. 4-30 P. M.
Tuesday, July 15, 1969	Role of Interest Groups in Municipal Administration (Shri G. S. Chooramani)		Visit to State Town Planning Organization
Wednesday, July 16, 1969	Visit to Kanpur Municipal Corporation		Lecture Discussion - Kanpur Master Plan
Thursday, July 17, 1969	Reforms in Municipal Government (Shri A.P. Jain)		Relationship between Deliberative and Executive Wings in Municipalities (Shri S.P. Sinha)
Friday, July 18, 1969	Relationship between Deliberative and Executive Wings in Municipalities (Shri B. K. Sanwal)	Relations between the Industry and Urban Local Bodies (Shri Ratan Lal Sharma)	Syndicate Meetings
Saturday, July 19, 1969	Relationship between Deliberative and Executive Wings in Municipal Corporations (Dr. M.M.S. Siddhu)	Audit Control (Shri L.P. Verma)	Municipal Budget (Shri L. P. Verma)

FOURTH WEEK

Day and Date	Time	Time	Time
	10-30 A.M. 11-40 A.M.	11-50 A.M. 1-00 P.M.	2-30 P.M. 4-30 P.M.
Monday, July 21, 1969		Administrative Improvement Programme (Shri J.L. Seth)	Relationship between the Deliberative and Executive Wings in Municipal Board (Dr. Shadi Lal Dubey)

Day and Date	Time	Time	Time
	10-30 A. M. 11-40 A. M.	11-50 A. M. 1-00 P. M.	2-30 P. M. 4-30 P. M.
<i>Tuesday, July 22, 1969</i>	Public Relations in Local Government (Shri M. S. Verma)		Case Study Discussion (Dr. D. P. Singh)
<i>Wednesday, July 23, 1969</i>	Role of Pressure Groups in Municipal Administration (Shri G. S. Chooramani)	Centralization of Municipal Services (Shri B.K. Misra)	Syndicate Meetings
<i>Thursday, July 24, 1969</i>	Role of Political Parties in Municipal Government (Prof. V.S.Murty)	Local Body Finance (Shri M. Butt)	Visit to Town Planning Organization
<i>Friday, July 25, 1969</i>	Municipal Elections in Nagpur (Prof. V.S. Murty)	Family Planning: The New Challenge (Dr.(Mrs.) S.L. Talwar)	Centralisation of Municipal Services in Madhya Pradesh (Shri S. M. Jambholkar)
<i>Saturday, July 26, 1969</i>	Role of Municipal Services (Shri T.N.Chaturvedi)	Octroi : A Source of Local Revenue (Shri S. M. Jambholkar)	

FIFTH WEEK

Day and Date	Time	Time	Time
	10-30 A.M. 11-40 A.M.	11-50 A.M. 1-00 P.M.	2-30 P.M. 4-30 P.M.
<i>Monday July 28, 1969, to Saturday, August 2, 1969</i>	ATTACHMENT		

SIXTH WEEK

Day and Date	Time		Time
	10-30 A. M. 11-40 A. M.	11-50 A. M. 1-00 P. M.	2-30 P. M. 4-30 P. M.
<i>Monday, August 4, 1969</i>	Fiscal Policy (Dr. M.D. Joshi)	Municipal Enterprise (Shri J. L. Seth)	Town Planning Physical (Shri K. P. Singh)
<i>Tuesday, August 5, 1969</i>	Local Revenue (Shri N. M. Majumdar)	Urbanisation in the Region (Shri M.S.Verma)	Town Planning Activities in Uttar Pradesh (Shri J. P. Bhargava)
<i>Wednesday, August 6, 1969</i>	Budgetary Control (Shri Shiromani Sharma)		Urban Traffic Planning (Shri B. N. Singh)
<i>Thursday, August 7, 1969</i>			Food Adulteration and Citizen's Health (Dr.K. D. Malviya)
<i>Friday, August 8, 1969</i>	Discussion on Attachment Reports		Submission of Review on Acts and Statutes
<i>Saturday, August 9, 1969</i>	Water Supply : New Trend (Shri Jagannath Rao)	Urban Community Development (Dr. K. Sreeram)	Drainage and Sewage (Shri Jagannath Rao)

LAST WEEK

Day and Date	Time		Time
	10-30 A. M. 11-40 A. M.	11-50 A. M. 1-00 P. M.	2-30 P. M. 4-30 P. M.
<i>Monday, August 11, 1969</i>	Rural-Urban Relations (Shri Deva Raj)	Evaluation of the Course (Shri M. S. Verma)	

	<i>Time</i>	<i>Time</i>	<i>Time</i>
Day and Date	10-30 A. M. 11-40 A. M.	11-50 A. M. 1-00 P. M.	2-30 P. M. 4-30 P. M.

Tuesday, August At 9 A. M.

12, 1969 Financing of State P. W. D. Local Autonomy (Shri U. D. Choubey)
Urban Development (Shri R. K. Trivedi) and Urban Development (Shri P. N. Srivastava)

At 10-30 A. M.

Role of Municipal Services (Shri Harnandan Prasad)

CONFERENCE

Wednesday,

August 13, 1969 (i) Octroi—A Source of Local Revenue
(ii) Sanction of Building Plans

Tuesday, August
14, 1969

Concluding Session

SECOND COURSE FIRST WEEK

	<i>Time</i>	<i>Time</i>	<i>Time</i>
Day and Date	10-30 A. M. 11-40 A. M.	11-50 A. M. 1-00 P. M.	2-30 P. M. 4-30 P. M.

Monday, September 29, 1969

...

Registration-IN-AUGURATION
by Shri Atiquar Rehman, Minister for Local Self Government Uttar Pradesh

Briefing and Introduction to the Course (Dr. R. B. Das)

Tuesday, September 30, 1969

Democracy and Local Self-Government (Shri Kailash Prakash)

Indian Constitution and Local Self-Government (Dr. P. N. Masaldan)

Formation of Syndicate Groups.

	<i>Time</i>	<i>Time</i>	<i>Time</i>
Day and	10-30 A. M.	1-50 A. M.	2.30 P. M.
Date	11-40 A. M.	1-00 P. M.	4-30 P. M.
<i>Wednesday, October 1, 1969</i>	Comparative Local Government : France and Britain (Dr. R. B. Das)	Library Work	Political Parties in Municipal Administration (Dr. P. D. Kapoor)
<i>Thursday, October 2, 1969</i>		HOLIDAY	
<i>Friday, October 3, 1969</i>	Recruitment and Training of Municipal Personnel (Dr. D. P. Singh)	Comparative Local Government : America (Dr. R. B. Das)	Case Study (Dr. R. B. Das)
<i>Saturday, October 4, 1969</i>		Role of President in Municipal Boards of Uttar Pradesh. (H. N. Chaube)	Syndicate Meetings

SECOND WEEK

	<i>Time</i>	<i>Time</i>	<i>Time</i>
Day and	10-30 A. M.	11-50 A. M.	2-30 P. M.
Date	11-40 A. M.	1-00 P. M.	4-30 P. M.
<i>Monday, October 6, 1969</i>	Local Finances : An Appraisal (Shri S. M. Y. Sastry)	Committee System in Municipal Administration (Dr. M. M. S. Siddhu)	Syndicate Meetings
<i>Tuesday, October 7, 1969</i>	Committee System in Municipal Administration (Dr. M. M. S. Siddhu)	Some Aspects of Urban Development (Shri S. M. Y. Sastry)	...

	<i>Time</i>	<i>Time</i>	<i>Time</i>
Day and Date	10-30 A. M. 11-40 A. M.	11-50 A. M. 1-00 A. M.	2-30 P. M. 4-30 P. M.
<i>Wednesday, October 8, 1969</i>	Relationship between Deliberative and Executive Wings (Shri G. S. Choora-mani)	Water Supply Undertakings in Urban Areas (Shri A. K. Roy)	Some Aspects of Urban Planning (Shri S. M. Y. Sastry)
<i>Thursday, October 9, 1969</i>	At 9-00 A. M. Demographic basis of Urbanisation : Planning and its Dimension (Dr. Baljit Singh)	..	Library Work
<i>Friday, October 10, 1969</i>	Urban and Regional Planning (Shri R.N. Azad)	Drainage and Sewerage (Shri A. K. Roy)	Syndicate Meetings
<i>Saturday, October 11, 1969</i>	Municipal Enterprises (Shri J. L. Seth)	Briefing for Attachment	..

THIRD WEEK

	<i>Time</i>	<i>Time</i>	<i>Time</i>
Day and Date	10-30 A. M. 11-40 A. M.	11-50 A. M. 1 00 P. M.	2-30 P. M. 4-30 P. M.
<i>Monday, October 13, 1969</i>	ATTACHMENT		
<i>To</i>			
<i>Saturday, October 18, 1969</i>			

FOURTH WEEK

Day and Date	Time	Time	Time
	10-30 A. M. 11-40 A. M.	11-50 A. M. 1-00 P. M.	2-30 P. M. 4-30 P. M.
<i>Monday, October 20, 1969</i>	HOLIDAY		
<i>Tuesday, October 21, 1969</i>	Pressure Groups in Municipal Administration (Shri S. N. Misra)	Trends in Municipal Administration (Shri G. Mukharji)	Municipal Administration in Ancient India (Dr. R. K. Dikshit)
<i>Wednesday, October 22, 1969</i>	Housing Needs : Quantitative and Qualitative Aspects (Sri J. P. Dube)	Property Tax (Dr. K. Sreeram)	Relationship between Deliberative & Executive Wings (Shri B. K. Misra)
<i>Thursday, October 23, 1969</i>	Administrative Improvement Programme : General Introduction, Nature and Scope (Col. Brij Mohan)	...	Techniques of Improvement : Methods of Study (Col. Brij Mohan)
<i>Friday, October 24, 1969</i>	Techniques of Control : Work Measurement (Col. Brij Mohan)	...	Application of Techniques in Municipal Administration (Col. Brij Mohan)
<i>Saturday, October 25, 1969</i>	Preparation of Master Plans (Shri J. P. Bhargava)	Chief Executive in Municipal Administration (Shri J. B. D'Souza)	Evaluation of the Course (Shri M. S. Verma)

FIFTH WEEK

Day and Date	Time	Time	Time
	10-30 A. M. 11-40 A. M.	11-50 A. M. 1-00 P. M.	2-30 P. M. 4-30 P. M.
<i>Monday, October, 27, 1969</i>	Municipal Personnel : Recruitment and Training (Dr. D. P. Singh)	Case Study (Dr. R. B. Das)	Syndicate Meetings
<i>Tuesday, October 28, 1969</i>	Syndicate Meetings	...	Housing Schemes in Uttar Pradesh (Shri K. N. Singh)
<i>Wednesday, October 29, 1969</i>	Municipal Revenue : Tax Administration (Shri N. M. Majmudar)		Non-Tax Administration and Grant-in Aid to Local Bodies (Shri N. M. Majmudar)
<i>Thursday, October 30, 1969</i>	Traffic Planning in Urban Areas (Shri B. N. Singh)	...	Centralisation of Services (Shri K. S. Sinha)
<i>Friday, October, 31, 1969</i>	Case Study	...	Syndicate Meetings
<i>Saturday, November 1, 1969</i>	Visit to Kanpur	...	

SIXTH WEEK

Day and Date	Time	Time	Time
	10-30 A. M. 11-40 A. M.	11-50 A. M. 1-00 P. M.	2-30 P. M. 4-30 P. M.
<i>Monday, November 3, 1969</i>	Land Acquisition & Development (Shri V. S. Desikan)	Zoning in Urban Areas (Shri K. P. Singh)	Syndicate Meetings

	<i>Time</i>	<i>Time</i>	<i>Time</i>
Day and Date	10-30 A. M. 11-40 A. M.	11-50 A. M. 1-00 P. M.	2-30 P. M. 4-30 P. M.
<i>Tuesday, November 4, 1969</i>	Municipal Budget (Shri L. P. Verma)	Public Health Administration (Shri C. M. S. Siddhu)	Municipal Audit and Accounts (Shri L. P. Verma)
<i>Wednesday, November 5, 1969</i>	Food Adulteration (Dr. K. D. Malviya)	Evaluation of Course (Shri M. S. Verma)	...
<i>Thursday, November 6, 1969</i>	Patna Water Supply Undertaking (Shri A. R. Bandyopadhyay)	Discussion on Attachment Reports	
<i>Friday, November 7, 1969</i>	Inauguration of the Conference by Shri Atiqur Rehman at 11-00 A. M.		
<i>Saturday, November 8, 1969</i>	(i) Role of President/Chairman : and (ii) Non-Tax Revenue Sources.	Concluding Session; Valedictory function Presided by Shri Narian Datt Tewari at 3 P. M.	

THIRD COURSE FIRST WEEK

	<i>Time</i>	<i>Time</i>	<i>Time</i>
Day and Date	10-30 A. M. 11-40 A. M.	11-50 A. M. 1-00 P. M.	2-30 P. M. 4-30 P. M.
<i>Tuesday, December 9, 1969</i>	Registration At 9-00 A. M. INAGURATION		
<i>Wednesday, December 10, 1969</i>	Secularism : Its Meaning and Form (Prof. A. K. Saran)	by Shri Mangla Prasad, Minister for Local Self Govt. Uttar Pradesh.	

Day and Date	Time	Time	Time
	10-30 A. M. 11-40 A. M.	11-50 A. M. 1-00 P. M.	2-30 P. M. 4-30 P. M.
	At 9-00 A. M.		
Thursday, December 11,	Nationalism and Freedom Strug- gle (Prof. A. K. Saran)	Urban Develop- ment and the Five-Year Plan (Dr. Baljit Singh)	...
	At 9-00 A. M.		
Friday, Decem- ber 12, 1969	Secularism and Modernisation (Prof. A. K. Saran)	Parliamentary Democracy and Local Govern- ment (Dr. P. N. Masaldan)	Formation of Syndicate Gro- ups At 5-30 P. M. Case Study Me- thods (Dr. A. Avasthi)
Saturday, December 13, 1969	Role of Pressure Groups (Dr. M. M. S. Siddhu)	Comparative lo- cal Government: Britain and Fra- nce (Dr. R. B. Das)	Citizens and Municipal Ad- ministration (Dr. P. D. Ka- poor) At 5-30 P. M. Problems of Metropolitan Areas (Prof. G. Mukharji)

SECOND WEEK

Day and Date	Time	Time	Time
	10-30 A. M. 11-40 A. M.	11-50 A. M. 1-00 P. M.	2-30 P. M. 4-30 P. M.
Monday, Decem- ber 15, 1969	Comparative Lo- cal Government (Dr. R. B. Das)	Library work	At 5-30 P. M. Comparative Local Govern- ment (Dr. R. B. Das)

Day and Date	Time	Time	Time
	10-30 A. M. 11-40 A. M.	11-50 A. M. 1-00 P. M.	2-30 P. M. 4-30 P. M.
	At 9-00 A. M.		
Tuesday, December 16, 1969	Impressions Abroad (Shri T. P. Bhalla)	Urban Planning (Dr. K. Sreeram)	Syndicate Meetings.
	At 9-00 A. M.		
Wednesday, December 17, 1969	Impressions Abroad (Shri T. P. Bhalla)	Role of President in Municipal Boards (Shri J. N. Sinha)	Case Study Discussions (Dr. R. B. Das)
Thursday, December 18, 1969	Urbanisation in Bihar, Madhya Pradesh and Uttar Pradesh (Dr. D. P. Singh)	Fourth Five-Year Plan and Local Authorities (Shri R. N. Azad)	Syndicate Meetings
Friday, December 19, 1969	Municipal Enterprises (Shri J. L. Seth)	Relationship between Deliberative and Executive Wings (Shri G. S. Chooramani)	Library work
			At 5-30 P. M.
Saturday, December 20, 1969	Fourth Five-Year Plan (Shri T. P. Tewari)	Local Autonomy (Shri Triloki Singh)	Housing and Local Government (Shri K. N. Singh)

THIRD WEEK

Day and Date	Time	Time	Time
	10-30 A.M. 11-40 A.M.	11-50 A.M. 1-00 P.M.	2-30 P.M. 4-30 P.M.
Monday, December 22, 1969	At 9-00 A. M.		At 5-30 P. M.
	Administrative Improvement Programme: Nature & Scope (Col. Brij Mohan)	Syndicate Meetings	Techniques of Improvement : Methodology and Study (Col. Brij Mohan)

	<i>Time</i>	<i>Time</i>	<i>Time</i>
Day and Date	10-30 A. M. 11-10 A. M.	11-50 A. M. 1-00 P. M.	2-30 P. M. 4-20 P. M.

<i>Tuesday, December 23, 1969</i>	At 9-00 A. M.		At 4-00 P. M.
	Techniques of Control : Work Measurement (Col. Brij Mohan)	Training and Staff Development (Shri B. C. Mathur)	Application of Techniques in Municipal Administration (Col. Brij Mohan)

<i>Wednesday, December 24, 1969</i>	Briefing for Attachment		At 5-30 P. M.
			Fourth Five-Year Plan and Local Bodies (Shri R. N. Azad)

Thursday, December 25, 1969

To

ATTACHMENT (Third & Fourth week)

Saturday, January 3, 1970

FIFTH WEEK

	<i>Time</i>	<i>Time</i>	<i>Time</i>
Day and Date	10-30 A.M. 11-40 A.M.	11-50 A.M. 1-00 P.M.	2-30 P.M. 4-30 P.M.

Monday, January 5, 1970

Public Health Administration (Dr. C. M. S. Siddhu)

Syndicate Meetings

Tuesday, January 6, 1970

At 9-00 A. M.

Citizens and Municipal Administration (Shri C. B. Rao)

Municipal Revenues: Tax Administration (Shri N. M. Majmudar)

Non-Tax Administration (Shri N. M. Majmudar)

	<i>Time</i>	<i>Time</i>	<i>Time</i>
Day and Date	10-30 A. M. 11-40 A. M.	11-50 A. M. 1-00 P. M.	2-30 P. M. 4-00 P. M.
	At 10-30 A. M.		At 5-30 P. M.
	Citizenship in Japan (Sri S. B. Shah)		Citizenship in Japan (Shri S. B. Shah)
<i>Wednesday, January 7, 1970</i>			At 5-30 P. M.
	Urban Traffic Planning (Shri K. P. Singh)	Urban Traffic Planning (Shri K. P. Singh)	Political Parties and Municipal Administration (Shri C.B. Rao)
<i>Thursday, January 8, 1970</i>			At 5-30 P. M.
	Housing Needs : Qualitative and Quantitative Aspects (Shri J. P. (Dube)	Library Work	Housing and Local Government (Shri K.N. Singh)
<i>Friday, January 9, 1970</i>		Democratic Decentralisation (Shri D.B. Sinha)	State Local Fiscal Relation (Dr.M.D. Joshi)
<i>Saturday, January 10, 1970</i>	Zoning in Urban Areas (Sri K. P. Singh)	Syndicate Meetings	Zoning in Urban Areas (Shri K. P. Singh)

SIXTH WEEK

	<i>Time</i>	<i>Time</i>	<i>Time</i>
Day and Date	10-30 A.M. 11-40 A.M.	11-50 A.M. 1-00 P.M.	2-30 P.M. 4-30 P.M.
<i>Monday, January 12, 1970</i>			At 5-30 P. M.
	Man power planning and Man power problems in the State (Shri Mahesh Prasad)	Changing Concept of Municipal Administration (Shri N. C. Chaturvedi)	Problem of Water Supply in Urban Areas (Shri K.K. Chakravarti)

	<i>Time</i>	<i>Time</i>	<i>Time</i>
Day and Date	10-30 A. M. 11-40 A. M.	11-50 A. M. 1-00 P. M.	2-30 P. M. 4.30 P. M.
<i>Tuesday, January 13, 1970</i>	Reforms in Municipal Administration (Shri Deva Raj)	Reforms in Municipal Administration (Sri Deva Raj)	
		At 2-30 P. M.	At 5-30 P. M.
		Discussion of Attachment Reports	Centralization of Municipal Services (Shri K.S. Sinha)
<i>Wednesday, January 14, 1970</i>			At 5-30 P. M.
	Discussion of Syndicate Reports	Evaluation of the Course (Shri M. S. Verma)	Urban and Regional Planning (Shri Deva Raj)
<i>Thursday, January 15, 1970</i>	S E M I N A R		
To			
<i>Saturday January 17, 1970</i>			
		Road Grants and Road Building Activities in the Urban Local Bodies of Uttar Pradesh, Bihar and Madhya Pradesh.	

APPENDIX V

LIST OF SPEAKERS

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|--------------------------|---|
| 1. Avasthi, A. (Dr.) | .. Professor & Head, Department of Political Science and Public Administration, University of Saugar, Saugar. |
| 2. Azad, R.N. | .. Joint Secretary and Director, Planning Research and Action Institute, U. P. Government, Lucknow. |
| 3. Bandopadhyaya, A. R. | .. Administrator Patna Corporation, Patna. |
| 4. Bhalla, T.P. | .. Honorary Treasurer, Lucknow University, Lucknow. |
| 5. Bhargava, J. P. | .. Town Planner, U. P. Government, Lucknow. |
| 6. Brij Mohan, (Col.) | .. Joint Director, Secretariat Training School, Government of India, New Delhi. |
| 7. Butt, M. | .. Administrator, Nagar Mahapalika, Allahabad. |
| 8. Chakraverty, K. K. | .. Chief Engineer, Local Self-Government Engineering Department, U. P., Lucknow. |
| 9. Chaturvedi, T. N. | .. Joint Director, National Academy of Administration, Mussoorie. |
| 10. Chaturvedi, N. C. | .. Lokmanya Ganj, Lucknow. |
| 11. Chooramani, G. S. | .. Mukhya Nagar Adhikari, Nagar Mahapalika, Lucknow. |
| 12. Choubey, U. D. | .. Under Secretary, Local Self Government Department, Bihar, Patna. |
| 13. Chaube, H. N. | .. President, Municipal Board Lalitpur, Jhansi. |
| 14. Das, R. B. (Dr.) | .. Professor and Head, Department of Public Administration, Lucknow University, Lucknow. |
| 15. Dikshit, R. K. (Dr.) | .. Dean, Faculty of Arts, Lucknow University, Lucknow. |

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| 16. Dubey, J. P. | .. Chief Town Planner, U.P., Lucknow. |
| 17. Desikan, V. S. | .. Engineer, Nagar Mahapalika, Kanpur. |
| 18. Deva Raj, | .. Additional Secretary, Delhi Municipal Corporation and N.D.M.C. Finance Enquiry Committee, New Delhi. |
| 19. Dube, Shadi Lal, | .. Ex-President, Municipal Board, Lalitpur, Jhansi. |
| 20. D'Souza, J. B. | .. Municipal Commissioner, Bombay. |
| 21. Harnandan Prasad, | .. Secretary, Local Self-Government Department, Bihar Government, Patna |
| 22. Jain, A. P. | .. Member, Rajya Sabha and Ex-Chairman R. U. R. C., New Delhi. |
| 23. Jambholkar, S. M. | .. Deputy Secretary, Local Self-Government Department, Madhya Pradesh, Bhopal. |
| 24. Jha, Chetkar (Dr.) | .. Professor of Political Science, Patna College, Patna. |
| 25. Joshi, M.D. (Dr.) | .. Professor in Monetary Economics and Public Finance, Department of Economics, Lucknow University, Lucknow. |
| 26. Kailash Prakash, | .. Ex-Education Minister, U. P. Government, Lucknow. |
| 27. Kapoor, P.D. (Dr.) | .. M.L.C. Ex-Mayor, Nagar Mahapalika, Lucknow. |
| 28. Mahesh Prasad, | .. Joint Secretary, Planning Department, U.P. Government, Lucknow. |
| 29. Masaldan, P.N. (Dr.) | .. Professor and Head, Department of Political Science, Lucknow University, Lucknow. |
| 30. Misra, B.K. | .. Chairman, Minorities Commission, U.P., Lucknow. |
| 31. Murthy, V.S. (Dr.) | .. Head of the Public Administration Department, Nagpur University, Nagpur. |
| 32. Majmudar, N.M. | .. District Magistrate, Sitapur. |
| 33. Malviya, K.D. (Dr.) | .. State Nutrition Officer, Government of U.P., Provincial Hygiene Institute, Lucknow. |

34. Mirsa, S. N. .. Upa Nagar Pramukh, Nagar Mahalika, Lucknow.
25. Mukharji, G.(Prof.) .. Director, Centre for Municipal Administration, Indian Institute of Public Administration, New Delhi.
36. Mathur, B. C. .. Director of Training and Joint Secretary, Ministry of Home Affairs, Government of India, New Delhi.
37. Pandey, B. N. .. Ex. Mayor, Nagar Mahapalika, Allahabad.
38. Rao, C. B. .. Ex. Mayor, Nagar Mahapalika, Allahabad.
39. Roy, A. K. .. Chief Engineer, Local Self-Government Engineering Department, Government of U.P., Lucknow.
40. Rao, Jagannath (Dr.) .. Chief Engineer, Public Health Engineering Department, Government of Madhya Pradesh, Bhopal.
41. Sanwal B. K. .. President, Municipal Board, Nainital.
42. Sah, J. P. (Dr.) .. Economic Planner, Town and Country Planning Organisation, New Delhi.
43. Seth, J. L. .. Lecturer, Department of Public Administration, Lucknow University, Lucknow.
44. Saran A. K. (Prof.) .. Indian Institute of Advance Study Simla.
45. Sharma, Shiromani .. Joint Secretary, Finance Department U. P. Government, Lucknow.
46. Sastry, S. M. Y. .. Deputy Municipal Commissioner, Municipal Corporation, Bombay.
47. Sharma, Ratan Lal .. Upa Nagar Pramukh, Nagar Mahapalika, Kanpur.
48. Siddhu, M. M. S. (Dr.) .. Ex. Nagar Pramukh, Nagar Mahapalika, Lucknow.
49. Siddhu, C. M. S. (Dr.) .. Professor of Preventive Medicine, K. G. Medical College, Lucknow.
50. Singh, D. P. (Dr.) .. Professor, Department of Public Administration, Lucknow University, Lucknow.

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| 51. Singh, Baljit (Dr.) | .. Professor and Head, Department of Economics, Lucknow University, Lucknow. |
| 52. Sinha, S. P. | .. Chairman, Municipal Board, Darbhanga (Bihar). |
| 53. Singh, K. P. | .. Town Planner, Town and Country Planning Department, U. P. Government, Lucknow. |
| 54. Singh, B. N. | .. Town Planner, Town and Country Planning Department, U. P. Government, Lucknow. |
| 55. Singh, K. N. | .. Deputy Secretary, Local Self-Government Department, U. P. Government, Lucknow. |
| 56. Sinha, K. S. | .. Deputy Secretary, Local Self Government Department, U. P. Government, Lucknow. |
| 57. Sinha, J. N. | .. State Minister for Education, U. P. Government, Lucknow. |
| 58. Singh, Triloki | .. Ex. Member of Rajya Sabha, New Delhi. |
| 59. Sinha, D. B. | .. Secretary, Local Self-Government Department, Madhya Pradesh Government, Bhopal. |
| 60. Sreeram, K. (Dr.) | .. Lecturer, Department of Public Administration, Lucknow University, Lucknow. |
| 61. Tewari, T. P. | .. Joint Secretary, Planning Department, Government of U. P., Lucknow. |
| 62. Trivedi, R. K. | .. Secretary, Finance Department, U. P. Government, Lucknow. |
| 63. Verma, L. P. | .. Examiner, Local Fund Accounts, U. P. Government, Lucknow. |
| 64. Verma, M. S. | .. Lecturer, Department of Public Administration, Lucknow University, Lucknow. |

APPENDIX VI

LIST OF PARTICIPANTS WHO ATTENDED THE CONFERENCE

I First Course—August 13-14, 1969

Non-officials

- | | |
|-------------------------|---|
| 1. Belwal, Hira Ballabh | .. President, Municipal Board, Hal-
dwani, Nainital. |
| 2. Chandra, Harish | .. President, Municipal Board, Kaim-
ganj, Farrukhabad. |
| 3. Dayal, Lakshman | .. President, Municipal Board, Bareilly. |
| 4. Jain, Mangal Kiran | .. President, Municipal Board, Saharan-
pur. |
| 5. Jain, Sain Das | .. President, Municipal Board, Meerut. |
| 6. Khalid, Amir | .. President, Municipal Board, Chand-
pur, Bijnor. |
| 7. Khan, Abdul Qaiyum | .. President, Municipal Board, Sambhal,
Moradabad. |
| 8. Khan, Abdul Rauf | .. President, Municipal Board, Fateh-
pur. |
| 9. Khare, Ram Chandra | .. President, Municipal Board, Faiza-
bad. |
| 10. Krishna, Gopal | .. President, Municipal Board, Chitra-
kuth Dham, Banda. |
| 11. Mishra, P. K. | .. Chairman, Mongyr Municipality,
Bihar. |
| 12. Prakash, Suman | .. President, Municipal Board, Kasganj,
Etah. |
| 13. Narain, Ram | .. President, Municipal Board, Hapur,
Meerut. |
| 14. Rasool, Nawab Aijaz | .. President, Municipal Board, Sandila,
Hardoi. |
| 15. Roy, S. N. | .. Chairman, Hazaribagh Municipality,
Bihar. |
| 16. Sanwal, Bal Krishna | .. President, Municipal Board, Naini-
tal. |
| 17. Sinha, S. P. | .. Chairman, Darbhanga Municipality,
Bihar. |
| 18. Tantia, Rameshwar | .. Nagar Pramukh, Nagar Mahapalika,
Kanpur. |
| 20. Vaish, Balak Ram | .. Nagar Pramukh, Nagar Mahapalika,
Lucknow. |

Officials

1. Choubey, U. D. .. Under Secretary, Local Self-Government Department, Bihar, Patna.
2. Majmudar, N. M. .. District Magistrate, Sitapur.
3. Nigam, C. M. .. Secretary, Local Self-Government Department, Government of Uttar Pradesh, Lucknow.
4. Prasad, Harnandan .. Secretary, Local Self-Government Department, Bihar Government, Patna.
5. Sinha, D. B. .. Secretary, Local Self Government Department, Government of Madhya Pradesh, Bhopal.
6. Sinha, K. S. .. Deputy Secretary, Local Self-Government Department, Uttar Pradesh Government, Lucknow.

II Second Course-November 7-8, 1969

Non-officials and Officials

1. Ahmad, Syeed .. President, Municipal Board, Bhadohi.
2. Bajpai, K. C. .. Advocate and Ex. Sabhasad, Municipal Corporation, Allahabad.
3. Bandyopathyay, A. R. .. Administrator, Patna Municipal Corporation, Patna.
4. Bhaiyaji .. Salshasad, Nagar Mahapalika, Lucknow.
5. Jain, Mangal Kiran .. President, Municipal Board, Saharanpur.
6. Kelkar, W. V. .. Ex. Administrator, Municipal Corporation, Raipur.
7. Khare, L.P. (Dr.) .. President, Municipal Council, Satna.
8. Misra, Sridhar, (Dr.) .. President, Municipal Council, Bilaspur.
9. Mohammad, Hayat .. President, Municipal Board, Tanda.
10. Singh, Ch. Ram .. President, Municipal Board, Barabanki.
11. Singh, Ram Khelawan .. Chairman, Dhanbad Municipality, Bihar.
12. Sharma, Magan .. President, Municipal Board, Vrindaban.

APPENDIX VII

LIST OF PARTICIPANTS WHO ATTENDED THE SEMINAR JANUARY 15-17, 1970

I Non-Officials

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|------------------------------------|--|
| 1. Babu Lal | .. President, Municipal Board, Ghazipur. |
| 2. Bajpai, D.P. | .. Chairman, Tikari Municipality, Bihar |
| 3. Babu Lal Nagaich | .. President, Municipal Board, Hamirpur. |
| 4. Negi, L.S. (Brig) | .. President, Municipal Board, Pauri. |
| 5. Prakash, Anand | .. President, Municipal Board, Hardwar. |
| 6. Sarup, Virendra | .. President, Municipal Board, Sikandraabad. |
| 7. Sharma, D.P. | .. Chairman, Town Area Committee, Kankarkhera. |
| 8. Siddhu, M.M.S. (Dr.) | .. Ex-Mayor, Lucknow. |
| 9. Srivastava, M.P. IAS
(Retd.) | .. Ganjipura, Jabalpur. |
| 10. Srivastava, P.N. | .. Ex-Chief Engineer, P. W. D., U. P. Government, Lucknow. |

II Officials

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| 1. Bajpai, J.M. | .. Administrator, Municipal Board, Rewa. |
| 2. Deva Raj, | .. Additional Secretary, Delhi Municipal Corporation and N.D.M.C. Finance Enquiry Committee, New Delhi. |
| 3. Guttani, R. S. | .. Architect, Town Planning Department, Madhya Pradesh Government, Bhopal. |
| 4. Gupta, S.P. | .. Nagar Abhiyanta, Nagar Mahapalika, Lucknow. |
| 5. Kathuriya, K. D. | .. Executive Engineer, Municipal Board, Jabalpur. |
| 6. Nigam, N.K. | .. Civil Engineer, Municipal Board, Nainital. |

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| 7. Satish Kumar | .. Under Secretary, Ministry of Health, Family Planning, Works, Housing and Urban Development, Government of India, New Delhi. |
| 8. Sahay, K.N. | .. Deputy Administrator, Patna Municipal Corporation, Patna. |
| 9. Singh, B.N. | .. Town Planner, U. P. Government Lucknow. |
| 10. Singh, K.P. | .. Town Planner, U. P. Government, Lucknow. |
| 11. Tewari, M.P. | .. Chief Executive Officer, Municipal Board, Sagar. |
| 12. Trivedi, R.K. | .. Secretary, Finance Department, U.P. Government, Lucknow. |

APPENDIX VIII

PUBLIC ADMINISTRATION DEPARTMENT, LUCKNOW UNIVERSITY, LUCKNOW

Statement of Receipts and Payments for the Establishment of Regional Training and Research Centre in Municipal Administration for the Year 1968-69.

RECEIPTS	AMOUNT		PAYMENTS		AMOUNT	
	Rs.	P.			Rs.	P.
<i>To Opening Balance as on April 1, 1968</i>	421	14				
GRANTS-IN-AID FROM :—			A. Salaries			
Government of India, Ministry of Health, Family Planning and Urban Development, (Department of Health) vide their letters Nos :—			(i) Teaching, Research and Office Staff		15,312	48
(1) F.11-4/68-LSG dated 28-8-68	Rs. 25,000		(ii) D. A. Provident Fund Contribution and Other allowances		4,759	43
(2) F.11-4/68-LSG dated 17-2-69	Rs. 15,000		B. Furniture and Equipment		5,264	61
(3) F.11-4/68-LSG dated 14-3-69	Rs. 14,000		C. Seminar, Training Courses Research Projects, etc.		14,327	21
			D. Books, Journals, Periodicals, Printing and Stationery.		11,920	93
			E. Miscellaneous		2,832	77
	54,000	00	Closing Balance with the Treasurer, Lucknow University, Lucknow		3	71
Total :—	54,421	14	Total :—		54,421	14

AUDITOR'S REPORT

Having examined the statement with the Books of Account, Vouchers and Correspondence shown by the Treasurer, Lucknow University, Lucknow, we report as under :—

- That the above Statement shows a true and correct view of the Receipts and Payments according to the vouchers, information and explanations rendered to us by the Treasurer, Lucknow University, Lucknow.
- That the total amount of Grant of Rs. 54,421-14 (leaving a closing balance of Rs. 3-71) was utilised by the Regional Training and Research Centre in Municipal Administration conducted in the Public Administration Department, Lucknow University, Lucknow for the purpose, it was sanctioned by the Government of India, Ministry of Health.

FOR A. SHAH & Co.,

Chartered Accountants

Sd/-AMANAT SHAH

M. Com., LL. B. A.C.A.

19-11-69

16, Jagat Narain Road,
Near Post Office Golaanji,
Lucknow—November 19, 1969

APPENDIX IX
UTILISATION CERTIFICATE*

Certified that out of the grants-in-aid of Rs. 54,000/- sanctioned in the Ministry of Health and Family Planning and Works, Housing and Urban Development letters No. F. 11-4/68-LSG dated 28th August, 1968, 17th February, 1969 and 14th March, 1969 to the Registrar, University of Lucknow, Lucknow and the unspent balance of Rs. 421-14 brought forward from the previous year, a sum of Rs. 54,417-43 has been utilised for the purpose for which it was sanctioned during the year 1968-69. The closing balance of Rs. 3-71 with the University will be adjusted against the grants-in-aid payable during 1969-70.

Certified that I have satisfied myself that the conditions on which the grants were sanctioned, have been duly fulfilled and that I have exercised the following checks to see that the money was actually spent for the purpose for which it was paid.

Kind of Checks exercised

Utilisation Certificate from the Chartered Accountants and the audited statement of accounts of the Centre for the year 1968-69.

Sd/- SATISH KUMAR
Under Secretary

NEW DELHI.

Dated the 5th December, 1969.

* Issued under letter No. F. 11-5/69 LSG dat-d December 5, 1969 by the Ministry of Health, Family Planning, Works & Housing and Urban Development, Govt. of India, New Delhi.

STAFF

Serial No.	Name	Designation
1.	Dr. R.B. Das M.A., Ph. D., D.P.A. (Oxon) M.A. (Syracuse)	Director
2.	Dr. D. P. Singh M.A., LL.B., Ph.D.	Professor
3.	Dr. K. Sreeram M.A., Ph. D.	Lecturer
4.	Vacant	Research Officer
5.	Shri S. N. Singh M.A. (Pol. Sc.) M.A. (Pub. Adm.)	Research Associate
6.	Shri B. S. Sudhakar M.A., LL.B. (On deputation from the State Government)	Research Associate
7.	Shri Karunesh Chandra M.A.	Research Investigator
8.	Vacant	Research Investigator
9.	Shri N. N. Sinha M.A.	Administrative Officer
10.	Vacant	Editorial Assistant
11.	Shri R.M. Chakravartty	Clerk
12.	Shri N. C. Sinha	Clerk
13.	Shri M.N. Sinha	Clerk
14.	Shri S.M. Giri	Janitor-cum-Peon