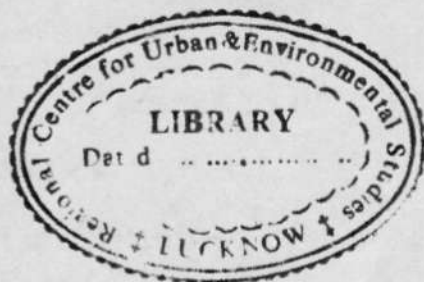


REGIONAL CENTRE FOR RESEARCH AND
TRAINING IN MUNICIPAL ADMINISTRATION



**ANNUAL
ADMINISTRATION REPORT
1971-72**

DEPARTMENT OF PUBLIC ADMINISTRATION
UNIVERSITY OF LUCKNOW
INDIA

ADVISORY COMMITTEE

1. Secretary ... Local Self Government Department,
Government of Uttar Pradesh,
(Chairman)
2. Dean ... Faculty of Arts, Lucknow University.
3. Prof. G. Mukharji .. Director, Indian Institute of Public
Administration, New Delhi.
4. Secretary ... Local Self Government Department
(Urban) Madhya Pradesh, Bhopal.
5. Secretary ... Local Self Government Department
Bihar, Patna.
6. Mukhya Nagar Adhikari Lucknow Nagar Mahapalika
(Nominee of the State Govt.)
7. Nominee Government of India, Ministry of
Health, F. P. & U D., New Delhi.
8. Prof. D. P. Singh ... Professor in the Centre.
9. Prof. R. B Das ... Professor and Head of the Department
of Public Administration, Lucknow
University and Director of the Centre
(Member-Secretary).

The Regional Centre for Research and Training in Municipal Administration was set up by the Union Ministry of Health, Family Planning, Works, Housing and Urban Development in January 1968 for conducting research and providing in-service training to municipal officers of the States of Uttar Pradesh, Bihar and Madhya Pradesh. The Centre has now completed four years of its working and the present report relates to the activities for the year 1971-72.

Training Programme

The normal quota of three training courses could not be completed during the year as the newly constructed hostel for the trainees, within the University campus, was not ready till September 1971. Then, September floods further delayed the training programme.

The first course of the year and 10th in the series was started on October 26, 1971 and concluded on December 4, 1971. The course was inaugurated by Sri Dharam Dutt Vaid, Minister of Local Self-Government, Uttar Pradesh and the concluding function was presided over by Sri B. N. Pandey, Ex-Mayor, Allahabad. It was attended by 10 municipal officers from Uttar Pradesh and Bihar.

The second course of the year and 11th in the series was inaugurated on January 10, 1972 by Sri K. K. Dass, Secretary to the Government of India, Ministry of Health and Family Planning. The closing function was presided over by Sri K. C. Joshi, Mukhya Nagar Adhikari, Agra, on February 19, 1972. It was attended by 13 municipal officers from the States of Uttar Pradesh and Madhya Pradesh. The names of the municipal officers who attended the above two training courses are given in Appendix I.

Conferences

A Conference on the Reforms in Municipal Government was organised on December 3 and 4, 1971 at the conclusion of the 10th

in-service training course. It was inaugurated by Dean, Dr. P. N. Masaldan of Lucknow University. The Conference was attended both by officials and non-officials apart from the trainees of the 10th in-service training course. The names of the participants of this Conference apart from the trainees of the 10th course, are given in Appendix II.

The Conference on "Statutory Agencies for Urban Development" proposed to be held on February 18 and 19, 1972 had to be postponed due to the annual meeting of the U. P. Nagarpalika Adhyaksha Sangh.

Evaluation of the Training Programme

So far, eleven training courses, three each in the years 1968-69, 1969-70 and 1970-71 and two in the year 1971-72 have been organised. In all 228 municipal officers have participated in these courses. More than 3/4th, i. e. 172 of these officers came from urban local bodies of Uttar Pradesh. The following table shows the total number of officers belonging to different categories in Uttar Pradesh as also the number of trainees who have received the training against the total strength :—

| Sl. No. | Category of Officers | Total strength | Trained so far | |
|----------|--|----------------|----------------|----------------------------------|
| | | | Number | Percentage of the total strength |
| 1 | U. P. Palika Administrative Services | 306 | 80 | 26.1 |
| 2 | U. P. Palika Medical Services | 85 | — | — |
| 3 | U. P. Palika Public Health and Veterinary Services | 468 | 26 | 5.6 |
| 4 | U. P. Palika Engineering Services | 372 | 18 | 4.8 |
| 5 | U. P. Palika Water Works, Electrical & Mechanical Engineering Services | 145 | 5 | 3.4 |
| 6 | U. P. Palika Arboriculture Services | 8 | — | — |
| 7 | U. P. Palika Audit & Account Services | 90 | 17 | 18.9 |
| 8 | U. P. Palika Education Services | 112 | 25 | 22.3 |
| 9 | U. P. Palika Ministerial Services | 54 | 1 | 1.8 |
| Total .. | | 1,640 | 172 | 10.5 |

The above table shows that only 10.5 per cent of the municipal officers of the centralised cadre in U. P. have been trained so far. During this period, the emphasis was laid on Administrative Services with the result that more than 1/4th of them have attended the training courses. About 22.3 per cent of the Education Superintendents and 18.9 per cent officials belonging to Audit and Accounts Services also attended the training programmes. No officer belonging to Medical and Arboriculture Services has attended the training programme so far.

The number of participants from the participating States in the two courses, during the year 1971-72 is shown in the following table :—

| States | Courses | | |
|----------------|---------|----------|-------|
| | Tenth | Eleventh | Total |
| UTTAR PRADESH | 9 | 11 | 20 |
| BIHAR | 1 | — | 1 |
| MADHYA PRADESH | — | 2 | 2 |
| Total :— | 10 | 13 | 23 |

It would be seen from the above table that nearly 87 per cent of the trainees in the above two courses came from Uttar Pradesh alone. The participation from the other two States was poor. The number of trainees attending each course also decreased very considerably. The reason for this short-fall was late nomination of the trainees and also a lack of incentive. The overall number also decreased as the third training programme of the year could not be held due to national emergency. The attention of the Advisory Committee is particularly drawn towards decreasing number of trainees to various courses. Special efforts are needed to augment the training programme by the Chairman and the Secretaries of the States.

Attachments

During the Tenth Training Course all the trainees went to Bhopal and Indore. The officers of the Eleventh Training Course went to Delhi.

During the attachment period the trainee-officers studied the working of Municipal Corporations and allied agencies and submitted reports individually. In Delhi, they particularly saw the work being done by the Delhi Development Authority. It has been felt that (i) the period of attachment should be increased; (ii) it should be outside the 'region'; and (iii) the groups should be smaller.

Lecture-Discussions

The names of the Guest Speakers who addressed the trainees in the two courses are given in Appendix III.

Syndicate Reports

The trainees were divided into groups and allotted topics for preparing syndicate reports based on their study, experience, mutual discussions etc. The topics assigned for writing syndicate reports during the two course were :—

- | | | |
|------------------------|---|---|
| <i>Tenth Course</i> | : | 1. Unauthorised Construction. |
| <i>Eleventh Course</i> | : | 1. Administration of Food Adulteration Act. |
| | | 2. Assessment and Collection of Property Tax. |

Case Studies

The trainees were required to prepare a few case study reports based on their personal experience with the help of model case studies supplied to them.

Review of Acts and Statutes

The participants of the Tenth and Eleventh Courses were divided in batches for reviewing the Municipal Acts, Statutes, Manuals and Bye-laws of the three States.

Research

Last year the Centre was assigned the study of 'Integrated Services to Youth and Children in Urban Areas' by the Indian Institute of Public Administration. A detailed family, clinical and dietary survey of the project area was carried out during the period under report and preliminary findings of the survey were submitted to the UNICEF. It is heartening to note that proposal for Lucknow City is one of the three finalised in the country.

The research report on Centralisation of Municipal Services was finalised during the year 1971-72.

During the year under report a study on 'Under-assessment of Property Tax in Lucknow City' was assigned by the Union Ministry of Health and Family Planning. The field work is in progress and it is expected that the final report will be ready by the end of June 1972.

The work on the study relating to the working of Municipal Boards in Uttar Pradesh is in progress and it is expected that the report will be finalised during the year 1972-73.

The following two publications were brought out during the year under report :—

1. Problems of Management and Financing of Water Supply in Urban Areas (Madhya Pradesh, Uttar Pradesh and Bihar).
2. Working of Municipal Corporations in Uttar Pradesh.

Diploma in Urban Government and Administration

The course is becoming popular. Twenty students were admitted to this course during the academic session 1971-72.

Library

With a view to meet the growing requirements of trainee officers and research workers in the field of local government, urban planning and allied fields a separate section containing books, pamphlets and reports on the above subjects has been created. This section has been strengthened considerably by grants from the Government of India and the Government of Uttar Pradesh. The library has also started indexing of micro-literature.

Hostel

As originally planned, the construction of the trainees' hostel-cum-guest house has been completed within the campus. It has 33 rooms with attached bath rooms and 5 guest suites for the trainee officers and guest speakers respectively.

The September floods of 1971 had damaged the construction work to some extent which required extra expenditure. The State Government were pleased to sanction an additional amount of Rs. 90,000/- for this purpose vide G. O. No. 815/-(2)-5 G/69 dated March 25, 1972 during the financial year 1971-72.

Renovation of the Centre's Building

As already given in the Annual Report of 1970-71 the State Government had sanctioned a sum of Rs. 1,10,000/- during the year to renovate the existing building of the Centre. The detailed estimates finally scrutinised and approved by the State Town and Country Planning Organization showed that this will ultimately require a sum of Rs. 1,70,000/-. The Government of Uttar Pradesh has been pleased to release this additional amount vide G. O. No. 815/11-(2)-5 G/69, dated March 25, 1972.

Contributions

As reported earlier a sum of Rs. 31,090/- was received as contribution from the local bodies of the State of Uttar Pradesh in response to G. O. No. 274-A/11-Ka-G/68, dated February 27, 1969. Further contributions to this amount during the year were as follows :—

| Sl. No. | Name of Municipal Board/Corporation | Amount |
|---------|-------------------------------------|-----------------|
| 1. | Municipal Board, Azamgarh | 1,000-00 |
| 2. | Municipal Board, Barabanki | 500-00 |
| 3. | Municipal Board, Ghazipur | 250-00 |
| 4. | Municipal Board, Rath Hamirpur. | 250-00 |
| | Total ... | <u>2,000-00</u> |

These contributions are gratefully acknowledged.

Grant by the Government of Madhya Pradesh

Apart from the above contributions by the local bodies, a recurring grant of Rs. 5,000/- has been sanctioned by the Government of Madhya Pradesh vide G. O. No. 17391/88/Nagar/1 dated August 28, 1971. This gesture is gratefully acknowledged. The Government of Bihar has also taken a decision to sanction a non-recurring grant during the year 1972-73, the details of which are still awaited.

Programme for the Year 1972-73

The Advisory Committee in its meeting held on March 8, 1972 approved the programme of the Centre for the year 1972-73 as given below :—

- I. Four In-service Training Programmes in Municipal Administration according to the following schedule each of one month's duration :—
 - (a) *First Programme* :—April 1972 to May 1972.
 - (b) *Second Programme* :—July 1972 to August 1972.
 - (c) *Third Programme* :—September 1972 to October 1972.
 - (d) *Fourth Programme* :—November 1972 to December 1972.
- II. Three Conferences and Seminars (subject to be decided in consultation with the Chairman and other participating States,
- III. It is proposed to hold one short-term specialised course for Municipal Officers.
- IV. It is proposed to hold two Orientation Courses for non-officials of fifteen days' duration each.
- V. The Centre has collected a number of case studies from the Trainee Officers. A number of cases are being selected for further study by the Staff of the Centre. As this Project involves going through

the official records and files, the State Governments will be requested to issue necessary orders to the local bodies to make the records etc. available to the Centre's Staff.

- VI. After completing the research projects in hand, it is proposed to take projects relating to some areas of Urban Development and Planning, in consultation with the Chairman.

The Budget of the Centre

The Advisory Committee in its meeting held on October 19, 1970 approved the budget of the Centre as given in Appendix IV.

Audit

The Accounts of the Centre for the financial year 1970-71 were audited by Messrs. A. Shah & Co., Chartered Accountants, Lucknow, as per Appendix V and submitted to the Ministry of Health, Family Planning, Works, Housing and Urban Development, Government of India, New Delhi.

APPENDICES

APPENDIX I

LIST OF TRAINEES

(TENTH IN-SERVICE TRAINING COURSE)
OCTOBER 26, 1971 TO DECEMBER 4, 1971)

| Sl. No. | Name | Address |
|------------|-------------------------------|---|
| 1. | Sri Om Prakash Agarwal | Executive Officer, Municipal Board Deoband (Saharanpur). |
| 2. | Sri Osama Bin Fazil | Executive Officer, Municipal Board Kairana (Uttar Pradesh). |
| 3. | Sri Lalit Kumar Sharma | Executive Officer, Municipal Board Muzaffar Nagar. |
| 4. | Sri Hari Prasad Sharma | Executive Officer, Municipal Board, Gangoh (Shaharanpur). |
| 5. | Sri Rajeshwari Prasad Agarwal | Accountant, Municipality, Khagaul (Patna). |
| 6. | Sri S. Iqbal Hasan | Superintendent of Education, City Board, Dehradun. |
| 7. | Sri S. Mukhtar Ali | Executive Officer, Municipal Board, Budaun. |
| 8. | Sri Ram Naresh | Sanitary and Food Inspector, Nagarpalika, Gorakhpur. |
| 9. | Sri Kripa Shankar Singh | Water Works Engineer, Gonda. |
| 10. | Sri Badiuddin Siddiqui | Sanitary Inspector, Municipal Board, Jahangirabad.- |

ELEVENTH IN-SERVICE TRAINING COURSE
(JANUARY 1, 1972 TO FEBRUARY 19, 1972)

- | | |
|-----------------------------|---|
| 1. Sri M. P. Singh | Executive Officer, Municipal Board, Auraiya. |
| 2. Sri Mohd. Yaseen Khan | Sanitary Inspector, Nagar Mahapalika, Varanasi. |
| 3. Sri Kailash Raj | Superintendent of Education, Municipal Board, Mussoorie. |
| 4. Sri L. N. Sharma | Accounts Officer, Municipal Corporation, Lucknow. |
| 5. Sri Zafar Hasan | Executive Officer, Municipal Board, Marehra. |
| 6. Sri V. S. Chauhan | Chief Municipal Officer, Municipal Board, Ashoknagar (M. P.). |
| 7. Sri Firoz Bakht Afroz | Executive Officer, Municipal Board, Chandpur. |
| 8. Sri Shiva Shanker Pachri | Executive Officer, Municipal Board, Fatehpur Sikri. |
| 9. Sri D. S. Shukla | Sanitary Inspector, Municipal Corporation, Varanasi. |
| 10. Sri K. M. Manwani | Chief Municipal Officer, Municipal Board, Bairagarh (Madhya Pradesh). |
| 11. Sri R. C. Srivastava | Anubhagiya Adhikari, Nagar Mahapalika, Kanpur. |
| 12. Sri S. C. Sharma | Education Superintendent, Nagar Mahapalika, Lucknow. |
| 13. Sri M. M. L. Srivastava | Sanitary Inspector, Nagar Mahapalika, Kanpur. |

APPENDIX II

LIST OF PARTICIPATIONS OF CONFERENCE ON "REFORMS IN MUNICIPAL GOVERNMENT" HELD ON DECEMBER 3 and 4, 1971

- | | |
|-------------------------|---|
| 1. Sri B. N. Pande | Ex-Mayor, Allahabad. |
| 2. Sri P. C. Pathak | Mayor, Nagar Mahapalika, Varanasi. |
| 3. Sri S. P. Srivastava | Mukhya Nagar Lekha Parishad, Varanasi. |
| 4. Sri R. P. Singh | Executive Officer, Municipal Board, Ramnagar, Varanasi. |
| 5. Sri R. A. Saxena | Dy. Secretary to Government, Local Self-Government Department, U. P., Lucknow. |
| 6. Sri O. P. Dubey | Administrator, Municipal Corporation, Raipur (M. P.). |
| 7. Sri H. P. Tripathi | Administrator, Municipal Corporation, Indore (M. P.). |
| 8. Sri P. S. Metha | Under Secretary to Government, Local Self-Government (Urban) Department, M. P., Bhopal. |
| 9. Sri Gajendra Singh | Executive Officer, Municipal Board, Haldwani, Distt. Nainital. |

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|----------------------------|--|
| 10. Sri M. A. Naqvi | Executive Officer, Municipal Board, Bilgram, Distt. Hardoi. |
| 11. Sri G. P. Khare | President, Municipal Board, Banda. |
| 12. Dr. G. S. Bhade | All India Institute of Local Self-Government Department, Bombay. |
| 13. Dr. M. K. Balachandran | Indian Institute of Public Administration, New Delhi. |
| 14. Sri G. N. Paliwal | |
| 15. Sri S. A. Batra | |
| 15. Sri B. D. Saklani | President, Municipal Board, Dehradun. |
| 17. Dr. M. Bhattacharya | Indian Institute of Public Administration, New Delhi. |
| 18. Sri Ram Prasad Tampta | President, Municipal Board, Almora. |
| 19. Sri Man Mohan Das | President, Municipal Board, Bahraich. |
| 20. Sri K. C. Agarwal | Executive Officer, Municipal Board, Sitapur. |
| 21. Sri H. N. Dubey | Nagar Abhiyanta (Drainage) Nagar Mahapalika, Lucknow. |
| 22. Sri V. S. Desikan | Retd. Engineer, Nagar Mahapalika, Kanpur. |
| 23. Sri N. N. Sinha | Up Nagar Adhikari, Nagar Mahapalika, Lucknow. |

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|---------------------------|--|
| 24. Sri S. N. Mullick | Dy. Secretary to Government, Local Self-Government De- partment, Bihar, Patna. |
| 25. Sri A. C. Dubey | Executive Officer, Municipal Board, Aligarh. |
| 26. Sri Mangal Kiran Jain | President, Municipal Board, Shaharanpur. |
| 27. Sri Anirudha Pande | Mukhya Nagar Adhikari, Na- gar Mahapalika, Allahabad. |
| 28. Sri K. C. Joshi | Mukhya Nagar Adhikari, Na- gar Mahapalika, Agra. |
| 29. Sri S. M. Mushfiq | Mukhya Nagar Adhikari, Na- gar Mahapalika, Lucknow. |
| 30. Sri R. D. Singh | President, Municipal Board, Farrukhabad-Cum Fatehgarh |
| 31. Dr P. N. Masaldan | Dean, Faculty of Arts, Luck- now University, Lucknow. |
| 32. Sri S. N. Verma | Secretary, Local Self-Govern- ment Department, U. P. Luck- now. |
| 33. Dr. D. P. Singh | Professor in the Centre. |
| 34. Dr. J. C. Sharma | Lecturer, Department of Poli- tical Science, Lucknow Univer- sity, Lucknow. |
| 35. Sri S. R. Tewari | Lecturer in the Department. |
| 36. Sri. J. L. Seth | Lecturer in the Department. |
| 37. Dr. K. Sreeram | Lecturer in the Centre. |

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|-----|----------------------|---|
| 38. | Sri M: S. Verma | Assistant Project Director in the UNICEF Project. |
| 39. | Sri B. S. Sudhakar | Research Officer in the Centre. |
| 40. | Sri S. N. Singh | Research Officer in the UNICEF Project. |
| 41. | Sri K. N. Srivastava | Research Associate in the Centre. |
| 42. | Sri K. Chandra | Research Associate in the Centre. |
| 43. | Sri F. H. Siddiqui | Research Associate in the UNICEF. |
| 44. | (Miss) Veena Baghel | Junior Research Associate in the Centre. |
| 45. | (Miss) Uma Deengra | Research Fellow in the Department. |
| 46. | Sri D. P. Chaudhary | Junior Research Associate in the UNICEF Project. |
| 47. | Sri S. T. H. Zaidi | Editorial Assistant in the Centre. |

APPENDIX III

LIST OF SPEAKERS

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|------------------------|--|
| 1. Arora, S. K. | Executive Officer, Cantonment Board, Lucknow. |
| 2. Bhalla, S. G. (Dr.) | Nagar Swasthaya Adhikari, Nagar Mahapalika, Lucknow. |
| 3. Bhargava, J. P. | Senior Planner, Town and Country Planning Organisation U. P., Lucknow. |
| 4. Brij Mohan (Col.) | Joint Director, Secretariate Training School, New Delhi. |
| 5. Chaturvedi, N. C. | M. L. C. Lokmanganj, Lucknow. |
| 6. Das, R. B. (Dr.) | Professor and Head of the Department and the Director of Centre. |
| 7. Dev Raj | Director (C.M.A.), Institute of Public Administration, New Delhi. |
| 8. Desikan, V. S. | Retired Engineer, Nagar Mahapalika, Lucknow. |
| 9. Devi Dayal | Deputy Secretary to Government Local Self Government, U. P. Lucknow. |

10. Diwakar Deo Additional Registrar, Co-operative Societies, U. P. Lucknow.
11. Dubey, H. N. Drainage Engineer, Nagar Mahapalika Lucknow.
12. Dubey, J. P. Chief Town and Country Planner, U. P. Lucknow.
13. Joshi, K. C. Mukhya Nagar Adhikari, Nagar Mahapalika, Agra.
14. Joshi, M. D. (Dr.) U.G.C. Professor, Department of Economics, Lucknow University, Lucknow.
15. Kapoor, P. D. (Dr.) Ex-Mayor, Lucknow.
16. Khan, R. Nagar Abhiyanta (Vikas), Nagar Mahapalika, Lucknow.
17. Khanna, S. C. Deputy Secretary to Government, Local Self-Government Department, U. P. Lucknow.
18. Mahmood Butt Commissioner and Secretary, Food and Civil Supplies, U. P. Lucknow.
19. Malviya, K. D. (Dr.) State Nutrition Officer, Lucknow.
20. Masaldan, P. N. (Dr.) Dean, Faculty of Arts, Lucknow University, Lucknow.
21. Misra, R. M. L. Assistant Examiner, Local Fund Accounts, Lucknow Range, Lucknow.
22. Misra, Y. D. Water Works Engineer, Nagar Mahapalika, Kanpur.

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|----------------------------|---|
| 23. Mulick, S. G. Bose | Mukhya Nagar Adhikari, Nagar Mahapalika, Kanpur. |
| 24. Pandey, B. N. | Ex-Mayor, Allahabad. |
| 25. Pandey, R. P. | Chief Audit Officer, Nagar Mahapalika Lucknow. |
| 26. Puri, B. N (Dr.) | Professor and Head, Department of Ancient Indian History and Archaeology Lucknow University, Lucknow. |
| 27. Ram Singh | President, Municipal Board, Barabanki. |
| 28. Roy, A. K. | Chief Engineer, Local Self-Government Engineering Department, U. P. Lucknow. |
| 29. Saxena, P. K. (Dr.) | Lecturer, Provincial Hygiene Institute Lucknow. |
| 30. Seth, J. L. | Lecturer in the Department. |
| 31. Sharma, J. C. (Dr.) | Department of Political Science, Lucknow University, Lucknow. |
| 32. Siddhu, M. M. S. (Dr.) | Ex-Mayor, Lucknow. |
| 33. Singh, Baljit (Dr.) | Professor and Head, Department of Economics, Lucknow University, Lucknow. |
| 34. Singh, B. N. | Town Planner, Town and Country Planning Organisation, U. P. Lucknow. |
| 35. Singh, D. P. (Dr.) | Professor, Department of Public Administration, Lucknow University, Lucknow. |

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|---------------------------|--|
| 36. Singh, K P. | Town Planner Town and Country Planning Organiza- tion. U. P., Lucknow. |
| 37. Singh, K. N. | Deputy Secretary, Local Self- Government Department, U. P., Lucknow. |
| 38. Sreeram, K. (Dr.) | Lecturer in the Centre. |
| 39. Triloki Singh | M. P., Lucknow. |
| 40. Verma, M. S. | Assistant Project Director in UNICEF Project. |
| 41. Verma, Paripurananand | Kanpur. |

APPENDIX IV

REGIONAL CENTRE FOR RESEARCH & TRAINING IN MUNICIPAL ADMINISTRATION

Budget Proposals for the Financial year 1971-72

| | | |
|-------------|---|-----------|
| I. (i) 1. | Professor-One Grade 1100-50-1300 60-1600 (March 1, 1971 to Feb. 1972). | 14,607-00 |
| 2. | Lecturer-One Grade 400-40-800-50-950 (March 1971 to Feb, 1972). | 5,461-00 |
| 3. | Research Officer-One Grade 400-40-800 50-950 (March 1971 to Feb. 1972). | 4,800-00 |
| 4. | Research Associates-Two Grade 300-25-500 (March 1971 to Feb. 1972). | 8,510-00 |
| 5. | Investigators-Two Grade 250-20-350-25-400 (March 1971 to Feb. 1972). | 6,696-00 |
| 6. | Editorial Assistant-One Grade 250 500 (March 1971 to Feb. 1972). | 3,000-0 |
| 7. | Administrative Officer-One Grade 250-500 (March 1971 to Feb. 1971). | 3,300.00 |
| 8. | Clerks-Two (March 1971 to Feb. 1971), | 3,669-00 |

(i) Grade 160-8-200-10-260-12-320

(ii) Grade 120 6-150-180-10-230-10-250.

9. Janitor-cum-Peon-One 1,140-00
 Grade 80-3-160
 (March 1971-to Feb. 1971
 @ Rs. 95/- p.m.)

10. Peon-One 660 00
 Grade 55-1-75

 51,843-00

(ii) Dearness Allowance and Provident Fund 18,808 00
 Contribution.

 70,651-00

II. Furniture and Equipment 1,000-00

III. Seminars, Training Courses
 (including honorarium to Programme
 Directors, Research Projects etc. in-
 cluding Entertainments). 25,000-00

(i) Seminars 5,000-00

(ii) Training Course 6,000-00

(iii) Field cost and Overhead 8,000-00

(iv) Honorarium to Guest Speakers 6,000-00

IV. Books, Journals, Periodicals, Publica-
 tions, Printing and Stationary. 15,000-00

(i) Books and Journals 5,000-00

(ii) Publication of Reports 6,000-0

(iii) Printing and Stationary. 4,000 00

V. Preparation of reading materials for 1,000-00
 Students and Researchers.

Carried over 1,12,651.00

| | | |
|----------------------------------|--------------|-------------|
| | <i>B. F.</i> | 1,12,651.00 |
| VI. Miscellaneous | | 7,000-00 |
| (i) Postage and Telephones, | 3,000-00 | |
| (ii) Other Unforeseen expenses | 4,000-00 | |
| | <hr/> | |
| | Total ... | 1,19,651-00 |
| | Or Say ... | 1,19,700 00 |

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

A. RECURRING EXPENDITURE

| | |
|---|----------|
| I. (i) Research Officer-One Grade 400-40-800-50-950 | 5,160-00 |
| (ii) Clerk-One Grade 160-8-200 10 260-12-320 | 2,016-00 |
| II. Provident Fund Contribution and Dearness Allowance | 2,900-00 |
| III. Books and Pamphlets | 5,000-00 |
| IV. Publications | 5,000-00 |
| V. Staff & Contingencies for the Hostel | |

A. STAFF

| | |
|---|----------|
| (i) Hostel Bearers-Four Grade 55-1-75 | 5,564-00 |
| (ii) Night Chowkidar-One Grade 55-1-75 | 1,391-00 |
| (iii) Sweepers-Two Grade 55-1-75 | 2,782-00 |
| (iv) Gardener-One Grade 55-1-75 | 1,391-00 |

| | |
|-------------------------------------|-----------|
| (v) Cook (on Govt. Grade)-One | 1,586-00 |
| Grade 70-1-80 | |
| (vi) Masalchi (on Govt Grade) | 1,326-00 |
| Grade 50-1-70 | |
| (vii) Caretaker-One | 1,976-00 |
| Grade 100-4-160 | |
| (viii) Honorarium to Asstt. Provost | 750-00 |
| (at the prevailing University | |
| rates in lieu of accommoda- | |
| tion) | ----- |
| | 16,766-00 |

B. CONFINCENCIES

| | |
|---------------------------------------|-----------|
| (i) Electricity charges & Maintanance | 12,000-00 |
| (ii) Phone | 1,500-00 |
| (iii) House tax & Water Tax (appx) | 2,000-00 |
| (iv) Uniform for Summer & Winter | 2,000-00 |
| (v) (a) Magazines & Newspapers 500 | |
| (b) Games 500 | 1,000-00 |
| (vi) Miscellaneous Contingencies | 3,000-00 |
| | ----- |
| | 21,500-00 |

(Rs. 16,766 + Rs 21,500 = Rs. 38,266
minus Rs. 18,000 anticipated income
from Room Rent) ...

20,266-00

40,342-00

VI. Staff & Contingencies for the vehicle

| | |
|---------------------------------------|----------|
| (i) Driver-One (Grade 80-3-160) | 1,716-00 |
| (ii) Registration, Insurance, Repairs | |
| & Maintenance of Vehicle | 3,000-00 |
| (iii) Petrol etc. | 5,000-00 |
| | 9,716-00 |
| | ----- |

TOTAL 50,058-00

Or Say 50,100-00

Sd/- R.B. Das

Sd/- N.P. Bhatnagar

APPENDIX V

PUBLIC ADMINISTRATION DEPARTMENT
STATEMENT OF RECEIPTS & PAYMENTS FOR THE
& TRAINING IN
FOR THE YEAR ENDING

OPENING BALANCE AS ON 1-4-1970

1-83

R E C E I P T S

Grants-in-aid from :

Government of India, Ministry of Health, Family
Planning, Works & Housing and Urban Development
(Department of Health) vide their letter Nos :

| | | | |
|-----|---|-----------|-----------|
| I | F-11-5/70 L.S.G. dated 30-4-1970 Received on 2-5-1970 Draft No. A 667883 | 13,000-00 | |
| II | F-11-5/70-LSG dated 25-6-70 Received on 13-7-1970 Draft No. C 083341 | 27,000-00 | |
| III | F-11-5/70-LSG dated 16-10-70 Received on 6-11-1970 Draft No. C 129163 | 20,000-00 | |
| IV | F-11-5/70-LSG dated 15-2-1971 Received on 4-3-1971 Draft No. A 914123 | 20,000-00 | 80,000-00 |
| | Expenditure incurred by the Director Dr. R.B. Das pending re-imbursement | | 80-00 |

TOTAL : 80,081-83

NOTE :— The statement does not include a grant of
Rs. 12,000 00 released vide letter No. F. 11-5/70-LSG
dated 29.3.71 received on 15.4.71 Draft No
Thus summarised position of the funds for 1970-71 is
detailed as under :—

| | |
|---|---------------|
| Balance with Treasurer and imprest clerk as on 31.3.1971 as shown in the statement | Rs. 10,735.72 |
| Grant received after 31.3 1971 as referred to above | Rs. 12,000.00 |

| | | |
|--|-----------|---------------|
| LESS 1. Salary of Professor and Lecturer for 1970-71 paid after 31-3-1971 | 21,043 90 | |
| 2. Honorarium to Programme Director for 70-71 paid after 31.3.71. | 1,500.00 | |
| 3. T.A. to Dr. R.B. Das, Director payable as shown in the statement. | 80.00 | Rs. 22,623.90 |

CLOSING BALANCE REMAINING WITH
CENTRE ON 31.3.71

| | | |
|-------------------------------|-------|------------|
| Postage with imprest clerk | 70.80 | Rs. 111.82 |
| Cash with the Hony. Treasurer | 41.02 | |

Sd/- N.N. Sinha 30-12-71

Administrative Officer,
Regional Centre for Research & Training in
Municipal Administration, Lucknow University

LUCKNOW UNIVERSITY, LUCKNOW
ESTABLISHMENT OF REGIONAL CENTRE FOR RESEARCH
MUNICIPAL ADMINISTRATION
31ST MARCH 1971 (1970-71)

P A Y M E N T S

| | | | |
|-----------------------------------|--|-----------|------------------|
| I | ESTABLISHMENT | | 30,395-94 |
| II | FURNITURE & EQUIPMENTS | | 466-33 |
| III | SEMINAR, TRAINING COURSE, RESEARCH PROJECTS AND MEETINGS | | |
| | Seminar | .. | 3,713-26 |
| | Training Course | .. | 3,707-29 |
| | Field Cost & Overhead | .. | 5,563-20 |
| | Honorarium to Guest Speakers | .. | 6,550-00 |
| | | | <hr/> |
| | | | 19,533-75 |
| IV | BOOKS, JOURNALS, PERIODICALS, PUBLICATION, PRINTING & STATIONERY | | |
| | Books | 4,902.41 | |
| | Publications | 2 189.99 | |
| | Printing & Stationery | 2 831 76 | 9,924-16 |
| V | MISCELLANEOUS EXPENSES | | |
| | Almirah | 1,160.00 | |
| | Audit Fee | 990.00 | |
| | Postage & Telephone | 1,319.00 | |
| | Others | 5,556.93 | 9,025.93 |
| CLOSING BALANCE AS ON 31-3-1971 : | | | |
| | With the Treasurer, Lucknow University | 10,664.92 | 10,735 72 |
| | Postage stamps with Imprest Clerk | 70.80 | |
| | | <hr/> | <hr/> |
| | TOTAL : | | 80,081-83 |

AUDITOR'S REPORT

We have examined the above noted statement of Receipts & Payments of Regional Centre for Research & Training in Municipal Administration, Lucknow University, Lucknow with the books of accounts, vouchers, grant letters and other documents and subject to the above notes report as under :-

1. That the statement of Receipt & payments is in conformity with the books of account.
2. That the statement of Receipts & payments gives a true and fair view of receipts & payments, and
3. That the grants-in-aid of Rs. 92,000/- (1970-71) received by the Director of the Centre through the Hony. Treasurer of Lucknow University, Lucknow, has been utilised by the Director for the purpose for which it was sanctioned by the Ministry.

CHARTERED ACCOUNTANTS

for A SHAH & Co.

Sd/- D.P. Singh
 Director, Regional Centre for
 Research & Training in Municipal
 Administration, Lucknow University, Lucknow

Sd/-Amanat Shah
 M. Com.LL.B.F.C.A. 28-12-71
 16, Jagat Narain Road,
 Golaganj, Lucknow

STAFF OF THE CENTRE

- | | |
|---|---|
| 1. Dr. R. B. Das, M.A , Ph.D., D.P.A. (Oxford), M A (Syracuse) | Prof. & Head, Department of Public Administration and Director of the Centre |
| 2 Dr. D. P. Singh, M.A , LL.B , Ph.D. | Professor |
| 3. Dr. K. Sreeram, M.A., Ph.D. | Lecturer |
| 4 Sri B. S. Sudhakar, M.A., LL.B. | Research Officer |
| 5. V A C A N T | Research Officer |
| 6. Sri Karunesh Chandra, M.A., | Research Associate |
| 7. Sri K. N. Srivastava, M.A , LL.B. | Research Associate |
| 8 Km. Veena Baghel, M.A. | Junior Research Associate |
| 9. V A C A N T | Junior Research Associate |
| 10. Sri S. T. H. Zaidi, M A. | Editorial Assistant |
| 11. Sri N. N. Sinha, M.A. | Administrative Officer |
| 12. Sri R. M. Chakravartty | Senior Clerk |
| 13. Km. Ramesh Tuteja | Junior Clerk |