

TENTH ANNUAL
ADMINISTRATION REPORT
1977-78



REGIONAL CENTRE FOR RESEARCH AND TRAINING
IN
MUNICIPAL ADMINISTRATION
INSTITUTE OF PUBLIC ADMINISTRATION
UNIVERSITY OF LUCKNOW
LUCKNOW
INDIA

ADVISORY COMMITTEE

Chairman

Secretary,
Local Self-Government Department,
Government of Uttar Pradesh,
Lucknow.

Members

Dean Faculty of Arts,
Lucknow University.

Director Indian Institute of Public
Administration,
New Delhi.

Secretary Local Self-Government
Department (Urban),
Government of Madhya Pradesh,
Bhopal.

Secretary Local Self-Government,
Government of Bihar,
Patna.

Mukhya Nagar Lucknow Nagar Mahapalika,
Adhikari (Nominee of the State
Government).

Nominee Ministry of Works and Housing
Government of India,
New Delhi.

Member- Secretary

Dr. D.P. Singh Director,
Regional Centre for Research
and Training in Municipal
Administration.
Lucknow University, Lucknow

THE TENTH ANNUAL ADMINISTRATION REPORT on the activities of the Regional Centre for Research and Training in Municipal Administration relates to the period 1977-78. The Centre has completed ten years of its existence.

Establishment of the Centre at Lucknow

The Union Ministry of Works and Housing, (formerly Ministry of Health, Family Planning and Urban Development), Government of India, established the Regional Centre for Research and Training in Municipal Administration, in collaboration, with the Department of Local Self-Government, Government of Uttar Pradesh in January, 1968, at the Institute of Public Administration, University of Lucknow, Lucknow.

The objects of the Centre are :

- (i) to organise pre-entry diploma course in urban government and administration ;
- (ii) to organise post-entry training and refresher courses in urban government and administration ;
- (iii) to organise seminars, conferences and group-discussions on various aspects of urban government and administration ;
- (iv) to stimulate interest in governmental, academic fields, and among elected members of local government in the entire field of local government administration ;
- (v) to undertake research on problems of urban government and policies ; and

- (vi) to serve as a centre for the collection, dissemination and publication of information regarding developments in urban government.

The Centre serves the States of Bihar, Madhya Pradesh and Uttar Pradesh.

Finances

The Regional Centre is mainly financed by the Ministry of Works and Housing, Government of India. The Government of Uttar Pradesh gave financial assistance for infra-structural facilities, like the Hostel-cum-Guest House and also supplements the recurring grant given by the Government of India. The Government of Madhya Pradesh gave Rs. 50,000 for the extension of the Guest House and also gives a token recurring grant of Rs. 5,000 annually.

Nominations

The nominations of the municipal officers of the various categories to attend the training programmes, are made by the State Governments. The expenditure incurred in this connection like T. A. and D. A. and other expenditure is borne by the local bodies.

Purchase of Publications

The Government of Uttar Pradesh, vide G. O. No. 3480 A/i/(1)-11-A-12-G/69 dated Lucknow, June 3, 1969, was kind enough to authorise the trainee officers to purchase the publications brought out by the Regional Centre, from time to time. This has been treated as a valid charge on the municipal funds.

ADVISORY COMMITTEE

Chairman

Sri P. R. V. Bhiman, Commissioner-cum-Secretary, Local Self-Government Department Uttar Pradesh continued as the Chairman of the Committee till 19th June 1977 ; subsequently he was transferred as the Chairman of the U. P. Jal Nigam.

From 1st July 1977, Sri R. B. Saxena took over as the Commissioner-cum-Secretary of the Local Self-Government Department and continued till 10th March 1978, when he took over as the Chairman of the U. P. State Road Transport Corporation.

Sri B. J. Khodaiji, Commissioner-cum-Secretary, Department of Housing and Urban Development took charge of the Local Self-Government Department from 11th March 1978, and is continuing to hold the charge of the Department and is *ex-officio* Chairman of the Advisory Committee.

Members

Following the transfer of Sri R. R. Shah, Administrator of the Municipal Corporation, Lucknow, in the month of February, 1977, the office of the Administrator came under the charge of Sri R. C. Takru, District Magistrate, who held the charge till May, 1978.

Sri N. B. Lal took over as the Administrator from 2nd May, 1978 and continued till 9th February, 1978 when he was transferred as Commissioner-cum-Secretary, of the Secretariat Administration Department, Government of Uttar Pradesh.

Sri I. P. Aron, took charge as Administrator of the Municipal Corporation, Lucknow on 9th February, 1978 and is continuing.

Member-Secretary

Dr. D. P. Singh, Professor and Head of the Department of Public Administration, University of Lucknow, continued as the Director of the Centre and Member-Secretary of the Advisory Committee.

Meeting of the Advisory Committee

The annual meeting of the Advisory Committee of the Centre was held on January 25, 1978. The following were present during the meeting.

1. Sri R. B. Saxena, *Chairman*
Commissioner-cum-Secretary,
Department of Local Self-Government,
Government of Uttar Pradesh,
LUCKNOW.
2. Prof. G. S. Misra, *Member*
Dean,
Faculty of Arts,
Lucknow University,
LUCKNOW.
3. Sri N. B. Lal, *Member*
Administrator,
Municipal Corporation,
LUCKNOW.
4. Sri D. D. Malhotra, *Member*
Centre for Urban Studies,
Indian Institute of Public Administration,
NEW DELHI. (Nominee of the I. I. P. A.)
5. Prof. D. P. Singh, *Member-Secretary*
Director of the Regional Centre.

Special Invitees

1. Prof. G. Mukharji,
Advisor,
Institute of Public Administration,
Lucknow University,
LUCKNOW.
2. Sri A. C. Chaturvedi,
Director,
Directorate of Ecology & Environment,
Government of Uttar Pradesh,
LUCKNOW.
3. Prof. R. B. Das,
U. G. C. Professor,
Institute of Public Administration,
Lucknow University,
LUCKNOW.
4. Sri A. S. Ansari,
Deputy Director,
Directorate of Local Bodies,
Government of Uttar Pradesh,
LUCKNOW. (Nominee of the Director).

Some of the important decisions taken were as follows :

Agenda Item

2. (a) The Chairman, in his capacity as Secretary to Government in the Local Self-Government Department, may be good enough, at an appropriate time, to issue suitable orders to urban local bodies to make regular annual financial contribution towards the funds of the Centre [Item 2 (i)].

- (b) While thanking the Government of Madhya Pradesh for its generous contribution of Rs. 50,000 for the construction of 'M. P. Block', a request be made to the Government of Madhya Pradesh to make a non-recurring grant of Rs. 15,000 for furnishing the Block also.
- (c) A request be made again to the Government of Bihar for making a contribution for the construction of a 'Bihar Block' and furnishing thereof in the Institute's Hostel.
6. The Committee accepted the proposal put up by Sri A. C. Chaturvedi, Director, Department of Ecology and Environment, Government of Uttar Pradesh that the Regional Centre be asked to organise an All India Seminar on "Ecology and Environment," the expenses of which be borne by the Directorate of Ecology and Environment.
7. The Committee while approving the programmes for the year 1978-79 constituted the following sub-committee to guide the detailed formulation of programmes and courses :

(1) Prof. G. Mukharji	<i>Chairman</i>
(2) Dr. R. B. Das	<i>Member</i>
(3) Administrator, Lucknow	<i>Member</i>
(4) Director, Local Bodies, U. P.	<i>Member</i>
(5) Sri A. C. Chaturvedi	<i>Member</i>
(6) Prof. D. P. Singh	<i>Convener</i>

As an upward revision of daily allowances from Rs. 12 to Rs. 15 to municipal officers attending the training courses, seminars etc., conducted at the Regional Centre would not be

feasible it was resolved that municipal officers attending the courses, workshops, may be paid a lump sum of Rs. 100 as training allowance for long duration courses and Rs. 50 for short courses, in addition to the daily allowance admissible to them from time to time.

The Committee accepted the resolution moved by Prof. Mukharji (with the permission of the Chair) to invite the representatives of the following departments/related institutions as permanent special invitees :

- (i) Chairman, U. P. Jal Nigam,
- (ii) Chief Town and Country Planner, Government of Uttar Pradesh.
- (iii) Housing Commissioner, U. P. Housing and Development Board ; and
- (iv) Director, Department of Science and Environment, Government of U. P.

ACTIVITIES OF THE CENTRE DURING THE YEAR

Training Courses

(a) *Rounded Course*

The Regional Centre organises rounded courses of four to six weeks' duration for officers from the participating States. The course content cover the fields of comparative local government, municipal organisation, municipal finances, municipal services and urban planning and development. The participants are attached to selected local bodies for one week's intensive practical training and observation. Field visits to various relevant institutions are also organised.

This year, the Centre organised the Twentieth In-Service Course from May 2 to June 2, 1977. The trainees were drawn from various Municipal Boards of Uttar Pradesh, working in

different capacities. In all 16 trainees attended the course. A list of the trainee officers is given in Appendix 1.

During the course the following topics were covered :

I. Introductory

- (1) Role of Local Government in Democracy.
- (2) Salient Features in Indian Constitution.
- (3) Local Government in India.
- (4) Structure of Urban Local Bodies in India.
- (5) Comparative Local Government : England and United States of America.
- (6) Public Participation in Municipal Administration.
- (7) Municipal Administration and the Citizen.
- (8) Reforms in Municipal Administration.

II. Municipal Organisation

- (1) Deliberative and Executive Wings : Relationship.
- (2) Problems of Municipal Execution.
- (3) State Government and Local Government : Relationship
- (4) Directorate of Local Bodies and Municipal Boards.
- (5) Political Parties and Municipal Administration.
- (6) Organisation and Management.

III. Municipal Finances

- (1) Assessment of Property Tax.
- (2) Problems in Property Tax Administration.
- (3) Administration of Octroi Tax.
- (4) Preparation of Municipal Budgets.
- (5) Municipal Accounts.
- (6) Auditing of Municipal Accounts.
- (7) Performance Budgeting.
- (8) Capital Budgeting.
- (9) Institutional Finance for Urban Local Bodies.

IV Municipal Services

- (1) Planning and Programming of Public Works.
- (2) Public Health Administration.
- (3) Prevention of Food Adulteration.
- (4) Removal of Encroachments.
- (5) Problems of Street Lighting in Urban Areas.
- (6) Execution of Projects.
- (7) Recent Techniques in Building Construction.
- (8) Recent Techniques in Road Construction.

V. Planning and Development

- (1) Urbanisation : Recent Trends.
- (2) Planning for Urban Development.
- (3) Integrated City Development Plans.
- (4) Statutory Agencies for Urban Development.
- (5) Financing and Management of Water Supply Schemes.
- (6) Inter-Departmental Co-ordination for Urban Planning and Development : Discussion.
- (7) Housing for Economically weaker sections.
- (8) Development of Co-operative Housing Societies.
- (9) Urban Land Ceiling and Regulations.
- (10) Urban Encroachment and Ecology.

(b) Specialised Short-Term Courses

In addition to the above, the Centre organised a number of short term courses on specialised subjects of urban government and administration. Information regarding these courses is given below :

I. PUBLIC WORKS ADMINISTRATION

(July 4 to 9, 1977)

Objects

Provision of civic facilities and amenities in urban areas is the responsibility of public works administration. Proper construction and efficient operation of various services depends upon the effectiveness with which this agency discharges its functions. The purpose of this course is to acquaint the personnel engaged in public works administration with the developments, both technical and administrative, that have taken place in the recent years.

Twenty technical officers' belonging to different municipal boards and Development Authorities participated in the course. A list of the trainees is given in Appendix II.

Topics for Discussion

A. Background

- (i) Salient Features of Municipal Administration in Uttar Pradesh.
- (ii) Preparation and Implementation of Master Plan.
- (iii) Formulation and Implementation of Housing and Urban Development Projects.
- (iv) Preparation and Implementation of Integrated City Development Projects.

B. Planning and Programming of Public Works Projects

- (i) Building Construction.
- (ii) Road Construction.

C. Execution of Public Works Projects

- (i) Building Projects
- (ii) Road Works

- (iii) Recent Management Techniques in Public Works Administration.

D. Maintenance and Operation of Public Works Projects

E. Financial Management

- (i) Budgeting for Public Works Projects.
- (ii) Maintenance of Public Works Accounts.
- (iii) Auditing of Public Works Accounts.
- (iv) Institutional Finance for Public Works Projects.

General Discussion on

- (i) Relationship between U. P. Jal Nigam and Local Bodies.
- (ii) Urban Land Ceiling and Regulation.
- (iii) Relationship between U. P. Housing and Development Board and Local Bodies.

II. Public Health Administration (July 18 to 23, 1977)

One of the most important and basic civic service provided by the local bodies is Public Health Services, both in terms of number of employees engaged and the resources spent. Public Health Department in any local body is the largest department. Public Health Departments are entrusted with an important responsibility of prevention of diseases and preservation of health on which to a great extent depends the environment in which all activities of the people are involved. Thus, the changes to be made in the hygienic environment in which people live is the main responsibility of Public Health officials. These effects are more lasting. Apart from this, there has been a growing consciousness among the people that a favourable environment is not merely an aid to health but a fundamental right of every citizen.

The present course is designed to make the participants aware of the latest administrative and technical developments that have been taking place in the various aspects of public health administration.

The course was attended to by 20 officers belonging to the health services. The list of trainees is given in Appendix III.

Topics for Discussion

A. Background

- (i) Philosophy of Public Health Administration.
- (ii) Powers and functions of Public Health Department.

B. (1) Methods of Refuse Collection

- (i) Street Sweeping.
- (ii) Mechanical Process.
- (iii) Recent Techniques.

(2) Methods of Refuse Disposal

- (i) Land Filling.
- (ii) Composting.
- (iii) Other methods of disposal.
- (iv) Recent Techniques.

C. Problems of Food Adulteration

- (i) Food adulteration Act : Problems and Short-comings.
- (ii) Administration of Food Adulteration Act : Legal Provision regarding :
 - (i) Taking of Samples.
 - (ii) Chemical Analysis.
 - (iii) Prosecution.

D. The Control of Communicable Diseases

(i) Problems of Environmental Health.

(ii) Prevention and Control of Communicable Diseases.

E. Drugs Control

F. Financing of Public Health

Principles of Budgeting for Public Health Administration.

General Lectures

1. Public Health Requirements in the Preparation of Master Plans.
2. Requirement of Public Health standards in the sanctioning of Building Plans.
3. Problems of Sewerage and Sewage disposal.
4. Personnel Administration in Public Health.
5. Citizen and Public Health Administration.
6. Organisation and functions of the U. P. Water Pollution Prevention and Control Board.

III. MUNICIPAL TAX ADMINISTRATION

(August 22 to 31, 1977)

The Short-Term Course on 'Municipal Tax Administration' scheduled from August 22 to 31, 1977 was designed to cater to the needs of officers dealing with the administration of various taxes in urban local bodies.

The objects of the course were—

- (i) to identify administrative problems of major taxes like Property Taxes, Octroi and Terminal Taxes and Toll.

- (ii) to analyse the reasons for accumulation of arrears of municipal taxes and explore avenues for their recoveries.
- (iii) to discuss measures to be taken both at local and State Government levels for increasing the efficiency and effectiveness of Municipal Tax Administration.

In all 37 trainees participated in the Course. A list of officers is given in Appendix IV.

Topics for Discussion

1. Local Government and Democracy.
2. Municipal Government in India : Historical perspective.
3. Sources of Municipal Revenue.
4. Procedure for imposition of taxes and other legal aspects.
5. Administration of property tax :
 - (i) Assessment.
 - (ii) Imposition and Rates.
 - (iii) Collection and arrears.
 - (iv) Supervision and control.
6. Administrative aspects of property tax.
7. Administration of Octroi : Terminal and Toll taxes.
8. Administration of minor taxes:
 - (i) Theatre tax.
 - (ii) Advertisement tax.
 - (iii) Profession tax.
9. Supervision, control and vigilance of municipal tax administration.

10. Auditing of Municipal Accounts.
11. Problems of Municipal Personnel dealing with tax administration.
12. Central valuation agency for the assessment of property tax.
13. Accumulation of arrears and their recoveries.

IV. MANAGEMENT OF URBAN DEVELOPMENT

(December 5 to 20, 1977)

Objects

The main focus of this Course was on the problems of management presented by cities and large towns and on the role of the administrators in overcoming them.

The Course emphasised the development of managerial techniques to the solution of multifarious urban problems. Major emphasis was placed on the need to develop the process of planning, implementing and evaluating urban development programmes and projects, which was systematic and comprehensive in its coverage as far as possible. Nine Executive Officers belonging to different municipal boards participated in the course. A list is given in Appendix V.

TOPICS FOR DISCUSSION

Background Lectures

- (i) Political framework of Administration.
- (ii) Urbanisation : Recent Trends.
- (iii) Problems in Development Administration.
- (iv) New challenges of Urban Government and Administration.
- (v) Urban Land Ceiling and Regulation.
- (vi) Problems of Land Acquisition.

Process of Urban Development

- (i) Process of Planning.
- (ii) Preparation of Master Plans.
- (iii) Concepts in Regional Planning.
- (iv) Integrated City Development Plans.
- (v) Rural-Urban Relationship.
- (iv) Planning for Environmental Change.

Management Process in Urban Development

- (i) Project Formulation and Appraisal.
- (ii) Techniques of Project Selection : Cost-benefit Analysis.
- (iii) Planning and Programming of Urban Development Project : PERT and CPM.
- (iv) Techniques of Inventory and Stores Control.
- (v) Decision-Making Process in Urban Development.
- (vi) Role of Small and Medium Towns in the Development Process.
- (vii) Estimating, Costing and Tendering of Urban Development Projects.
- (viii) Modern Construction Management Techniques.
- (ix) Management in Municipal Administration.
- (x) Management of Estates.

Financing of Urban Development

- (i) Institutional Finance for Urban Development Projects.
- (ii) Mobilisation of Local Resources for Urban Development.
- (iii) Principles of Budgeting.
- (iv) Principles of Accounting.
- (v) Principles of Auditing.

V. MANAGEMENT OF ENVIRONMENTAL HEALTH

(January 9 to 18, 1978)

Objects

The contamination of atmosphere by air, water and noise pollution is posing a serious health hazard. Since the Public Health Department of the Local Bodies is entrusted with the function of looking after the maintenance of healthy environmental conditions in cities and towns it was felt desirable to acquaint the municipal officers with the problems of air, water, and noise pollution and make them aware of the latest administrative and technical developments that have been taking place in the various aspects of environmental health. The Public Health Department in any local body is the largest department both in terms of number of employees engaged and the resources spent. It is entrusted with the responsibility of prevention of diseases and preservation of health on which to a large extent depends the environment. Hence the main responsibility of the Public Health Officials is to make the environment hygienic. Apart from this, there has been growing consciousness among the people that a favourable environment is not merely an aid to health but a fundamental right of every citizen.

A list of the 22 trainees who attended the course is given in Appendix VI.

TOPICS FOR DISCUSSION

I. Technical Aspects of Environmental Health

1. Problems of Environmental Health Administration.
2. Master Plan and Environmental Standards.
3. Public Health Standards in sanctioning Building Plans.
4. Methods of Refuse Collection and Disposal : Recent Techniques.
5. Sewage Disposal and Treatment.
6. Prevention and Control of Communicable Diseases.
7. Administration of Food Adulteration.
8. Citizens and Environmental Health.
9. Problems of Water Pollution.
10. Problems of Noise Pollution.
11. Problems of Air Pollution.
12. Organization and Functioning of U. P. Water Pollution, Prevention and Control Board.
13. Discussion on the Revision of Public Health Manual.
14. Building Bye-laws.
15. Personnel Problems.

II. Management Techniques

1. Corporate Management in Local Government.
2. Introduction to Work Study.
3. Work Management.

4. Method study.
5. Organisational analysis.
6. Management by Objectives in Local Government.
7. Functions of Management.
8. Organisational Behaviour.

Seminar

The Regional Centre conducted an All India Seminar on the 'Role of Small and Medium Towns and Cities in the Development Process' to study in detail the recommendations of the Report of the Task Force on Planning and Development of Small and Medium Towns and Cities appointed by the Ministry of Works and Housing, Government of India in October 1975.

The main emphasis was laid on the problems accompanying unplanned growth, particularly of small and medium towns and cities and the need to review the existing laws and regulations relating to local administration and urban development. In the Seminar a detailed discussion was held on the recommendations and important issues were resolved.

Forty participants from different parts of the country representing the Central Government, State Government and other institutions along with the faculty of the Institute participated in the Seminar. The papers and proceedings of the Seminar are being edited and will be published in due course. The list of participants is given in Appendix VII.

Research Studies

The Centre has completed the following research projects during the year :

1. Study of Administrative History of Class I towns of Uttar Pradesh (1973-74)—(Report on Ghaziabad and Rampur have been completed).

2. Analysis of Municipal Budgets of Urban Local Bodies of Uttar Pradesh (1975-76).
3. Talkatora Housing Scheme : A Study of Residents' Satisfaction.

The following studies are in progress :

1. Abolition of Octroi in Madhya Pradesh.
2. A study of Removal of Encroachment and their Rehabilitation in the Lucknow city.
3. Towns of Uttar Pradesh, Madhya Pradesh and Bihar (being revised).
4. Municipal Finances in Madhya Pradesh.

Publications

The following two reports were printed this year :

1. Municipal Taxation.
2. Ghaziabad : A study in Local Government.

The following reports are in the press :

1. Municipal Finances in Uttar Pradesh.
2. Municipal Directorates in India.
3. Committee System in English Local Government.

Library

In order to supplement to the needs of the trainee officers, researchers and students engaged in the field of local government and allied areas, the library is being enriched every year through addition of new volumes. The library now has over thirty thousand volumes and subscribes to over eighty-five leading periodicals from all over the world.

Centre as a Clearing House

The Centre works as a clearing house for information on the working of urban government in Uttar Pradesh as well as in important towns of other states. It has established relations with these towns for collecting information about their working and development programmes.

Budget

The budget estimates for the current year, is given in Appendix VIII-A and B.

APPENDIX-I

TWENTIETH IN-SERVICE TRAINING COURSE

(May 2 to June 2, 1977)

LIST OF TRAINEES

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Place</i>
1.	AJAY KUMAR NISHAD	Executive Officer, Municipal Board,	JALAUN
2.	DHANESH CHANDRA SAXENA	Executive Officer, Municipal Board,	FAIZABAD
3.	JAGDISH PRASAD SEN	Executive Officer, Municipal Board,	Barua Sagar, JHANSI
4.	JASWANT SINGH	Executive Officer, Municipal Board,	Dhanaura, MORADABAD
5.	KAILASH CHANDRA PANDEY	Sahayak Kar Adhikshak, Nagar Mahapalika,	LUCKNOW
6.	KRISHNA CHANDRA MISRA	Executive Officer, Municipal Board,	Shamsabad, AGRA
7.	LALIT MOHAN SINGH	Executive Officer, Municipal Board,	Akbarpur, FAIZABAD
8.	MAHENDRA NATH CHATURVEDI	Executive Officer, Municipal Board,	Kosi Kalan, MATHURA
9.	PRAHLAD SINGH RAWAT	Executive Officer, Municipal Board	TEHRI GARHWAL

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Place</i>
101.	RAKESH KUMAR MISRA	Sahayak Kar Adhikshak, Kanpur Development Authority,	KANPUR
102.	RAM DULARE PATEL	Sahayak Kar Adhikshak Nagar Mahapalika,	LUCKNOW
103.	SAYEED AHMAD	Executive Officer, Municipal Board,	Nehtaur, BIJNOR
104.	SHYAM LAL	Executive Officer, Municipal Board,	Sambhal, MORADABAD
105.	SURENDRA PRASAD SHARMA	Sahayak Kar Adhikshak, Nagar Mahapalika,	KANPUR
106.	TARKESHWAR NATH TEWARI	Executive Officer, Municipal Board,	Nawabganj, GONDA
107.	UPENDRA NATH	Sahayak Nagar Adhikari, Nagar Mahapalika,	KANPUR

APPENDIX-II

PUBLIC WORKS ADMINISTRATION

(4th July, 1977 to 9th July, 1977)

LIST OF PARTICIPANTS

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Place</i>
1.	Sri P. K. Misra	Junior Engineer	Kanpur Development Authority, Kanpur.
2.	„ H. P. Nigam	Do.	Do.
3.	„ N. L. Gurnani	Do.	Do.
4.	„ C. B. Rohatgi	Do.	Nagar Palika Vrindaban Mathura.
5.	„ K. R. Nagar	Do.	Allahabad Development Authority, Allahabad.
6.	„ Mohd. Ziauddin	Do.	Nagar Mahapalika, Allahabad.
7.	„ P. N. Singh	Do.	Do.
8.	„ S. Mohd. Abidi	Do.	Do.
9.	„ Mohd. Akbar Burney	Do.	Nagar Palika, Mawana, Distt. Meerut.
10.	„ R. D. Khan	Do.	Nagar Palika, Baheri Distt. Bareilly.
11.	„ Om Babu Tewari	Do.	Municipal Board, Bulandshahr.
12.	„ V. P. Sharma	Do.	Municipal Board, Hapur
13.	„ C. S. Upreti	Do.	City Board, Dehradun.

<i>S. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Place</i>
14.	Sri Jiwatram	Junior Engineer	Nagar Mahapalika, Lucknow.
15.	" N. K. Gupta	Do.	Nagar Mahapalika, Kanpur.
16.	" M. P. Pathak	Do.	Lucknow Nagar Mahapalika, Lucknow.
17.	" N. K. Paul	Do.	Allahabad Development Authority, Allahabad.
18.	" Ram Singh	Do.	Nagar Palika, Saharanpur.
19.	" P. K. Verma	Do.	Building Section, Lucknow Development Authority.
20.	" J. S. Rastogi	Do.	Municipal Board, Pilukhwa.

APPENDIX-III

PUBLIC HEALTH ADMINISTRATION

(July 18 to July 23, 1977)

LIST OF PARTICIPANTS

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Place</i>
1.	Sri M. S. Hashmi,	Sanitary Inspector	Nagar Palika, Deoria.
2.	" K. K. Misra	Senior Sanitary Inspector	City Board, Dehra Dun.
3.	" D. R. Mittal	Sanitary Inspector	Municipal Board, Hapur.
4.	" Som Prakash	Do.	Municipal Board, Hardwar.
5.	" R. K. Verma	Do.	City Board, Muzaffarnagar.
6.	" P. D. Jain	Chief Sanitary Inspector	Nagar Mahapalika, Agra.
7.	" B. P. Gupta	Sanitary Inspector	Nagar Palika, Baraut, Distt. Meerut.
8.	" C.B. Nigam	Chief Sanitary Inspector	Municipal Board, Jhansi.
9.	" R. Charan	Sanitary Inspector	Nagar Mahapalika, Agra
10.	" R. N. Prasad	Do.	Nagar Palika, Gonda
11.	" D. S. Bisht	Do.	Municipal Board, Haldwani (Nainital)
12.	" K. K. Tewari	Do.	Nagar Palika, Moradabad
13.	" K. K. Sharma	Do.	Municipal Board, Firozabad (Agra)

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Place</i>
14.	Sri S. D. Saksena	Chief Sanitary Inspector	Municipal Board, Bareilly.
15.	B. R. Verma	Sanitary Inspector	Municipal Board, Sitapur,
16.	S. C. Gangwar	Do.	Nagar Palika, Bareilly,
17.	Anis Ahmad Khan	Chief Sanitary Inspector	Municipal Board, Moradabad.
18.	Mohit Ram	Sanitary Inspector	Municipal Board, Shamli, Muzaffarnagar.
19.	B. P. Chowdhary	Asst. Health Officer	Patiala Municipal Corpn. Patiala.
20.	K. P. Singh	Sanitary Inspector	Municipal Board, Jaunpur.

MUNICIPAL TAX ADMINISTRATION

(From August 22 to 31, 1977)

(LIST OF PARTICIPANTS)

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Place</i>
1.	Sri Rajmal Unkawat	Revenue Sub-Inspector	Municipal Board, Mandsaur. (Madhya Pradesh)
2.	„ B. S. Chawla	Revenue Ins-pector	Municipal Board, Dartal (Madhya Pradesh).
3.	„ Shivram Mewade	Do.	Municipality Barwani
4.	„ Rameshwar Shukla	Do.	Municipality, Khetya
5.	„ K. V. Sharma	Senior Inspector	Municipality, Tairana (Ujjain)
6.	„ H. N. Bhatnagar	Revenue Inspector	Municipal Council Khandawa. (M.P.).
7.	„ C. L. K. Patel	Property Tax Officer	Municipal Council Burhanpur (Madhya Pradesh)
8.	„ B. K. Bhisht	Tax Superintendent	Municipal Board, Haldwani
9.	„ R. R. Misra	Tax Superintendent (R. S. I.)	Municipal Board Chhatarpur (M.P.)
10.	„ R. K. Diwan	Revenue Inspector	Municipal Council Hoshangabad
11.	„ A. S. Siddiqui	Revenue Inspector	Municipal Council, Garhakota
12.	„ A. K. Thassu	Revenue Sub-Inspector	Nagar Palika, Sagar (M.P.)
13.	„ J. S. Ram	Revenue Inspector	Nagar Palika, Damoh (M.P.)

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Place</i>
14.	Sri B. B. Pandey	Tax Superintendent	Barabanki
15.	„ W. J. P. Pandey	Do.	Hapur Municipality, Hapur.
16.	„ R. Dayal	Octroi Superintendent	Municipal Board, Pilibhit.
17.	„ K. K. Shukla	Tax Superintendent	Lucknow Nagar Mahapalika Lucknow.
18.	„ H. B. Singh	Revenue Inspector	Municipal Council Tikamgarh (Madhya Pradesh)
19.	„ K. N. Sharma	Revenue Sub-Inspector	Municipality Guna (M. P.).
20.	„ Jitmal Surana	Do.	Municipality, Ashoknagar (M. P.)
21.	„ B. S. Srivastava	Assessment Officer	Municipal Council, Narsingarh (M. P.)
22.	„ Jagdish Lal Pal	Revenue Senior Inspector	Municipal Council Sonkatch (Distt. Dewas) (M. P.)
23.	„ K. C. Sharma	Revenue De- puty Inspector	Nagar Palika Dhar, M. P.
24.	Sri O. P. Dubey	Revenue Sub- Inspector	Nagar Palika Sarangpur, Distt. Rajgarh, M. P.
25.	„ Mohd. Hayat	Asst. Tax Superintendent	Nagar Mahapalika, Agra.
26.	„ K. C. Agnihotri	Tax Superintendent	City Board, Ghaziabad.
27.	„ S. S. Srivastava	Revenue Inspector	Municipal Council Ganj Basoda (Vidisha), M. P.
28.	„ G. S. Dwivedi	Octroi Superintendent	Nagar Palika, Aligarh.
29.	„ M. L. Sharma	Asst. Tax Superintendent	Nagar Mahapalika, Allahabad.
30.	„ T. N. Srivastava	Do.	Nagar Mahapalika, Allahabad.

<i>S/. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Place</i>
31.	Sri R. K. Misra	Do.	Kanpur Development, Authority, Kanpur.
32.	„ R. K. Srivastava	Do.	Lucknow Nagar Mahapalika, Lucknow.
33.	„ R. K. Jain	Rev. sub- Inspector	Nagar Palika, Distt. Guna (M. P.)
34.	„ H. P. Jain	Do.	Nagar Palika, Shivpuri (M.P.)
35.	„ „ J. P. Jatav	Do.	Nagar Palika, Datia (M. P.)
36.	„ „ R. A. Sharma	Property Tax Officer	Municipal Council, Raigarh. (M. P.)
37.	„ Y. Tripathi	Assistant	Urban Development Deptt. Govt. of Bihar, Patna

APPENDIX-V

MANAGEMENT OF URBAN DEVELOPMENT

(December 5 to 20, 1977)

LIST OF PARTICIPANTS

<i>SL. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Place</i>
1.	Sri R. D. Gupta	Executive Officer	Ramnagar, Distt. Nainital
2.	„ R. K. Gupta	Do.	Nagar Palika, Nainital
3.	„ N. P. Sharma	Do.	Nagar Palika, Khurja, Distt. Bulandshahr
4.	„ R. S. Mehrotra	Do.	City Board, Muzaffarnagar
5.	„ B. M. Singh	Do.	Municipal Board, Pilibhit
6.	„ K. L. Satyarthi	Do.	Municipal Board, Hapur
7.	„ L. K. Sharma	Do.	Municipal Board, Kasganj
8.	„ N. B. Singh	Do.	City Board, Ghaziabad
9.	„ V. S. Pandey	Up Nagar Adhikari	Allahabad

MANAGEMENT OF ENVIRONMENTAL HEALTH

(January 9 To 18, 1978)

LIST OF PARTICIPANTS

<i>SL. NO.</i>	<i>Name</i>	<i>Designation</i>	<i>Place</i>
1.	Sri S. B. Singh	Sanitary Inspector	Municipal Board, Rath, Hamirpur.
2.	„ A. K. Srivastava	Junior Engineer	Municipal Board, Unnao
3.	„ H. C. Srivastava	Do.	Kanpur Nagar Mahapalika, Kanpur.
4.	„ Kapil Kumar	Sanitary Inspector.	Municipal Board, Jalaun
5.	„ Rajendra Kumar	Do.	Do. Kalpi, Jalaun
6.	„ S. P. Gupta	Do.	Do. Kaimganj
7.	„ O. P. Gupta	Do.	Do. Sirsaganj
8.	„ L. K. Sharma	Do.	Do. Rampur
9.	„ S. S. S. Chauhan	Do.	Do. Haldwani
10.	„ Jugal Kishore	Do.	Nagar Palika, Vikas Nagar Dehradun.
11.	„ Rajpal Singh	Do.	Municipal Board, Almora
12.	„ R. K. S. Chauhan	Junior Engineer	Do. Saharanpur
13.	„ Saran Singh	Sanitary Inspector	Do. Pauri
14.	„ Gendan Singh	Do.	Do. Shahjahanpur
15.	„ Vinod K. Gangwar	Do.	Do. Banda
16.	„ Rahim Uddin Khan	Do.	Do. Sambhal Moradabad.

<i>Sl.No.</i>	<i>Name</i>	<i>Designation</i>	<i>Place</i>
17.	Sri R. R. Sharma	Sanitary Inspector	Municipal Board, Kotdwara (Garhwal)
18.	„ Kishan Yadav	Do.	Do. Najibabad Bijnor
19.	„ B. R. Singh	Do.	Do. Bijnor
20.	„ D. S. Dubey	Junior Engineer	Do. Banda
21.	„ D. P. Misra	Do.	Nagar Mahapalika, Kanpur
22.	„ Subodh Chowdhry	Do.	Do. Kanpur

SEMINAR ON
ROLE OF SMALL AND MEDIUM TOWNS AND CITIES IN THE
DEVELOPMENT PROCESS

February 16, 17 and 18, 1978

List of Participants

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Place</i>
1.	Prof. Devaraj	Director	Indian Institute of Urban Affairs, 73, Ring Road, Lajpat Nagar, New Delhi-110024
2.	Sri N. Gopal Krishnan Nair	Special Secretary	Local Administration & Social Welfare Deptt., Govt. of Kerala Trivandrum
3.	„ N. Venu Gopala, Reddy	Senior Joint Director.	Office of the Director of Town Planning, Hyderabad, Andhra Pradesh
4.	„ Sri S. M. Y. Sastry	Dy. Municipal Commissioner (Retd.)	Plot No. 42-A, Presidency Co-operative Society, Road No. 8, J. V. D. Scheme, Bombay-400 056.
5.	„ Tsewang Dorjee	Under Secretary	Local Self-Govt. Deptt. Government of Sikkim, Gangtok
6.	„ K. K. Ghosh	Executive Officer	Cuttack Municipality, Cuttack.
7.	Chowdhury Raj-Krishna Nanda	Do.	Notified Area Council, Bhuneshwar.

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Place</i>
8.	Sri Nilakantha Das	Executive Officer	Notified Area Council, Bhadrak.
9.	„ Indu Bhushan Kar	Do.	Balasore Municipality, Orissa.
10.	„ Ganeshwar Jena	Do.	Baripada Municipality Orissa
11.	„ B. L. Shukla	Do.	Municipal Board, Sikandrabad
12.	„ M. S. Ahmad	Associate Planner	Muzaffarnagar, (Bihar)
13.	„ Shambhu Dayal	Executive-Officer	Mathura
14.	„ H. L. Dua	Executive-Officer	Agra Development Authority, Agra
15.	„ G. P. Saini	Do.	Nagar Palika, Faizabad
16.	„ Raghu Raman	Dy. Director	Municipal Administration, Pondicherry.
17.	„ L. N. Kool	Executive Officer	Municipal Board, Deoria
18.	Dr. G. K. Misra	Reader, in Physical Planning.	Centre for Urban Studies, Indian Institute of Public Administration, New Delhi-2.
19.	Sri R. K. Goel	Architect	U. P. P. W. D., Lucknow
20.	Sri K. N. Dubey	Lecturer	D. A. V. Degree College, Lucknow.
21.	Sri A. P. Tyagi	Architect	U. P. P. W. D., Lucknow.
22.	„ B. L. Sharma	Executive Engineer	Allahabad Development Authority, Allahabad
23.	„ Gyan Chand Asrani	Do.	Allahabad Nagar Mahapalika, Allahabad.

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Place</i>
24.	Sri M. A. Kazmi	Executive Officer	City Board, Aligarh.
25.	Dr. B. C. Goyal	Do.	Municipal Board, Hapur.
26.	Sri K. H. Jafri	Accounts Officer	Nagar Mahapalika, Agra.
27.	„ T. S. Papola	Director	Giri Institute of Development Studies Lucknow.
28.	„ K. P. Singh	Senior Town Planner	Lucknow Development Authority, Lucknow.
29.	„ H. S. Verma	Fellow	Giri Institute of Development Studies, Lucknow.
30.	Dr. M. M. Siddhu	Ex-Mayor	Lucknow.
31.	Sri B. N. Singh	Senior Planner	Town and Country Planning Deptt. U. P., Lucknow.
32.	„ B. J. Khodaiji	Secretary	Deptt. of Housing and Urban Development U. P. Govt. Lucknow.
33.	„ A. K. Mazumdar	Research Officer	Institutional Finance, U. P., Lucknow.
34.	„ J. P. Dubey	Chief Town and Country Planner	Government of U. P., Lucknow.
35.	„ P. N. Bhatt.	Lawyer	Model Houses, Lucknow.
36.	„ D. C. Thapar	Principal	Govt. School of Architecture, Tagore Marg, Lucknow.
37.	„ Mahavir Prasad Mithal	Deputy Administrator	Nagar Mahapalika, Varanasi.
38.	„ P. R. V. Bhiman	Chairman	U. P. Jal Nigam, U. P., Lucknow.
39.	„ K. S. Sinha	Joint Secretary	Finance Deptt. Govt. of U. P., Lucknow.
40.	„ K. Biswas	Director	Urban Development, Ministry of Works and Housing, Government of India, New Delhi.

**Regional Centre For Research And Training In
Municipal Administration, Lucknow University
Lucknow**

**BUDGET ESTIMATES FOR THE YEAR 1977-78
(To be met by the Govt. of India Grant)**

Establishment

(i) Posts	No. of Posts	Amount Rs.
1. Professor (Rs. 1500-60-1800-100-2000-125/2-2500)	One	21,096-00
2. Lecturer (Rs. 700-40-1100-50-1600)	One	13,896-00* 3,570-00
3. Research Officer (Rs. 700-40-1100-50-1600)	One	14,925-00
4. Research Associates (Rs. 550-30-700-40-900-50-1200)	Three	30,162-00
5. Junior Research Associates (Rs. 400-15-475-20-575-25-750)	Two	15,165-30
6. Publication Officer (Rs. 550-30-700-40-900-50-1200)	One	10,125-00
7. Administrative Officer (Rs. 550-30-700-40-900-50-1200)	One	10,125-00
8. Senior Clerk (Rs. 300-8-340-10-440-12-500)	One	6,225-60
9. Junior Clerk (Rs. 250-7-285-9-375-10-425)	One	5,627-64

*Note :—Rs. 3,570-00 has been provided due to up-gradation of the post of Lecturer into that of a Reader (Resolution No. 9 of September 10, 1976—Advisory Committee).

Posts	No. of Posts	Amount Rs.
10. Janitors (Rs. 185-3-215-4-235-6-265)	Two	7,450-08
11. Peon (Rs. 165-2-215)	One	3,465-84
(ii) Leave Salary	...	12,391-64
(iii) Provident Fund Contributions according to University rules.		12,000-00
(iv) Lump provision for future increases in the rates of Dearness Allowances.		3,000-00
	Total	<u>1,69,225-00</u>
		Rs. 1, 69, 225-10

II—Others

(i) Furniture and Equipment		1,000-00
(ii) Seminars, Conferences, Training Courses Field Cost, Overhead and Honorarium to Guest Speakers (including entertainment and honorarium to Programme Director)		
(a) Seminars	Rs. 5,000/-	
(b) Training Courses	Rs. 5,000/-	
(c) Field cost and overhead	Rs. 6,000/-	
(d) Honorarium to Guest Speakers	Rs. 6,000/-	
		<u>22,000-00</u>
(iii) Books, Journals, Periodicals, Publications, Printing and Stationery :		
(a) Books, Journals and Periodicals	Rs. 5,000/-	
(b) Publication of Report	Rs. 4,000/-	
(c) Printing and Stationery	Rs. 6,000/-	
		<u>15,000-00</u>
(iv) Preparation of reading materials for trainees, students and researchers.		1,000-00
(v) International Seminars and Conferences (Token)		1,000-00
(vi) Miscellaneous contingency including Phones, Postage and House rent allowance to Director @ 10 % of the salary in lieu of accommodation.		7,000-00
	TOTAL	<u>2, 16, 225-10</u>

**Regional Centre For Research and Training in
Municipal Administration, Lucknow University
Lucknow**

BUDGET PROPOSALS FOR THE YEAR 1977-78

(To be met by the U. P. Government Grant)

A—Establishment

(1) Existing Posts

<i>S/. No.</i>	<i>Name of Post</i>	<i>Scale of pay Rs.</i>	<i>Estimates for 1977-78</i>
1.	Research Officer (One)	(i) 400-950 (old scale)	12,778.40
		(ii) Estimated expenditure due to revision of pay scale.	1,200.00
2.	Clerk (One)	300-500	6,081.60
3.	Caretaker (One)	185-265	3,992.90
4.	Masalchi (One)	165-215	3,425.40
5.	Sweeper-cum-Chowkidar (One)	165-215	3,465.70
6.	Sweepers (Two)	165-215	6,663.88
7.	Cook (One)	170-225	3,491.28
8.	Driver (One)	175-250	3,688.05
9.	Mali (One)	165-215	3,370.68
10.	Bearers (Four)	165-215	13,056.86
11.	Chowkidars (Two)	165-215	6,662.98
12.	Technical Assistant (One)	280-460	6,240.00
13.	Driver (One)	175-250	3,484.13

(i) Allowance to Hostel Incharge @ Rs. 100/- p.m. 1,200.00

(ii) Leave salary to the staff 6,281.05

(iii) Lump provision for future increases in the rate of D. A. 3,000.00

Total 88,082.91

B—Other Contingent Expenditure

<i>Sl.No.</i>	<i>Head</i>	<i>Estimates for 1977-78</i>
1.	Books and Journals	7,000.00
2.	Publication	5,000.00
3.	Visiting Professors/Advisors/Consultants and Guest Speakers	20,000.00
4.	Field Cost	8,000.00
5.	Miscellaneous Contingencies for the Centre including T.A.	5,000.00
6.	Maintenance grant Rs. 13, 14, 995/- @ 2.1%	28,182.00
7.	Phones	1,500.00
8.	Uniforms	2,000.00
9.	Registration, Insurance and Repairs of two vehicles.	4,000.00
10.	Petrol : Two vehicles (2400 litres per year)	8,500.00
11.	Miscellaneous contingency for Hostel	3,000.00
12.	Magazines and Games	1,000.00
		93,182.00

SUMMARY

A—Recurring

(i) Establishment Rs. 88,082.91

B—Other Contingent Expenditure Rs. 93,182.00

C—Schedule of New Demands Rs. 10,200.00

D—Non-Recurring Rs. 25,800.00

Total Rs. 2,17,264.91

(—) Income from the Trainees' Hostel-cum-Guest House on account of Room rent Rs. 18,000.00

Net demand Rs. 1,99,264.91

STAFF OF THE CENTRE

- | | |
|---|---|
| 1. Dr. D. P. Singh,
M. A., LL. B., Ph.D. | Professor and Head, Department
of Public Administration and
Director of the Centre. |
| 2. Sri K. Chandra
M. A. | Research Officer |
| 3. VACANT | Research Officer |
| 4. Sri S. T. H. Zaidi
M. A. | Research Associate |
| 5. Km. P. Bhatt
M. A. | Research Associate |
| 6. VACANT | Research Associate |
| 7. Km. U. Batra
M. A. | Junior Research Associate |
| 8. Km. G. Agarwal
M. A. | Junior Research Associate |
| 9. Sri Tarun Kumar
M. A. | Junior Research Associate and
Officiating Administrative Officer |
| 10. Sri K. Kumar
M. Com. | Publication Officer |
| 11. Sri Prem Prakash | Senior Clerk |
| 12. Sri K. B Singh
M. A. | Junior Clerk |
| 13. Sri R. P. Singh
B. A. | Junior Clerk |