

ANNUAL
ADMINISTRATION REPORT
1976-77



REGIONAL CENTRE FOR RESEARCH AND
TRAINING IN MUNICIPAL ADMINISTRATION

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

ADVISORY COMMITTEE

<i>Chairman</i>	Secretary, Local Self-Government Department, Government of Uttar Pradesh, Lucknow.
<i>Members</i>	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 Department, Government of Bihar.
	Mukhya Nagar Adhikari Lucknow Nagar Mahapalika, (Nominee of the State Government.)
	Nominee Ministry of Works, Housing and Urban Development, Government of India, New Delhi.
<i>Member-Secretary</i>	Dr. D. P. Singh Professor and Head, Department of Public Administration, Lucknow University. and Director, Regional Centre for Research and Training in Municipal Administration.

ABOUT THE CENTRE

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

THE NINTH ANNUAL ADMINISTRATION REPORT on the activities of the Regional Centre for Research and Training in Municipal Administration relates to the period, 1976-77. The Centre has completed nine years of its existence.

ADVISORY COMMITTEE

Chairman, Advisory Committee

Sri P. R. V. Bhiman, Commissioner-cum-Secretary, Department of Local Self-Government, Government of Uttar Pradesh, continued as the Chairman during the year, except for a brief gap when he was on leave and Sri V. S. Katara took over as Commissioner-cum-Secretary of the Department and became Ex-Officio Chairman of the Advisory Committee.

Director and Member—Secretary

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

Member

Sri R. R. Shah, Administrator, Municipal Corporation, Lucknow, ceased to be the Ex-Officio Member of the Advisory Committee, due to his transfer in the month of February, 1977.

Meeting of the Advisory Committee

The Advisory Committee of the Regional Centre, met on September 10, 1976. The following decisions were taken :

1. Resolution No. 15

The Committee noted the contribution of Rs. 50,000/- made by the Government of Madhya Pradesh for construction of Madhya Pradesh Block in the existing Trainee's Hostel and thanked the Government for its generous gesture.

2. Resolution No. 5

The Committee reviewed its Resolution No. 5 of November 29, 1975 and observed as under :

- (a) The Government of India be requested to allow the grade of University Grants Commission i. e., Rs. 700-1300 to Research Associates of the Centre and necessary amount due to its revision be provided by them. Pending the approval of the Government of India the grade of Rs. 550-1200 for Research Associates was approved as an interim measure.
- (b) The posts of Administrative Officer and Publication Officer are not covered by the University Grants Commission grades. As such their grade was approved and revised to Rs. 550-1200.

These decisions of the Committee were made effective from October 1, 1976.

3. Conversion of the Post of Lecturer

The Committee approved the creation of the post of a Reader through conversion of the post of Lecturer.

4. Foreign Participants

The Committee considered the proposal for approaching the Government of India for sponsoring foreign participants to the training courses, seminars and conferences organised by the Centre

under technical assistance programmes like Colombo Plan, Special Commission for Asia and Pacific etc.

ACTIVITIES OF THE CENTRE

Due to the elections this year the Centre could not undertake further training programmes, seminars and conferences in the months of February and March, 1977.

Inauguration of M.P. Block

The 'M P. Block' in the Centre's Hostel-cum-Guest House was completed this year, out of the contribution of Rs. 50,000/- made by the Government of Madhya Pradesh for building of two guest suites.

Sri N. P. Shukla, State Minister for Local Government, Tourism, Publicity and Languages, Government of Madhya Pradesh handed the key of the 'M.P. Block' over to the Centre on 19th November, 1976. Speaking at the inaugural function he called for a greater cooperation between the governments of Madhya Pradesh and Uttar Pradesh and assured a larger participation in the various activities of the Regional Centre.

TRAINING PROGRAMMES

Workshop

"Urban Land Ceiling and Regulation."

The Regional Centre, in collaboration with the Director of

Urban Land Ceiling, Government of Uttar Pradesh, organised a workshop on "Urban Land Ceiling and Regulation" from June-18 to 22, 1976.

The objective of the workshop was to :

- I Undertake a detailed study and analysis of the provisions of the Act, and the rules made therein in order to ensure their uniform interpretation;
- II Identify the practical difficulties and problems (legislative and administrative) and to study their ramifications within the existing frame-work;
- III Suggest guidelines and norms as required under various provisions of the legislation based on case studies and actual requests received for proper examination of the government, so that detailed instructions could be drawn up for the implementation of the Act; and
- IV Evolve a strategy of working out the legislation in a smooth and coordinated manner.

The workshop was attended to by all the Competent Authorities and their senior officers of the twelve cities of the State where the Act was implemented, officers of the Local Self-Government, and Law Departments of the State Government, officers from the Government of India and two representatives of the Government of Orissa. A list of participants to the workshop is given in "Appendix I".

Short Term Courses

(a) "Public Works Administration"

Provisions of civic facilities and amenities in urban areas being the responsibility of public works administration, proper cons-

truction, and efficient operation of various services depend upon the effectiveness with which this agency discharges its functions. Keeping this in view, four courses of six days' duration each were organised on "Public Works Administration". The first course was organised from August 23 to 28, 1976, the second from September 6 to 11, 1976, the third from October 4 to 9, 1976 and the fourth from October 14 to 19, 1976.

The purpose of these courses was to acquaint the personnel engaged in public works administration with the latest developments, both technical and administrative, that have taken place in recent years. The following topics were taken up for discussion.

I Background

- (i) Preparation and Implementation of Master Plan.
- (ii) Formulation of Housing and Urban Development Projects.
- (iii) Preparation and Implementation of Integrated City Development Projects.

II Planning and Programming of Public Works Projects

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

III Execution of Public Works Projects

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

IV Maintenance and Operation of Public Works Accounts

V Financial Management

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

General discussions were also held on the following topics :

VI General

- (i) Role of Local Bodies in the Implementation of 20 point programme.
- (ii) Relationship between the U. P. Jal Nigam and Local Bodies.
- (iii) Relationship between Public Works Department and Local Bodies.
- (iv) Urban Land Ceiling and Regulation.
- (v) City Beautification Programme (Site Planning).

A list of participants is given in Appendix II-Part A, Part B, Part C and Part D.

(b) "Municipal Tax Administration"

A ten day short term course on Municipal Tax Administration was conducted by the Centre from December 13 to 23, 1976, at the instance of Director, Local Bodies, Government of Madhya Pradesh, Bhopal, to cater to the needs of officers dealing with the administration of various taxes in urban local bodies. The course was designed so as to :

- (i) Identify administrative problems of major taxes like property tax, octroi terminal and toll taxes;
- (ii) Analyse the reasons for accumulation of arrears of municipal taxes and explore avenues for their recoveries; and
- (iii) Discuss measures that are to be taken both at local and State Government level for increasing the effectiveness and efficiency of Municipal Tax Administration.

There were fifty seven participants in this course, out of which forty-one were from Madhya Pradesh, thirteen from Uttar Pradesh, two from Orissa and one from Bihar. A list of the participants is given in Appendix III.

19th In-Service Training Programme

From October 16 to December 7, 1976 the Centre organised the nineteenth in-service training course of six-week's duration in Municipal Administration. The training course was attended to by sixteen municipal officers belonging to both administrative and technical cadres. The lists of participants, topics and speakers are given in Appendix IV-Part A, Part B, and Part C. The trainees were sent to local bodies of Patna, Ranchi, Gaya, Rajgiri and Kanpur for a week's attachment programme.

RESEARCH

The following research studies were undertaken during the year;

- (i) A study of Abolition of Octroi in Madhya Pradesh.
- (ii) At the instance of the U.P. Awas Evam Vikas Parishad,

Lucknow, the Centre undertook the study of "tenant's satisfaction in the Talkatora Housing Colony".

(iii) The Ministry of Works and Housing of the Government of India, sanctioned a project on "A study of the Removal of Encroachment and their Rehabilitation in the Lucknow City." A sum of Rs. 19, 300/- has been sanctioned vide their G. O. No. 11020/13/76LSG B) dated February 15, 1977. The work on the project will start from the month of April, this year.

DIPLOMA IN URBAN GOVERNMENT AND ADMINISTRATION

The course was started with a view to provide necessary pre-service training to candidates who wish to enter local government service. The duration of the course is one academic session. Graduates of this or any other recognised University are eligible for admission.

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.

LIBRARY

In order to cater to the growing requirement of trainee officers and research workers in the field of local government, urban

planning and allied areas, special efforts were made to strengthen the Library, through the generous grants from the Central and Government of Uttar Pradesh. The Library now has over thirty thousand volumes and subscribes to over eighty five leading periodicals from all over the world.

PUBLICATIONS

The following texts were finalised this year and are in various stages of printing and publication :

- (i) The Report of the proceeding of the Seminar on 'Municipal Taxation and Recoveries' has been printed and will be in the market shortly.
- (ii) The proceeding of the Seminar on 'Municipal Directorates in India' is in press.
- (iii) The monograph on the Administrative History of Ghaziabad is in the process of printing.
- (iv) Analysis of the Municipal Budgets in Uttar Pradesh (1975-76) was undertaken and the report on it is being published.

A list of publications of the Centre is given in Appendix V.

BUDGET

The budget estimates as approved by the Advisory Committee in its meeting held on September 10, 1976 are appended as Appendix VI-Part A and Part B.

Appendix-I

LIST OF PARTICIPANTS
TO WORKSHOP ON
"URBAN LAND CEILING AND REGULATION"
(June 18 to 22, 1976)

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
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Competent Authorities

- | | | |
|----------------------|---------------------|---------------------------------|
| 1. Sri Banarsi Das | Competent Authority | Urban Land Ceiling, Agra. |
| 2. Sri Chandan Gopal | Competent Authority | Urban Land Ceiling, Gorakhpur. |
| 3. Sri Devanand Gaur | Competent Authority | Urban Land Ceiling, Moradabad. |
| 4. Sri Jai Dayal | Competent Authority | Urban Land Ceiling, Bareilly. |
| 5. Sri Khoob Singh | Competent Authority | Urban Land Ceiling, Saharanpur, |
| 6. Sri K. K. Singh | Competent Authority | Urban Land Ceiling, Kanpur. |

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
7.	Sri K. P. Srivastava	Competent Authority	Urban Land Ceiling, Varanasi.
8.	Sri M. M. Verma	Competent Authority	Urban Land Ceiling, Dehradun.
9.	Sri P. N. Srivastava	Competent Authority	Urban Land Ceiling, Lucknow.
10.	Sri Ram Babu	Competent Authority	Urban Land Ceiling, Meerut.
11.	Sri R. C. Misra	Competent Authority	Urban Land Ceiling, Aligarh.
12.	Sri Vishnu Swaroop	Competent Authority	Urban Land Ceiling, Allahabad.

Senior Officials of Urban Land Ceiling

13.	Sri K. C. Agarwal	Deputy Director	Urban Land Ceiling, Lucknow.
14.	Sri K. D. Sharma	Assistant Director	Urban Land Ceiling, Moradabad.
15.	Sri Madho Singh	Assistant Director	Urban Land Ceiling, Lucknow.
16.	Sri O. P. Arren	Deputy Director	Urban Land Ceiling, Kanpur
17.	Sri Q. A. Ahmad	Assistant Director	Urban Land Ceiling, Dehradun.

Representative of Government of India

18.	Sri S. M. Ayyar	Deputy Secretary	Ministry of Works & Housing, New Delhi.
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<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
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Representative of Government of Orissa

19.	Sri M. D. Misra	Under Secretary	Department of Urban Development, Bhubneswar.
20.	Sri S. Biswal	Administrative Officer	Collectorate, Cuttack.

Representative of Government of Uttar Pradesh

21.	Sri Athar Hussain	Secretary	Department of Revenue, Government of Uttar Pradesh, Lucknow.
22.	Sri A. Prakash	Executive Engineer	Department of Public Works, Government of Uttar Pradesh, Lucknow.
23.	Sri B. K. Fandon	Administrator	Nagar Mahapalika, Allahabad.
24.	Sri G. N. Jahauri	Assistant Housing Commissioner	Uttar Pradesh Housing & Development Board, Government of Uttar Pradesh, Lucknow.
25.	Sri J. P. Dubey	Chief Town Planner	Town and Country Planning Department, Government of Uttar Pradesh, Lucknow.

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
26.	Sri K. P. Singh	Senior Town Planner	Town and Country Planning Department, Government of Uttar Pradesh, Lucknow.
27.	Sri N. S. Mathur	Director	Local Bodies, Government of Uttar Pradesh, Lucknow.
28.	Sri P. N. Kaul	Administrator	Nagar Mahapalika, Kanpur.
29.	Sri R. C. Takru	Deputy Commissioner	Lucknow.
30.	Sri R. K. Bhargava	Secretary	Department of Industries, Government of Uttar Pradesh, Lucknow.
31.	Sri R. K. Singh	Secretary	Lucknow Development Authority, Lucknow.
32.	Sri R. S. Rawat	Executive Engineer	Department of Public Works, Government of Uttar Pradesh, Lucknow.

Sl. No.	Name of Participant	Designation	Place
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| 33. | Sri S. D. Gupta | Executive Engineer | Department of Public Works, Government of Uttar Pradesh, Lucknow. |
| 34. | Sri S. P. Nigam | Executive Engineer | Department of Public Works, Government of Uttar Pradesh, Lucknow. |
| 35. | Sri V. S. Katara | Housing Commissioner | Uttar Pradesh Housing & Development Board, Government of Uttar Pradesh, Lucknow. |

Law Department

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|-----|-------------------|---------------------------|---------------------------------------|
| 36. | Sri K. N. Goyal | Legal Remembrancer | Government of Uttar Pradesh, Lucknow. |
| 37. | Sri A. K. Agarwal | Deputy Legal Remembrancer | Government of Uttar Pradesh, Lucknow. |

Local-Self Government Department

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|-----|-----------------|------------------|--|
| 38. | Sri B. M. Joshi | Deputy Secretary | Department of Local-Self Government, Government of Uttar Pradesh, Lucknow. |
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<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
39.	Sri P. R. V. Bhiman	Commissioner-cum-Secretary	Department of Local-Self Government, Government of Uttar Pradesh, Lucknow.

Other Agencies

40.	Prof. Deva Raj	Director	National Institute for Urban Affairs, New Delhi.
41.	G. S. L. Srivastava	Retired Judge	High Court, Allahabad.
42.	Sri S. K. Gaur	Lecturer	Faculty of Law, University of Lucknow, Lucknow.
43.	U. S. Srivastava	Retired Judge	High Court, Allahabad.

Faculty of the Institute

1.	Prof. D. P. Singh	Director	Institute of Public Administration, University of Lucknow, Lucknow.
2.	Prof. R. B. Das	U.G.C. Professor & Ex-Director	Institute of Public Administration, University of Lucknow, Lucknow.
3.	Prof. G. Mukharji	Ex-Director	Indian Institute of Public Administration, New Delhi.

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
4.	Sri J. L. Seth	Lecturer	Department of Public Administration, University of Lucknow, Lucknow.
5.	Dr. K. Sreeram	Lecturer	Regional Centre, University of Lucknow, Lucknow.
6.	Sri S. K. Singh	Lecturer	Department of Public Administration, University of Lucknow, Lucknow.
7.	Sri S. N. Singh	Research Officer	Regional Centre, University of Lucknow, Lucknow.
8.	Sri K. N. Srivastava	Research Officer	Rural Centre, University of Lucknow, Lucknow.
9.	Sri K. Chandra	Research Officer	Regional Centre, University of Lucknow, Lucknow.
10.	Sri F. H. Siddiqui	Research Officer	Rural Centre, University of Lucknow, Lucknow,
11.	Sri S. T. H. Zaidi	Research Associate	Regional Centre, University of Lucknow, Lucknow.
12.	Miss. P. Bhat	Research Associate	Regional Centre, University of Lucknow. Lucknow.

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
13.	Mrs. H. Rizvi	Junior Research Associate	Regional Centre, University of Lucknow, Lucknow.
14.	Miss U. Batra	Junior Research Associate	Regional Centre, University of Lucknow, Lucknow.
15.	Sri N. N. Sinha	Administrative Officer	Regional Centre, University of Lucknow, Lucknow.

Appendix-II—Part A

LIST TO PARTICIPANTS TO THE
SHORT TERM TRAINING COURSE
ON
PUBLIC WORKS ADMINISTRATION

Participants to First Course :

August 23 to 28, 1976

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
1.	Sri B. P. Srivastava	Junior Engineer	Nagar Palika, Gorakhpur.
2.	Sri G. S. Rai	Civil Engineer	Nagar Palika, Bahraich.
3.	Sri J. P. Rai	Executive Officer	Municipal Board, Hamirpur.
4.	Sri J. N. Saxena	Executive Officer	Municipal Board, Biswan, Sitapur.
5.	Sri K. M. Shukla	Junior Engineer	Lucknow Development Authority, Lucknow.
6.	Sri N. Singh	Executive Officer	Municipal Board, Sultanpur.
7.	Sri R. C. Misra	Executive Officer	Municipal Board, Balrampur.

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
3.	Sri R. K. Gupta	Executive Officer	Municipal Board. Farrukhabad.
9.	Sri R. K. Bhalla	Civil Engineer	Nagar Palika, Moradabad.
10.	Sri R. M. Awasthi	Executive Officer	Nagar Palika, Bela, Pratapgarh.
11.	Sri S. C. Jain	Junior Engineer	Municipal Board, Barabanki.
12.	Sri T. B. Singh	Junior Engineer	Nagar Mahapalika, Varanasi.
13.	Sri V. N. Kapoor	Civil Engineer	Nagar Palika, Bareilly.

Participants to Second Course :

September 6 to 11, 1976

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
1.	Sri Ashok Kumar	Executive Officer	Vikas Nagar, Dehradun.
2.	Sri A. C. Srivastava	Executive Officer	Municipal Board, Colonelganj, Gonda.
3.	Sri A. K. Pandey	Junior Engineer	Municipal Board, Sultanpur.
4.	Sri C. Shekhar	Executive Officer	Municipal Board, Sikandra Rao, Aligarh.
5.	Sri H. O. Sharma	Civil Engineer	Municipal Board, Farrukhabad.
6.	Sri J. R. Misra	Executive Officer	Municipal Board, Jaspur, Nainital.
7.	Sri J. S. Tiwari	Asstt. Engineer	Nagar Mahapalika, Kanpur.
8.	Sri Kamla Singh	Executive Officer	Municipal Board, Mubarakpur, Azamgarh.
9.	Sri K. R. A. Pillai	Junior Engineer	Municipal Board, Pithoragarh.

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
10.	Sri M. K. Saxena	Junior Engineer	Municipal Board, Jhansi
11.	Sri S. D. Sharma	Civil Engineer	City Board. Muzaffarnagar.
12.	Sri S. L. Prajapati	Civil Engineer	Nagar Palika, Meerut.
13.	Sri Tirath Yadav	Executive Officer	Nagar Palika, Akbarpur, Faizabad.
14.	Sri V. B. Saxena	Executive Officer	Municipal Board, Sandila, Hardoi.

Appendix II—Part C

Participants to Third Course :

October 4 to 9, 1976

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
1.	Sri A. N. Singh	Avar Abhiyanta	Allahabad Development Authority, Allahabad.
2.	Sri G. B. Pandey	Junior Engineer	3A/49, Azadnagar, Nawabganj, Kanpur.
3.	Sri Krishna Kant	Asstt. Engineer	Kanpur Development Authority, Kanpur.
4.	Sri K. N. Sarbahi	Executive Officer	Municipal Board, Nagina, Bijnor.
5.	Sri M. A. Hashmi	Junior Engineer	8/7 Allenganj Settlement, Kanpur.
6.	Sri M. Z. Hasan	Executive Officer	Municipal Board, Pilkhuwa.
7.	Sri R. C. Agarwal	Asstt. Engineer	Nagar Mahapalika, Kanpur.
8.	Sri R. G. Nigam	Executive Officer	Municipal Board, Gonda.
9.	Sri R. P. Singh	Executive Officer	Nagar Palika, Rae Bareli.

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
10.	Sri S. B. Prasad	Junior Engineer	Nagar Mahapalika, Varanasi.
11.	Sri S. S. Pachori	Executive Officer	Municipal Board, Vrindaban, Mathura.
12.	Sri S. S. Rawat	Executive Officer	Municipal Board, Roorkee.

Participants to Fourth Course :

October 14 to 19, 1976

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
1.	Sri A. P. Singh	Shayak Nagar Adhikari	Nagar Mahapalika, Kanpur.
2.	Sri B. R. Sharma	Junior Engineer	Nagar Palika, Saharanpur.
3.	Sri D. N. Nautiyal	Executive Officer	Nagar Palika, Najibabad, Bijnor.
4.	Sri G. P. Saini	Executive Officer	Municipal Board, Mirzapur.
5.	Sri H. G. Asrani	Engineer	Kanpur Development Authority, Kanpur.
6.	Sri H. C. Gupta	Executive Officer	Nagar Palika, Shahjehanpur.
7.	Sri H. S. Awasthi	Executive Officer	Nagar Palika, Hardoi.
8.	Sri J. K. D. Varma	Municipal Engineer	City Board, Mussoori.
9.	Sri Karan Singh	Junior Engineer	Nagar Palika, Hardwar.

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
10.	Sri Krishan Kumar	Junior Engineer	Nagar Palika, Dehradun.
11.	Sri M. R. Gokhale	Executive Officer	Municipal Council, Ratlam. (M. P.)
12.	Sri M. A. Kazmi	Executive Officer	Nagar Palika, Khurja.
13.	Sri R. C. Verma	Executive Officer	Nagar Palika, Badaun.
14.	Sri R. S. Mehrotra	Executive Officer	Municipal Board, Shamli.
15.	Sri Satya Prakash	Executive Officer	Nagar Palika, Jaunpur.
16.	Sri Shambu Dayal	Executive Officer	Municipal Board, Nainital.
17.	Sri S. D. Dixit	Executive Officer	Municipal Board, Rampur.
18.	Sri S. K. Shukla	Executive Officer	Municipal Board, Hardwar.
19.	Sri S. K. Tandon	Municipal Engineer	Nagar Palika, Shahjahanpur.

LIST OF PARTICIPANTS TO THE
SHORT TERM TRAINING COURSE
ON
"MUNICIPAL TAX ADMINISTRATION"

December 13 to 23, 1976

<i>Sl. No</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
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State of Madhya Pradesh

1.	Sri Abdul Rauf	Revenue Inspector	Khandwa.
2.	Sri B. L. Pathak	Revenue Inspector	Rampura.
3.	Sri B. S. Jurel	Revenue Sub-Inspector	Sanawad.
4.	Sri B. M. Sharma	Revenue Sub-Inspector	Bhatapara.
5.	Sri B. K. Singh	Revenue Sub-Inspector	Baikunthpur.
6.	Sri C. M. P. Pandey	Revenue Inspector	Satna.

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
7.	Sri C. P. Pandey	Revenue Inspector	Narsinghpur.
8.	Sri C. L. Verma	Revenue Sub-Inspector	Lahar.
9.	Sri D. C. Gohar	Revenue Sub-Inspector	Nagda.
10.	Sri D. S. Gupta	Revenue Inspector	Sagar.
11.	Sri D. Tamrakar	Revenue Inspector	Rajpur.
12.	Sri G. S. Thakur	Revenue Inspector	Burhanpur.
13.	Sri G. S. Bhadrawale	Revenue Inspector	Harda.
14.	Sri J. A. Quraishi	Revenue Sub-Inspector	Katangi.
15.	Sri J. S. Thakur	Revenue Inspector	Durg.
16.	Sri K. S. Rana	Revenue Inspector	Bhind.
17.	Sri K. N. Srivas	Revenue Sub-Inspector	Berasia.
18.	Sri K. Ali	Revenue Sub-Inspector	Dewas.
19.	Sri K. L. Bhoj	Revenue Sub-Inspector	Murena.

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
20.	Sri M. L. Pokharana	Revenue Inspector	Jawra Kothi Bazar.
21.	Sri M. K. Chourasia	Revenue Inspector	Mandla.
22.	Sri Manohar Tonde	Revenue Inspector	Khargone.
23.	Sri M. L. Srivastava	Revenue Inspector	Waraseoni.
24.	Sri N. S. Kumaraya	Executive Officer	Rajnandgoan.
25.	Sri P. P. Goel	Revenue Inspector	Munendragarh.
26.	Sri P. S. Sankla	Revenue Inspector	Guna.
27.	Sri R. S. Misra	Revenue Inspector	Rewa.
28.	Sri R. Logad	Revenue Sub-Inspector	Manasa.
29.	Sri R. P. Sharma	Revenue Inspector	Neemuch.
30.	Sri R. P. Srivastava	Revenue Inspector	Vidisha.
31.	Sri R. Vyas	Revenue Sub-Inspector	Burwaha.
32.	Sri S. Patni	Revenue Inspector	Ratlam.

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
33.	Sri S. C. Misra	Revenue Inspector	Shivpuri.
34.	Sri S. C. Sahu	Revenue Inspector	Seoni.
35.	Sri S. K. Misra	Revenue Inspector	Betul.
36.	Sri S. N. Vaidya	Revenue Inspector	Dungargarh.
37.	Sri S. L. Sharma	Revenue Sub-Inspector	Agar Mulma.
38.	Sri S. S. Chaturvedi	Revenue Sub-Inspector	Umaria.
39.	Sri S. S. Chauhan	Revenue Sub-Inspector	Nagda.
40.	Sri V. S. Tewari	Revenue Sub-Inspector	Panagar.

State of Uttar Pradesh

41.	Sri Y. C. Choudhary	Revenue Inspector	Mahasamund.
42.	Sri A. K. Bhardwaj	Tax Superintendent	Bulandshahr.
43.	Sri Ashok Kumar	Executive Officer	Vikas Nagar.
44.	Sri B. L. Sengar	Executive Officer	Jahangirabad.

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
45.	Sri D. D. Sharma	Executive Officer	Kaimganj.
46.	Sri Hashmat Ullah	Tax Superintendent	Basti.
47.	Sri J. P. Srivastava	Executive Officer	Gaura Barahaj.
48.	Sri Kashi Nath	Executive Officer	Bilgram.
49.	Sri Mukund Lal	Executive Officer	Chhibramau.
50.	Sri Mohd. Umar	Tax Superintendent	Lalitpur.
51.	Sri P. N. Srivastava	Tax Superintendent	Jaunpur.
52.	Sri R. S. Trivedi	Octroi Superintendent	Jalaun.
53.	Sri S. A. Khan	Executive Officer	Bisalpur.
54.	Sri V. Singh	Executive Officer	Bilsi.

State of Orissa

55.	Sri B. K. Parida	Executive Officer	Khariar Road.
56.	Sri K. B. Tripathi	Executive Officer	Keonjhar.

State of Bihar

57.	Sri Y. Tripathi	Assistant	Patna.
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Appendix-IV—Part A

LIST OF PARTICIPANTS TO
NINETEENTH IN-SERVICE TRAINING COURSE :

October 26 to December 7, 1976

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
1.	Sri A. P. Singh	Sahayak Nagar Adhikari	Nagar Mahapalika, Kanpur.
2.	Sri A. N. Bajpai	Lekha Parikshak	Nagar Mahapalika, Agra.
3.	Sri B. B. Pandey	Octroi Superintendent	Municipal Board, Navabganj, Barabanki,
4.	Sri B. H. Khan	Executive Officer	Municipal Board, Badaun.
5.	Sri M. L. Singhal	Junior Engineer	Municipal Board, Hapur.
6.	Sri M. S. Ansari	Sachiv	Municipal Board, Thakurdwara, Moradabad.
7.	Sri N. K. Agnihotri	Executive Officer	Minicipal Board, Rath, Hamirpur.

<i>Sr. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
8.	Sri N. D. Sahu	Sachiv	Nagar Nigam, Bhopal, M.P.
9.	Sri P. Bhonsle	Chief Municipal Officer	Municipal Council, Sardarpur, Dhar M.P.
10.	Sri R. M. Yadav	Chief Municipal Officer	Municipal Council, Maihar, Satna (M.P.)
11.	R. M. Srivastava	Executive Officer	Municipal Board, Dhunar, Mirzapur.
12.	Sri. R. R. Shukla	Executive Officer	Minicipal Board, Kosikalan, Mathura.
13.	Sri. R. K. Dixit	Lekha Parikshak	Nagar Mahapalika, Kanpur.
14.	Sri. S. S. Bhati	Chief Municipal Officer	Municipal Council, Jaora, Ratlam. (M.P.)
15.	Sri. S. L. Jaiswal	Chief Municipal Officer	Municipal Council, Neemuch, Mandisor. (M.P.)
16.	Sri. S. Z. Rizvi	Sanitary Inspector	Nagar Mahapalika, Kanpur.

LIST OF TOPICS
IN THE
NINETEENTH IN-SERVICE TRAINING PROGRAMME
October 26 to December 7, 1976

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 :
Relationships.

- (2) Problems of Municipal Execution.
- (3) State Government and Local Government : Relationship.
- (4) Directorate of Local Bodies and Municipal Boards.
- (5) Political Parties in 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 Developments.
- (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 Coordination for Urban Planning and Development :
- (7) Housing for Economically Weaker Sections.
- (8) Development of Cooperative Housing Societies.
- (9) Urban Land Celling and Regulations.
- (10) Urban Encroachment and Ecology.

Appendix-IV—Part C

LIST OF SPEAKERS

NINETEENTH IN-SERVICE TRAINING PROGRAMME

October 26 to December 7, 1976

<i>S. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
1.	Prof. A. Awasthi	Professor & Head (Retd.)	Department of Political Science & Public Administration, University of Saugar, Sagar.
2.	Sri B. N. Singh	Senior Town & Country Planner	Department of Town & Country Planning, Government of Uttar Pradesh, Lucknow.
3.	Prof. B. S. Khanna	Professor	Department of Public Administration, University of Punjab, Chandigarh.
4.	Sri C. Shekhar	Accounts Officer	Local Bodies, Uttar Pradesh, Lucknow.

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
5.	Prof. Deva Raj	Director	National Institute of Urban Affairs, New Delhi.
6.	Sri D. P. Saxena	Deputy Director	Local Bodies, Uttar Pradesh, Lucknow.
7	Sri Gulam Hussain	Commissioner- cum-Secretary	Department of Medical & Health, Government of Uttar Pradesh, Lucknow.
8.	Sri G.P. S. Gautam	Assistant Director	Local Bodies, Uttar Pradesh, Lucknow.
9.	Sri H. K. Mehrotra	Director	Local Bodies, Government of Uttar Pradesh, Lucknow.
10.	Sri J. P. Dube	Chief Town & Country Planner	Department of Town & Country Planning, Government of Uttar Pradesh, Lucknow.
11.	Sri K. C. Malhotra	Deputy Secretary	Department of Revenue Government of Uttar Pradesh, Lucknow.

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
12.	Sri K. N. Tewari	Director & Coordinator	Mass Plantation, Government of Uttar Pradesh, Lucknow.
13.	Sri K. P. Singh	Associate Planner	Lucknow Development Authority, Lucknow.
14.	Sri K. Sinha	Deputy Secretary	Department of Finance, Government of Uttar Pradesh, Lucknow.
15.	Sri L. P. Verma	Examiner (Retd.)	Local Fund Account, Government of Uttar Pradesh, Lucknow.
16.	Dr. M. M. Sidhu	Ex-Mayor	Municipal Corporation, Lucknow.
17.	Sri N. S. Jauhri	Senior Town Planner	Uttar Pradesh Housing & Development Board, Government of Uttar Pradesh, Lucknow.
18.	Sri O. P. Arya	Executive Engineer	Municipal Corporation, Lucknow.
19.	Dr. P. D. Kapoor	Ex-Mayor	Municipal Corporation, Lucknow.

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
20.	Prof. P. N. Masaldan	Prof. & Head	Department of Political Science, University of Lucknow, Lucknow.
21.	Sri P. N. Misra	Deputy Secretary	Department of Finance, Government of Uttar Pradesh, Lucknow.
22.	Sri P. N. Srivastava	Joint Director	Urban Land Ceiling, Lucknow.
23.	Sri R. R. Shah	Administrator	Municipal Corporation, Lucknow.
24.	Sri R. C. Mangal	Director of Works	Uttar Pradesh Housing & Development Board, Lucknow.
25.	Sri S. K. R. Zaidi	Joint Secretary-cum-Joint Director	Directorate of Institutional Finances, Uttar Pradesh, Lucknow.
26.	Sri S. M. Y. Sastry	Ex-Municipal Commissioner	Bombay.
27.	Dr. S. N. Gupta	Additional Director	Department of Family Planning, Government of Uttar Pradesh, Lucknow.

<i>Sl. No.</i>	<i>Name of Participant</i>	<i>Designation</i>	<i>Place</i>
28.	Sri S. N. Mathur	Secretary (Administrative)	Uttar Pradesh Jal Nigam, Lucknow.
29.	Sri S. N. Mehrotra	Chief Accounts Officer (Retd.)	Municipal Corporation, Lucknow.
30.	Sri S. P. Gupta	Chief Engineer	Lucknow Development Authority Lucknow.
31.	Sri Triloki Singh	Member of Parliament	Ghasiari Mandi, Lucknow.
32.	Sri V. N. Channa	Housing Commissioner	Uttar Pradesh Housing & Development Board, Lucknow.
33.	Sri Y. Subramaniam	Professor	Professor in Social & Preventive Medicine, Medical College, Karnataka.
34.	Prof. Z. Khan	Visiting Fellow	Institute of Advance Studies, Simla.

LIST OF PUBLICATIONS

(BROUGHT OUT BY THE CENTRE UPTO THE YEAR 1976-77)

1968

1. 'Problems of Public Administration'.
2. 'Formulation & Execution of Block Plans'.
3. 'Deliberative & Executive Wings
In Local Government..

1969

4. 'Towns of U. P., Bihar & Madhya Pradesh'.

1970

5. 'Urban Planning & Local Authorities'.

1971

6. 'Coalition Government.'

1972

7. 'Urban Water Supply in U. P , Bihar & Madhya Pradesh'.

1974

8. 'Utility Services in a Metropolis'.

1975

9. 'A Study of Property Taxes in Lucknow'.

1977

10. 'Municipal Taxation'.

Appendix-VI—Part A

**BUDGET ESTIMATES FOR THE CENTRE
FOR THE YEAR 1976-77**

(To be met out of the grant from the Central Government)

I- ESTABLISHMENT

	Amount Rs.
(i) 1. Professor—One (Rs. 1500-60-1800-100-2000-125-2500)	24,250-00
2. Lecturer—One (Rs. 700-40-1100-50-1600)	12,350-00
3. Research Officer—One (Rs. 700-40-1100-50-1600)	13,424-00
4. Research Associates—Three (Rs. 400-15-475-20-575-25-750)	29,040-00
5. Junior Research Associates—Two (Rs. 400-15-475-20-575-25-750)	14,536-00
6. Publication Officer—One (Rs. 400-15-475-20-575-25-750)	8,450-00
7. Administrative Officer—One (Rs. 400-15-475-20-575-25-750)	9,062-00
Carried over	Rs. 1,11,112-00

Brought forward Rs. 1,11,112-00

8. Senior Clerk—One (Rs. 300-8-340-10-440-12-500)	5,410-00
9. Junior Clerk One (Rs. 250-7-285-9-375-10-425)	5,218-00
10. Janitors— Two (Rs. 185-3-215-4-235-6-265)	7,175-00
11. Peon—One (Rs. 165-2-215)	3,310-00
(ii) Leave Salary	11,000-00
(iii) Provident Fund contribution to permanent employees of the Univerrity according to rules.	12,000-00
(iv) Lump provision for future increases in the rates of Dearness Allowances.	3,000-00

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 Directors)	
(a) Seminars	Rs. 5,000-00
(b) Training Courses	Rs. 5,000-00
(c) Field Cost&Overhead	Rs. 6,000-00
(d) Honorarium to Guest Speakers	Rs. 6,000-00
	----- 22,000-00

Carried over Rs. 1,81,125-00

Brought forward Rs. 1,81,125-00

(iii) Books, Journals. Periodicals,
Publications, Printing and
Stationery:-

(a) Books, Journals
& Periodicals. Rs. 5,000-00

(b) Publication of Reports Rs. 4,000-00

(c) Printing and Stationery Rs. 6,000-00

----- 15,000-00

(iv) Preparation of reading materials
for 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 Rs. 2,05,225-00

**BUDGET ESTIMATES FOR THE CENTRE
FOR THE YEAR 1976-77**

(To be met out of the grant from U. P. Government)

I—ESTABLISHMENT

Head	No. of Posts	Scale of pay (Rs.)	Estimates for 1976-77 (Rs.)
(i) Existing Posts			
1. Research Officer	1	700-1600	12,538-40
2. Clerk	1	300-500	5,960-00
3. Care Taker	1	185-265	6,046-00
4. Masalchi	1	165-215	3,344-07
5. Sweeper-cum Chowkidar	1	165-215	3,344-80
6. Sweepers	2	165-215	7,299-60
7. Cook	1	170-225	3,363-25
8. Driver	1	175-250	3,706-33
9. Mali	1	165-215	2,965-54
10. Bearers	4	165-215	13,379-20
Carried over			Rs. 61,947-19

Head	No. of Posts	Scale of pay (Rs.)	Estimates for 1976-77 (Rs.)
Brought forward			Rs. 61,947-19
11. Chowkidars	2	165-215	6,501-12
12. Allowance to Hostel Incharge @ Rs 100/-P. M.			1,200-00
(ii) Posts approved during 1975-76			
13. Accountant	1	300-500	5,774-00
14. Technical Assistant	1	220-480	5,791-60
15. Driver	1	175-250	3,772-00
16. Research Associates	2	400-750	14,390-00
17. Senior Clerk	1	300-500	5,774-00
18. Stenographer	1	300-500	5,774-00
19. Leave salary to the above staff.			7,800-00
TOTAL 'I'			Rs. 1,18,387-91

II—OTHERS

(i) Existing Items	Estimates for 1976-77
1. Books	10,000-00
2. Publication	6,000-00
3. Visiting Professors/Advisors/ Consultants/Guest Speakers	25,000-00
4. Field Cost	10,000-00
Carried over	
	Rs. 51,000.00

	Brought forward	Rs. 51,000-00
5.	Registration/Insurance and repairs of vehicles.	3,000-00
6.	Petrol	7,000-00
7.	Miscellaneous and T. A. for Centre's Staff	10,000-00
8.	Electricity and Maintenance	12,000-00
9.	Phones	2,000-00
10.	Uniforms to Class IV employees	2,000-00
11.	Magazines and games	1,000-00
12.	Misc. Contingencies for Hostel	3,000-00
(ii) For continuing Schemes included during 1975—76.		
13.	Field cost and T. A. for new projects	5,000-00
14.	Printing and Stationery including postage	5,000-00
	TOTAL 'II'	1,01,000-00
	Total Recurring	2,19,387-91
	Total Non-Recurring	30,000-00
TOTAL RECURRING AND NON-RECURRING		Rs. 2,49,387-91
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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. Dr. K. Sreeram M.A., Ph.D.	Lecturer
3. Sri S. N. Singh M.A. (Pol. Sc.) M.A. (Pub. Adm.)	Research Officer
4. Sri Karunesh Chandra M.A.	Research Officer
5. Sri S. T. H. Zaidi M.A.	Research Associate
6. Km. P. Bhatt M.A.	Research Associate
7. Sri T. C. Bajpai M.A.	Research Associate
8. Km. U. Batra M.A.	Junior Research Associate
9. Km. G. Agarwal M.A.	Junior Research Associate
10. Sri K. Kumar M. Com.	Publication Officer
11. Sri N. N. Sinha M.A.	Administrative Officer
12. Sri Prem Prakash	Senior Clerk
13. Sri K. B. Singh M.A.	Junior Clerk
14. Sri R. P. Singh B.A.	Junior Clerk