

**SRI D N R  
GOVERNMENT DEGREE COLLEGE  
FOR WOMEN, PALAKOL  
WEST GODAVARI DISTRICT**



**DEPARTMENT OF POLITICAL SCIENCE**

**STUDY/FIELD TRIP OF STUDENTS TO A  
LOCAL BODY ADMINISTRATIVE OFFICE**

**VISIT TO  
PALAKOL MUNICIPAL OFFICE**

A REPORT SUBMITTED BY  
**SMT G.JYOTSNA RANI,**  
*GUEST LECTURER IN POLITICAL SCIENCE*

## **PREFACE**

**This Study Report has been prepared in partial fulfilment of the requirement for the B.A. Students. For preparing the Study Report, we have visited the Palakol Municipal Office on 19.04.2022 during the working hours suggested by the officials, to avail the necessary information. The blend of learning and knowledge acquired during our practical studies at the office is presented in this report. The rationale behind visiting the office and preparing the report is to study the municipal administration basics, history and development of municipal services, Town Planning, Sanitation, MEPMA etc.**

**I am herewith expressing my heartfelt thanks to our beloved Principal madam, Dr. P.Sobha Rani for granting the permission to leave premises and my special thanks to Sri N.Pramod Kumargaru, Commissioner, Palakol Municipality for grant of permission to visit the office in the working hours.**

**The visit is very helpful to the students to know how the Government offices are working and they obtained much knowledge towards their subject about Duties and Functions of the Local Body Governments.**

**G.JYOTSNA RANI**

**Faculty in Political Science**



**Sri N. PRAMOD KUMAR**

**Commissioner,  
Palakol Municipality,  
PALAKOL.**

**MESSAGE**

**The visit of the office by the students of Sri DNR Government Degree College for Women, Palakolis much pleasure to me to spend some time with the students and share my views towards the competitive studies. The momentum is remembered my college days. This kind of visits are always help the students to get the knowledge directly and practically. I wish all the students who are participated in the programme to have bright future and got good marks in their upcoming examinations.**

*It is a good initiative from the administration to improve practical knowledge of the students, which is very much essential.*

**With best compliments.**

**Truly yours.**

**(N.PRAMOD KUMAR)**



**Dr.P.SOBHA RANI, *M.A, Ph.D.***

**Principal,  
Sri DNR Govt. Degree College (W),  
PALAKOL.**

## **FOREWORD**

**This is very happy to visit the Government Office to examine the administrative procedure directly. Smt.JyothsnaRani, Faculty in Political Science, askedme permission to visit the nearest municipal office along with the students to observe the regular and routine administrative process as a field visit.This type of visit/trip helped the students to get straight knowledge physically. I am here with congratulating the department of Political Sciencefor organising this form of field/study visit. I hope that the visit is very helpful to the students in their subject able studies.**

**With warm regards**

**(Dr.P.SOBHA RANI)  
Principal**



DEPARTMENT OF POLITICAL SCIENCE

SRI D.N.R GOVERNMENT DEGREE COLLEGE FOR WOMEN, PALAKOL.

STUDY ON LOCAL BODY INSTITUTIONAL ADMINISTRATION

A VISIT TO MUNICIPAL COUNCIL OFFICE, PALAKOL.

A municipality is usually a single administrative division having corporate status and powers of self-government or jurisdiction as granted by national and regional laws to which it is subordinate.

The term municipality may also mean the governing or ruling body of a given municipality. A municipality is a general-purpose administrative subdivision, as opposed to a special-purpose district.

The term is derived from French municipalit  and Latin municipalis. English word municipality derives as the Latin social contract municipium (derived from a word meaning "duty holders") referring to the Latin communities that supplied Rome with troops in exchange for their own incorporation into the Roman state (granting Roman citizenship to the inhabitants) while permitting the communities to retain their own local governments (a limited autonomy). A municipality can be any political jurisdiction from a sovereign state, such as the Principality of Monaco, to a small village, such as West Hampton Dunes, New York.

The territory over which a municipality has jurisdiction may encompass only one populated place such as a city, town, or villa several of such places (e.g., early jurisdictions in the U.S. state of New Jersey (1798–1899) as townships governing several villages, Municipalities of Mexico, Municipalities of Colombia) only parts of such places, sometimes boroughs of a city such as the 34 municipalities of Santiago, Chile.



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Political powers: Powers of municipalities range from virtual autonomy to complete subordination to the state. Municipalities may have the right to tax individuals and corporations with income tax, property tax, and corporate income tax, but may also receive substantial funding from the state. In some European countries, such as Germany, municipalities have the constitutional right to supply public services through municipally-owned public utility companies

In reference to Palakol Municipality: Palakollu Municipality is the local self-government in Palakollu of the Indian state of Andhra Pradesh. Palakollu Municipality merged five Grama panchayats of seven villages (Kontheru, Adavipalem, Palakollu Rural, Bhaggeswaram, Poolapalli, VaridhanamAndUllamparru) on dated 7 January 2020. the Seven Village's population of 42,932 (as 2011 Census) It around occupies 20.08 square kilometres (7.75 sq mi) and after merged palakollu municipality It around occupies 24.68 square kilometres (9.53 sq mi) with 35 election wards it is total population of 1,04,216 (as 2011 Census)and making it the fourth most populous city in West Godavari District in Andhra Pradesh.It is classified as a Selection Grade Municipality. 1 January 2019, under Andhra Pradesh Metropolitan Region and Urban Development Authority Act, 2016, Palakollu Municipality became a part of Eluru Urban Development Authority.

. The municipality was formed in April 1919 as a Grade-III municipality. Over the years, it was upgraded and was constituted finally as a First Grade Municipality in September 1965. The first ever elected council was formed in August 1919.

The municipality is spread over an area of 19.49 km<sup>2</sup> (7.53 sq mi) and has 31 election wards. Each is represented by a ward member and the wards committee is headed by a chairperson.The present municipal commissioner of the city is Sri Pramod Kumar.

## Timeline

Date	Classification
April 1919	Grade-III
August 1965	Grade-I
1 January 2019	Part of EUDA
7 January 2020	Selection Grade

The municipality takes certain measures such as prevent spreading of diseases, motor pumping of stagnant flood water during heavy rains, and improving drainage channels and pipelines. PMC co-ordinates with various other government organizations like EUDA, APSRTC and Palakollu Traffic Police, to deliver the basic services to the public of the town.

PMC is responsible for administering and providing basic infrastructure to the city.

- Building and maintenance of roads, streets and flyovers
- Public municipal schools
- Street lighting
- Maintenance of parks and open spaces
- Garbage disposal and street cleanliness
- Urban development and city planning of new areas
- Registering of births and deaths
- Health and sanitation

**Department of Town Planning:** Department of Town Planning is working in the way of development. Its major responsibility is town development, preparation of development plans for all urban towns in the state, land management; find appropriate sites for residential and industrial zone etc. Department of Town Planning is working in the way of development. Its major responsibility is town development, preparation of development plans for all urban towns in the state, land management; find appropriate sites for residential and industrial zone etc.

Major duties and responsibilities are explained below.

- Planning of town development all over the state.
- To regulate the planning of building construction as per Town/Map/Master Plans.
- Passing the Blue prints of plans of Town Planning/Master Plan.
- To earmark the all land use as per master plan in urban area for housing.
- Matter relating to town and country planning and preparation of Master Plan thereof.
- Matter relating to town for proper plan and land use.
- Matter relating to proper transport plans, planning for Bus terminal, parking place etc.
- To earmark the site for residential and non-residential zone.
- To earmark the site for industrial area, market area in the town planning.
- Matter relating to selection of sites for various Govt. offices/institutions within the Town.
- To advise the Government on policy matter regarding Town & Country Planning including legislation thereof.
- Preparation of Regional Plans, Development Plans and Town Planning.
- Assistance/advice to Municipalities for preparation of Town Planning.
- Preparation of land use plan.
- To advise the Government for preparation of legislation regarding Town & Country Planning Acts.
- Preparation of development plans for all urban towns in the states.
- To function as Arbitrator as and when any dispute arises on land use matter.



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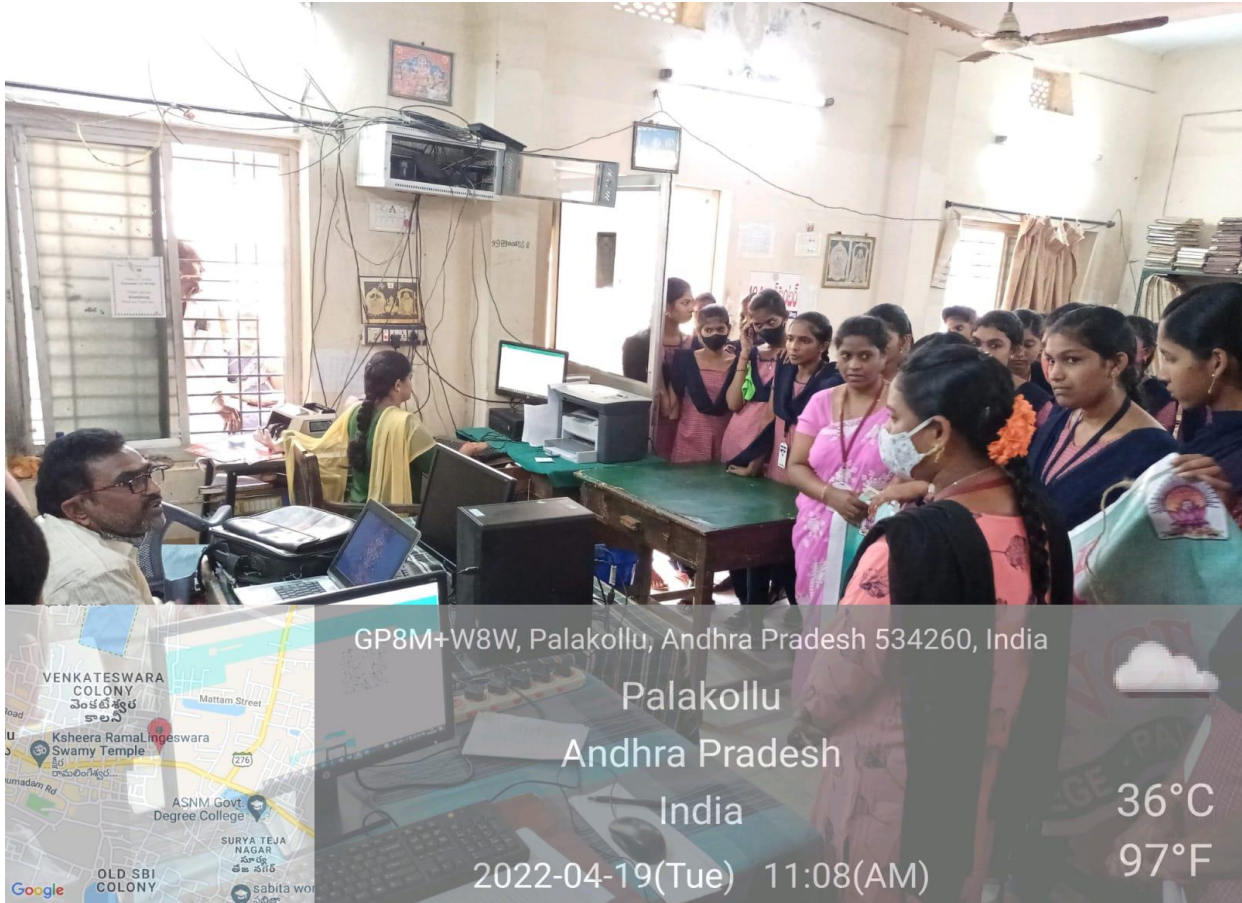
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## Tax/Revenue Section

Property Tax is one of the main sources of revenue for the Municipality. Residential and Non-residential (Commercial) properties, situated within the limits of Municipality, are assessed for tax. Based on such assessments, taxes are levied on the property owners. The information regarding all the new constructions, existing construction and modifications to the property, if any, are be provided by the Town Planning Department for making necessary changes to tax assessment. The citizen has to register with the urban local body for taxation and assessments are made based on the physical dimensions of the property and other parameters to assess the taxes to the citizen.

The Revenue section of the Municipal body is responsible for administration of property taxation for that respective ULB. Property tax is assessed for each property located in the limits of the area based on the Annual Rental Value and the

Taxation rate. The Annual Rental Value of a property is calculated based on parameters like Plinth area, zonal location of the property, Residential/Non-residential status, age of the property, type of construction and other parameters applicable to specific situations. The Town planning section of the ULB provides all the details of the property with reference to its physical status and modifications.

Vision: To have well planned, economically productive, inclusive, environmentally sustainable safe cities and towns with high quality services

Mision:

- To anticipate and provide for urban infrastructure requirements through comprehensive integrated planning
- To ensure planned urban development in all respects and inclusive of developing alternative urban centers as counter magnets
- Operate municipal services on a competitive basis to provide adequate high quality services at affordable cost
- Develop urban services and infrastructure by involving the private sector, wherever required
- Mitigate urban problems by providing shelter and basic services for all
- Transparent accountability and efficiency in Urban Governance

Objectives:

1. Improvement of municipal infrastructure services in the areas.
2. Planned development of all urban areas in respect of planning, development and regulatory actions.
3. To strengthen the financial position of municipal areas
4. To facilitate that all are kept clean and pleasant places to live in.
5. To facilitate implementation of programmes for Urban Poverty Alleviation in municipality

6. To facilitate, finance and creation of infrastructure for urban transport and services including metro rail.
7. To facilitate improvement of capacities of key stakeholders in Urban Development.
8. To formulate and pursue urban reforms.





## MEPMA (Mission on Elimination of Poverty in Municipal Areas)

Vision: All urban poor families will have improved quality of life by accessing services from all organizations through their own strong self-reliant and self-managed institutions.

Mission: To enable the urban poor particularly the poorest of the poor to eliminate poverty and vulnerability in a sustainable manner and improve their quality of life in urban areas

Objectives: To promote, strengthen and nurture self-sustainable institutions of the poor and through them, address all poverty issues like access to credit, financial freedom, health, disability and vulnerability

Goal: To promote, strengthen and nurture self-sustainable institutions of the poor and through them, address all poverty issues like access to credit, financial freedom, health, disability and vulnerability





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## **Engineering Section**

Municipal or urban engineering applies the tools of science, art and engineering in an urban environment.

Municipal engineering is concerned with municipal infrastructure. This involves specifying, designing, constructing, and maintaining streets, sidewalks, water supply networks, sewers, street lighting, municipal solid waste management and disposal, storage depots for various bulk materials used for maintenance and public works (salt, sand, etc.), public parks and cycling infrastructure.

In the case of underground utility networks, it may also include the civil portion (conduits and access chambers) of the local distribution networks of electrical and telecommunications services. It can also include the optimizing of garbage collection and bus service networks. Some of these disciplines overlap with other civil engineering specialties, however municipal engineering focuses on the coordination of these infrastructure networks and services, as they are often built simultaneously (for a given street or development project), and managed by the same municipal authority

Municipal or urban engineering combines elements of environmental engineering, water resources engineering and transport engineering.<sup>[citation needed]</sup>

Today, municipal engineering may be confused with urban design or urban planning. Whereas the urbanist or urban planner may design the general layout of streets and public places, the municipal engineer is concerned with the detailed design. For example, in the case of the design of a new street, the urbanist may specify the general layout of the street, including landscaping, surface finishings and urban accessories, but the municipal engineer will prepare the detailed plans and specifications for the roads, sidewalks, municipal services and street lighting.

In the case of large buildings or plants, facilities or campuses, site civil works may be required that are similar in scope or type as municipal infrastructure, namely, access roads, parking lots, potable water supply (including fire hydrants), on-site waste water treatment plants, site drainage including sedimentation and retention ponds or basins, etc. In most engineering consulting firms, Structural Engineering and Municipal Infrastructure are typically separate departments. On a large construction project, the civil engineering design will

typically be divided into a structural portion, designed by structural engineers and typically focused on the buildings, and "civil" portion, designed by municipal engineers and focused on the site.



## **Birth Death Registration and Certificate issue Section**

The registration of vital events such as births and deaths is one of the major functions of Public Health Section of the ULB. The births and deaths, which take place in the hospital are recorded and reported to the municipalities. For non-hospital events, the concerned parties can make necessary applications to the Municipalities for registration of such event. Delayed registration of the events requires clearances from various authorities and payment of late fee.

Once the event is registered, ULB issues the necessary certificate for that particular event. In the case of non-hospital event, the certificate is issued after necessary scrutiny and inspection by the Sanitary Inspector. Name inclusion for a registered birth event can be done within a prescribed period as per the Registration of Births and Deaths Act,1965 and Andhra Pradesh registration of Birth and Death Rules,1999.



FORM - 020 \_\_\_\_\_ MUNICIPALITY / CORPORATION APPLICATION  
FOR BIRTH CERTIFICATE (Write in Capital Letters)

1. Date Of Birth

2. Sex

3. Child Name

a. If Registered Mention the Child Name.

b. If Child Name not included a separate form to be  
filled by the Father and Mother of the child

4. Name of the Father

5. Name of the Mother

6. Place of Birth

(Tick the appropriate entry a, b, c below and give the name of the Hospital/Institute  
or the Address of the House where the Birth took place.If other place give location)

a) Hospital/Institution Name b) House Address c) Other place

7. No.Of Copies Required

8. a) Do you want the Birth Certificate by Courier- Yes/No

b) If Yes give Name and Address with PinCode

(Signature of the Name & address, Applicant)

Telephone No:

Note:- Birth certificate will be issued subject to entry found Registered in Municipal  
records.



## **Health and Sanitation Section**

Sanitation for the purpose of public health is defined as safe management of human excreta, including its safe confinement treatment, disposal and associated hygiene-related practices. The PMC recognizes primacy to integral solutions that covers sub sectors of solid waste, waste water (including septage), storm water drainage and drinking water. The aspect of sustainability is at the core of the strategy by looking at the dimensions of capacity enhancement, finance, technology, inclusiveness, climate change responsiveness, institutional and governance strengthening.

Improved sanitation is one of the critical determinants of the quality of human life that largely impact on outcomes for public health, environment and dignity. The positive outcomes of the sanitation interventions contribute to the economic growth propelled by livable cities. Investments made in the sanitation sector for urban areas will not only yield higher human development indicators but will also contribute towards the achievement of 10 percent growth rate for state's economic growth as envisioned in the Palakol Municipal Area.

100 percent of human excreta and liquid wastes from all sanitation facilities including toilets must be safely treated and disposed. In order to achieve this goal, the following activities shall be undertaken: a) Promoting / encouraging safe and properly constructed on-site sanitation arrangements wherever cost efficient and sustainable; b) In case of network-based sewerage systems, adequate connectivity of households and demonstrated financial viability for O&M would be required to ensure sustainability and proper functioning of the system; c) Promoting proper collection, conveyance, treatment and disposal system and treatment of sludge from on-site installations (septic tanks, pit latrines etc.); d) Ensuring that all the human wastes are collected safely, confined and disposed off after treatment so as not to cause any hazard to public health or the environment; e) Promoting recycle and reuse of treated waste water for non-potable applications wherever possible and also duly exploring options for PPP initiatives f) Promotion of proper collection, segregation, transportation, treatment and disposal of solid waste.

## ASHA

ASHA or Accredited Social Health Activist. is selected from the village itself and will be trained to work as an interface between the community and the public health system

## Child Health & Immunization

With a target of more than 95% full immunization to reduce the IMR, Child Health and Immunization strives to contributing in reduction of IMR.

## RashtriyaBal SwasthyaKaryakram

With the single pointed objective of early identification and therefore early intervention for children from Birth to 18 years to cover 4 'D's viz.

## Rashtriya Kishore SwasthyaKaryakram

Adolescence is the most important stage of the life cycle for health interventions. Addressing adolescent health needs would obviate several reproductive, maternal and child health challenges

HMIS Fine tuning the health policy formulations and interventions based on continuous monitoring and evaluating of the health programmes

## Tuberculosis

With a vision of achieving a "TB free Andhra Pradesh" to contribute to "TB Free India", the state-run TB control initiative of GoI aims to achieve Universal Access to TB control services

## Leprosy

"Leprosy eradication is not merely medical relief, it is transforming frustration of life into joy of dedication, personal ambition into selfless service" - Mahatma Gandhi

## Blindness

With the goal to reduce the prevalence of blindness to 0.3% by 2020 NPCB works relentlessly identifying and treating the blind





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