

## Manual. 1

### Particulars of Organization, Functions and Duties

#### [Section 4 (1) (b) (I)]

<b>1</b>	<b>Aims and objectives of the public authority</b>	To provide Basic Amenities
<b>2</b>	<b>Mission /Vision Statement of the public authority.</b>	All round development
<b>3</b>	<b>Brief history and background of establishment of the public authority.</b>	The Cuncolim Municipal Council was established on 25th May 1987 vide Notification No. 2-52/83-LAWD (Cuncolim)-17
<b>4</b>	<b>Organization Chart.</b>	<a href="#">CHART</a>
<b>5</b>	<b>Main activities/functions of the public authority.</b>	a) Providing street lights, removing noxious vegetation and abating all public nuisances.
		b) abating of illegal, offensive and dangerous trades.
		c) Cleanliness of Public Streets market, surroundings etc.
		d) Removing of obstruction from public streets etc.
		e) Disposal of dead bodies (Animals)
		f) Construction, altering and maintaining public street, roads, drains etc.
		g) Crubing of Illegal construction etc.
<b>6</b>	<b>Postal address of the main office, attached/subordinate office/field units etc.</b>	Cuncolim Municipal Council, Cuncolim Salcete Goa
<b>7</b>	<b>Working hours both for office and public.</b>	9.30 a.m. to 1.15 p.m. 2.00 p.m. to 5.45 p.m.
<b>8</b>	<b>Grievance redressal mechanism.</b>	As above