



नगर परिषद् कुल्लू, कुल्लू – हिमाचल प्रदेश
Office of Municipal Council Kullu, Kullu
Himachal Pradesh

The Powers and Duties of its Officers and Employees.

1. Executive Officer :

The Executive Officer is the overall administrative head of the Council. He shall exercise all such powers and perform all the duties specifically conferred or imposed upon him under H.P. Municipalities Act, 1994 or by any other law for the time being in force. He is assisted by various Heads of Departments of the Council. He shall prescribe the duties of and exercise supervision and control over the Acts and proceedings of the Council Officers and other Council employees. All the executive powers for the purpose of carrying out the provisions of Himachal Pradesh Municipalities Act, 1994 shall vest in the Executive Officer. He is also registrar, Deaths and Birth. He also looks after the registration of marriages.

2. Legal Advisor-cum-Law:

The Council has appointed Legal Advisor-cum-Law Officer to aid and advice the Council in all legal matters as per provisions of the Himachal Pradesh Municipal Council Act, 1994. The role of the Legal Advisor-Cum-Law Officer is to aid and advise the municipalities in all legal matters pertaining to the Council and to pursue the Court cases of the Council in various Courts.

3. Municipal Engineer:

The post of the Municipal Engineer is filled up by the State Govt. Municipal Engineer looks after the B&R branch and all the development activities are initiated at his level and the street lighting, drainage, planning etc.

4. Council Health Officer:

The post of Council Health Officer is being filled up on secondment basis from MBBS Doctor having degree/diploma in public health from the department of Health Services to the Govt. of H.P. He is the head of Council Health Department. He is also the local health authority for the Council area under the provisions of Prevention of Food Adulteration Act and he is the enforcing agency for sanitation and public health activities within the M.C. limits.



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5. Veterinary Public Health Officer/Market Superintendent:

The post of Market Superintendent is being filled up from the Veterinary Public Health Officer of Animal Husbandry Department to the Govt. of H.P. on secondment basis. The VPHO is overall incharge of the Slaughter House, Meat Market and Fish/Egg Market etc. The VPHO is also responsible to carry out Animal Birth Control Programme within the Council limits and also responsible to carry out other functions related to their department as prescribed in the Himachal Pradesh Municipalities Act.

6. Junior Engineers:

In the M.C. Kullu, the post of J.E is filled in on regular basis. Junior engineer is working under the control of Assistant Engineer and Executive Officer, Municipal Engineer. They also prepare estimates of new proposals/ projects with respect to their departments.

The role of the J.E also process the building maps and to keep check on the illegal construction.

7. Clerks:

These Clerks are working such as Meter reader Establishment Clerks, General Clerks, Tax Clerks, Accounts Clerks, Purchase Clerk, Record Clerk, and Typist etc.

8. Computer Operator:

He is doing the function/job of computers installed in the Council and is responsible for maintenance and proper functioning of these Computer operated machines installed in different section of the Council.

9. Draftsman:

The draftsman is on regular basis. He has to prepare/check the estimates of various projects & schemes relating to Corporation and keep record of buildings plans etc.

10. Sanitary Inspector:

S.I. are responsible for maintaining sanitation work within the Municipal limits under the overall control of C.H.O.



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11. Peons:

To disburse the outdoor dak, water bills, tax bills, rent bills, lease bills, notices within Municipal limits and also to distribute the dak in the different department of the Govt. as well as M.C. They also deliver the agenda to the members of the Council.

12. Chowkidars:

The job of the Chowkidars is to keep watch and ward in the offices, stores, moveable and immoveable items kept in offices, stores and other places. They are responsible for keeping National Flag in proper manner as per prescribed norms.

13. Drivers:

To Drive the Municipal Vehicles and maintain them properly.

14. Sanitary Jamadar:

To check and mark the attendance of SaffaiKaramchari deployed in various wards and also to check on sanitation work in the respective wards.

15. Saffai Staff:

To clean the Municipal roads, toilets, offices, paths, drains etc. Within Municipal Limits.

16. Mason:

The job of masons are to do construction works like drain, retaining walls, breast walls, crate walls, culverts, Nullahas and repair works, plastering etc. as per his trade.

17. Mazdoors:

The services of Mazdoors are being used as laborers in connection with day to day labour work and are deployed in different departments of the Corporation.