

## Short-Answer Questions

**1. Which cities have a Corporation and which have a Municipality?**

**Ans.** All big cities like, Mumbai, Chennai, Kolkata, Bengaluru, Lucknow, Patna, etc. have corporations. All others have Municipalities.

**2. Who are Aldermen and how are they elected?**

**Ans.** The General Council is formed by the members, known as Councillors.

Some eminent Persons of the city are also elected as Aldermen by the councillors. In Delhi these Aldermen are nominated by the Lieutenant Governor.

**3. How is the Mayor of a city Corporation elected?**

**Ans.** The total members of the Municipal Corporation, both Councillors and Aldermen, elect from among themselves the Mayor and the Deputy Mayor, normally for a period of one year only. In some states, the mayor is directly elected for a tenure of 5 years.

**4. How is the Commissioner of a Corporation appointed?**

**Ans.** The Municipal Commissioner is the chief executive head of the Corporation. While the Mayor is elected by the members of the Municipal Corporation, the Municipal Commissioner is appointed by the State Government, but if the city is a Union Territory like that of Delhi then he is appointed by the Central Government.

**5. Who is the head of each of the following local bodies?**

(i) The Municipality, (ii) The Corporation.

**Ans.** (i) The Chairman (ii) The Mayor

**6. Mention one important duty of the Commissioner of the Corporation.**

**Ans.** He distributes work among various Municipal officers, keeps their record and sanctions leave.

**7. Name any two obligatory or compulsory functions of a Municipal Corporation.**

- Ans.** (i) Public Health-Vaccination and inoculation work  
(ii) Public Convenience- Construction of roads, plantation of trees.

**8. Mention any two voluntary or optional functions of a Corporation.**

- Ans.** Voluntary or optional Functions of a Corporation.  
(i) To develop Parks.  
(ii) May develop a zoo, a museum.

**9. Who is the Chief Administrative Officer of a Municipality?**

- Ans.** The Municipal Chairman is the Chief Administrative officer.

**10. Mention any two resources of a Municipality.**

- Ans.** Taxes and cesses and grants from the State Government.

**11. What is the important function of a Municipality in the field of education?**

- Ans.** It manages primary Schools, libraries and museums.

**Structural Essay-Type Questions**

**1. With regard to the composition of the Municipal Corporation explain the following :**

- (a) Position and functions of the Mayor  
(b) Position and functions of the Municipal Commissioner.

- Ans.** (a) **The Mayor:** The total members of the Municipal Corporation, both Councillors and Aldermen, elect from among themselves the Mayor and the Deputy Mayor, normally for a period of one year only. However, they can be elected again and again for the full term of the Corporation. In some states, the mayor is directly elected for a tenure of 5 years.  
The Mayor holds a very dignified position. He is considered to be the 'First Citizen' of the city. He represents the city at various ceremonies. He welcomes the foreign dignitaries and hosts parties

in their honour. He presides over the meetings of the Corporation and decides its agenda. It is he who maintains decorum and discipline in the meetings. He is the main link between the Corporation and the State or Union Government. In a way, he is the formal head of the Corporation.

- (b) **The Municipal Commissioner:** The Municipal Commissioner is the chief executive head of the Corporation. The Municipal Commissioner is appointed by the State Government, but if the city is a Union Territory like that of Delhi then he is appointed by the Central Government. It is his main duty to run and supervise the administration of the Corporation. It is the duty of the Commissioner to implement all such decisions and policies. The Commissioner is the executive head of the Corporation and all the servants in the Corporation work under him. He supervises the work of the various departments of the Corporation and makes appointments to run the administrative works of the Corporation quite smoothly. He prepares the budget estimates and places them before the General Council. The Commissioner also takes part in the meetings of the Corporation and keeps a record of its deliberations. He provides every information sought by the different members of the Corporation. His post carries great responsibility but this responsibility increases all the more when the Corporation is either dissolved or suspended.

**2. What role do the following play in a Municipal Corporation?**

- (a) The General Council of the Corporation.  
(b) The Standing Committees.

**Ans. (a) The General Council:** The General Council is formed by the members, known as Councillors, who are elected by all the voters of the city. The city is divided into many wards or constituencies.



Voters of each constituency elect one representative for the Corporation. The number of seats for the Corporation is determined by the State Government. Some constituencies are reserved for candidates of the Scheduled Castes, the Scheduled Tribes and of women. Some eminent persons of the city are also elected as Aldermen by the Councillors. In Delhi, these Aldermen are nominated by the Lieutenant Governor (LG).

Any candidate who wants to stand for the Councillor's seat must possess the following qualifications :

- (i) He should possess the prescribed age which varies between 21 to 25 years.
- (ii) His name should appear in the voter's list of that city.
- (iii) He should not be holding any office of profit under the Government or the Local Body. If he is holding any, he must resign his post before filing his nomination papers for the Councillor's seat.

Ordinarily the term of the Corporation varies between 3 to 5 years but according to the 74th Amendment Act of 1994 the term of the Municipal Corporations has been uniformly fixed at 5 years.

- (b) **The Standing Committees:** The General Council generally performs its different functions through various Standing Committees. Such committees are elected or constituted by the General Council itself. These committees deal with different subjects of the Corporation such as Taxation, Finance, Budget, Health, Education, Transport, Electricity, Welfare Schemes for the poor, Water Supply and Sewage, etc.

**3. With reference to the functions of a Corporation, explain the following :**

- (a) Any two of its obligatory functions.
- (b) Any two of its voluntary functions.

**Ans. (a) Compulsory or Obligatory Functions**

**Public Conveniences:** For the convenience of the public, the following measures are undertaken by the local bodies in the urban areas :

- (i) Construction and maintenance of good and wide roads and streets.
- (ii) Plantation of trees along road-sides.
- (iii) Supply of electricity to houses and factories.
- (iv) Construction of public urinals and latrines at busy centres.

**Public Education:** The local bodies open schools for the small children. Primary education in our country is free and compulsory. Therefore, the Municipalities open primary schools and organise special drives to see that all children below 14 years of age go to these schools. The local bodies also open reading rooms, public libraries and museums, etc.

(b) **Voluntary or Optional Functions**

- (i) A Municipality or a Corporation may develop parks and gardens to keep the citizens healthy and fit.
- (ii) Construction of toilets and bathrooms also comes under the voluntary functions of a Corporation or a Municipality.

**4. With regard to the working of a Municipal Corporation, answer the following :**

- (a) Any two sources of income of a Municipal Corporation.
- (b) Any two departments of a Municipal Corporation.

**Ans.** (a) Taxes and cesses, grants from state Governments, Funds allotted under centrally sponsored Schemes.

- (b) Main Departments of a Municipality or Corporation

Municipalities function through their various departments which are responsible for carrying out their respective duties. The most important among these departments are the following :

**Education Department:** It manages primary education and looks after schools, libraries, museums, etc.

**Engineering Department:** A municipal engineer is the head of this department. Its main functions are to construct and maintain roads, bridges, public conveniences, drains, markets, schools, etc.

**5. With regard to the composition of a Municipal Committee, answer the following :**

- (a) How are the members of a Municipality elected?
- (b) What are their qualifications?
- (c) What is the term of a Municipal Committee?

**Ans. (a) General Body of the Municipal Committee:** The General Body of the Municipal Committee is composed of members, called Councillors who are elected by the voters (or adult citizens) living in the Municipal area. The number of members or Councillors depends on the population of the city. The city or town is divided into wards and each ward elects one member for the Municipal Committee.

- (b) Any member who wants to stand as a candidate for the Municipal Committee must fulfil the following qualifications :

- (i) He should be 25 years of age and above.
- (ii) He should be a resident of that town or city and his name should be in the voter's list of that ward or area.
- (iii) He should not be holding any office of profit under the Government or Local Body. If he has any, he should leave that post before filing his nomination for the election.

The new Nagarpalika Act (1994) provides that there should be reservation of seats in every Municipality for the Scheduled Castes, Scheduled Tribes as well as women. In some Municipalities the Councillors also elect Aldermen. The Councillors along with the Aldermen form the Municipality or the Municipal Committee.

- (c) Formerly the term of a Municipal Committee varied from 3 to 5 years but according to the new Nagarpalika Act every Municipality will have a uniform term of five years.



**6. What role do the following play in the working of a Municipality?**

- (a) The Municipal Chairman
- (b) Executive Officer

**Ans. (a) The Municipal Chairman:** Every Municipality elects from amongst its members a Chairman who presides over its meetings. The Chairman enjoys vast powers in running the Municipal affairs. He enjoys great control over the administrative and financial matters. He has access to all the records of the Municipality. In some areas the Chairman is empowered to make certain appointments such as those of primary teachers and other Municipal staff. He can also suspend such employees. But he cannot do so against those officers (like the Executive Officers, Health Officer and Engineers, etc.) who are appointed by the State.

- (b) **Executive Officer or the Municipal Commissioner:** The executive wing is looked after by the Executive Officer who is appointed by the State Government. The Government determines his salary and service conditions. He is responsible for running the administration. He distributes work among various Municipal officers, keeps their record and sanctions leave etc. to them. He prepares budget estimate every year. He orders the collection of various municipal taxes. He grants licences and contracts for various jobs and it is he who can cancel them. He also attends the meetings of the Municipal Committee but cannot move any resolution and take part in voting.