

ADMINISTRATIVE SET UP

Main Office

It is the Head Quarters of the Corporation and is located in the east zone at Park Avenue. The Offices of the Mayor, Deputy Mayor, Standing Committees and the secretary are functioning in it. The following departments are also housed here.

(1) Personal Department & General Administration

This department is under the control of the Personal Assistant to the Secretary. general establishment, record, store, marriage registration, town hall reservation and other general administrative matters are dealt with in this department. Establishment matters related to the regular establishment employees are also dealt with in this department.

(2) Council Section

The Secretary to Council is the head of this Section. All matters relating to the Council, standing committees, and sub committees constituted by the Council, reception to the distinguished guests, public grievances etc. are attended to by this department. People's plan wing (10th 5 year plan) and decentralisation wing are also under the control of this Section.

(3) Engineering Department

It is headed by the Corporation Engineer having the status of Supt. Engineer vested with powers of Chief Engineer in respect of Corporation works.

(4) Health Department

Health Department is controlled by the Corporation Health Officer, General sanitation, prevention and control of communicable diseases, prevention of food adulteration, mosquito control, family planning, births and deaths registration, maternity and child welfare activities, licensing and control of D. & O. trades, etc. are dealt with by this department.

(5) Revenue Department

The Revenue Officer is the head of this Department. All revenue matters related to the Corporation are dealt with in this office. The Corporation treasury is under the control of the Revenue Officer.

(6) Town Planning Department

It is headed by the Town Planning Officer having the grade of the Executive Engineer. Enforcement of the provisions of Building Rules, encroachments, dangerous structures, detailed Town Planning Schemes, etc. are attended to by this Department.

(7) Accounts Department

Accounts Officer is the head of this Department who is the financial advisor and internal auditor of the Corporation. All payments, preparation of daily, monthly and annual accounts, audit objection clearance, etc. are managed by this Department.

In addition to the above departments office of the Deputy Director of Local Fund Audit, Deputy Health Officer, Vital Statistics are also functioning in the Central Office.

(8) Janaseva Kendram

The general public who call at the Corporation Main Office is received at the "Janaseva Kendram" where all the enquiries of the public are responded well by the staff members

specially posted at the Counter. Here the public are well treated. Complaints in respect of non burning of street lights etc. lodged at the counter are registered and appropriate and immediate remedial measures taken on each case. Application forms, chalan forms etc. are being issued at the counter itself. All applications, petitions, representations etc. are received at the Counter and the receipt of the same are acknowledged. Applications for birth and death certificates are dealt with by a special team of staff at the counter for speedy action, as such things are urgently needed by the public. In short, the public can expect a good guidance from the counter, as to what is to be done to solve their problems connected with the Corporation.

Janaseva Kendram is functioning under the direct control of the Secretary and the implementation Committee consists of the representatives of the service organisations and other selected members of staff. The Committee regulates the function of the enquiry counter by pointing out the defects and its remedial measures.

(9) ZONAL OFFICES

Fort Cochin, Mattancherry, Palluruthy, Edappally, Pachalam (Vaduthala), Vytila and Central.

(10) MATERNITY AND CHILD WELFARE CENTRES

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|--------------|----------------|--------------|--------------|
| 1. Edacochin | 2. Moolamkuzhy | 3. Pandikudy | 4. Thevara |
| 5. Elamkulam | 6. Thammanam | 7. Kaloore | 8. Edappally |

All the above centres are functioning under the control and supervision of the Lady Medical Officer.

CENTRE FOR HERITAGE, ENVIRONMENT AND DEVELOPMENT (C-HED)

Cochin, the Queen of Arabian Sea, has a vibrant cultural past. This place witnessed the inhabitation of man at least from Neolithic period onwards. A well documented history of two milleniums will tell us tales about the intense human occupational activities on this beautiful landscape. Time has brought in many changes to this land. Its natural and cultural landscapes have been changed and in the process has become a living repository of divergent culture and traditions. Though the Corporation of Cochin has been very earnest in the efforts of preservation of the cultural heritage of Cochin, for various reasons a holistic approach for the management of the cultural heritage of Cochin has not evolved so far.

It is this realization that led the Corporation of Cochin to establish the CENTRE FOR HERITAGE, ENVIRONMENT AND DEVELOPMENT [C-HED] an institution committed to espouse the cause of the rich and vibrant cultural heritage of Cochin. The primary objective of the centre is to develop an integrated approach for the preservation of the cultural heritage of Cochin for the enrichment and education of present and future generation. The centre seeks to develop, apply and make available appropriate methodology for the preservation of cultural heritage through research, training, field work and exchange of information. The centre would provide leadership in engaging policy makers, business leaders, educators and interested citizens in preservation efforts.

The Centre seeks to develop and disseminate necessary knowledge concerning values, use and conservation of cultural heritage. It will ensure that Cultural Heritage considerations are taken into account in all planning processes. In a nutshell, this newly established centre envisages playing a catalyst role in the preservation, conservation and management of the cultural heritage of Cochin.

THE COCHIN ENVIRONMENT CENTRE

The Corporation of Cochin proposed a project called Paristhithi Bhavan in its Xth plan envisaging to establish an Environment Centre under the Town planning Committee to deal with all environmental aspects and to make cochin an eco-friendly city. A general advisory council, 11 core committee, viz., public health, water and waste water, pollution, green, solid waste management, works-buildings, Roads-transport, energy, legal and education – training also constituted. An executive committee also constituted for formulating and implimenting various long term and short term management action plan. The functioning of the environment centre was inaugurated on the 5th of June 2003, on the world environment day.

HABITAT INFORMATION CENTRE

This centre also aiming to help the citizen who wishes to undertake house construction to supply with all information such as financial, legal, technical and environmental. The centre will make available services of the technical persons viz., civil, structural, architects, engineers, financial experts, legal assistance – information about almost good quality and cheap building materials and its cost. The control of the centre is with the town planning committee of the Corporation of Cochin.