

Manual 2
Powers and duties of officers and employees
[Section 4 (1)(b)(ii)]
Powers and duties of officers and staff

S.N.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1.	Director	Renewal of licence, transfer on legal heir basis, deletion of name of any other existing partners from allotment as per policy of the Council, signing of licence deed on allotment of a unit or of the unit transferred on account of subletting/legal heir etc., addition of name of spouse, son or daughter in allotment as per policy of the Council.	Grant of OTA upto 20 hours and also having the power of Drawing Officer.	Nil	--	To have overall control of Estate Deptt.
2.	Jt. Director / Dy. Director	Issue of Show Cause Notices, letters for completion of formalities, letters for confirmation of documents	Nil	Nil	Nil	To supervise the work of Estate Deptt. (Administrative Wing), filing of affidavits in the court cases and to appear as witness in the court cases

		submitted by outgoing partners, signing of licence deed on renewal licence.				wherever required. To inspect or to have inspection carried out of the premises.
3.	Accounts Officer	Issuing of Bills and supervision of all accounting records.	Disbursing Officer for refund of security.	Nil	--	To have control over the accounts matters and to furnish advise in financial and accounts related matters. To accept and refuse the payments.
4.	Section Officer	Supervision of the work of the staff under their control.	--	--	--	Supervision of work pertaining to their wings.
5.	AAO/JAO	Supervision of the work of the staff under their control.	Nil	Nil	--	To deal with all accounts relating files in their charge expedite only.
6.	Head Asstt	--	--	--	--	Maintenance of Unit Files and allotment of shops on tender basis.
7.	PA	--	--	--	--	Secretarial Assistance to HOD
8.	Sr. Asstt.	--	--	--	--	Maintenance of Unit Files.
9.	HA & Sr. Asstt. Of Accounts Section	--	--	--	--	To maintain accounts of all Estate Units and to provide information regarding outstanding arrears against each unit and to check revision of licence

						fee on account of subletting/term expiry/cancellation etc.
9.	Stenographer	--	--	--	--	Dictation work and general assistance.
10.	Jr. Stenographer	--	--	--	--	-do-
11.	Data Entry Operator	--	--	--	--	Feeding of data on computer
12.	Jr. Asstt	--	--	--	--	-do-
13.	Cl. Asstt	--	--	--	--	Diary Dispatch and or the work assign to him
14.	Bill Collector	--	--	--	--	Distribution of bills and serve notices.
15.	Peon	--	--	--	--	Distribution of dak inside and outside the building
16.	Helper	--	--	--	--	-do-