

**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.	<b>Director</b>	Administrative	Grant of OTA upto 20 hours and also having the power of Drawing Officer.	Nil	--	To have overall control of Municipal Housing Deptt.
2.	<b>Dy. Director</b>	Issue of Show Cause Notices,	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 wherever required. To inspect or to have inspection carried out of the premises.
4.	<b>Section Officer</b>	Supervision of the work of the staff under their control.	--	--	--	Supervision of work pertaining to their wings.
6.	<b>Head Asstt</b>	Supervision of the work of the staff under their control.	--	--	--	Supervision of work pertaining to their wings.
8.	<b>Sr. Asstt.</b>	--	--	--	--	Maintenance of Unit Files.
11.	<b>Data Entry Operator</b>	--	--	--	--	Feeding of data on computer
12.	<b>Jr. Asstt</b>	--	--	--	--	Maintenance of

						Allotment files.
13.	<b>Cl. Asstt</b>	--	--	--	--	Maintenance of Unit Files.
15.	<b>Peon</b>	--	--	--	--	Distribution of dak inside and outside the building