

CHAPTER 3

Powers and Duties of Officers and Employees [Section 4(1)(b)(ii)]

3.1 Please provide details of the powers and duties of officers and employees of the authority by designation as follows:

1. CHAIRPERSON:

Shall have over all supervision over the affairs of the Authority.

2. METROPOLITAN COMMISSIONER:

Shall subject to the overall supervision of the Chairman, exercise all the executive functions of the Authority.

3. SECRETARY:

- a. All matters relating to establishment
- b. Disposal of Houses/ Sites/ Shops/ Office accommodation to the needy public as per the orders of the Government issued from time to time
- c. All matter relating to acquisition and alienation of land on behalf of VUDA (now VMRDA)

4. CHIEF URBAN PLANNER:

Preparation of Master Plan/ Zonal Development Plans/ Layout Plans and implementation of development control rules and regulations.

5. CHIEF ENGINEER:

Execution of Housing and Sites & Service Projects by providing all infrastructure facilities such as roads, drains, electricity and other related usages.

6. CHIEF ACCOUNTS OFFICER:

Preparation of Monthly Accounts, Annual Accounts, Budget proposals, receipt of amount and payment thereof and behalf of VUDA and preparation of Audit report and get the account audited through A.G. AP, Hyderabad and all related finance control thereof.

7. DIVISIONAL FOREST OFFICER:

- a. Afforestation and avenue plantation and maintenance and development of parks, nurseries etc.,
- b. Land Acquisition Officer/ Estate Officer: Custodian of all assets of VUDA (now VMRDA) and looks after land acquisition matters.