

**DUTIES AND RESPONSIBILITIES OF VARIOUS POSTS IN THE
DEPARTMENT OF DIRECTORATE OF URBAN DEVELOPMENT,
HIMACHAL PRADESH**

1. DIRECTOR

- 1). Director, Urban Development, being administrative head of the Urban Development Department in the State is responsible for the efficient working of his Department shall exercise all administrative and financial powers as adjoined upon the heads of the department in the Himachal Pradesh Government.
- 2). He shall act as Chief Advisor to the State Government on all matters relating to Urban Development and allied issues.
- 3). He shall supervise and control all the Urban Development affairs including Urban Local Bodies in the State.
- 4). He shall submit to the Government budget and appropriation proposals for consideration and approval.
- 5). All the reports and returns to the Government, monthly, quarterly, yearly, as required by the Government from time to time shall be submitted by him or under his authority by any officers to whom he shall delegate the powers on his behalf.
- 6). Any major policy matter relating to departmental activities shall be undertaken by him.
- 7). He shall exercise all the powers delegated to him by the State Government from time to time and shall be directly answerable to the Government.

2. ADDITIONAL/JOINT/DEPUTY DIRECTOR

- 1). The Addl./Joint/Deputy Director, Urban Development, H.P. shall assist the Director, Urban Development in the performance of his duties and responsibilities.
- 2). He will be responsible for getting finalized all the establishment matters.
- 3). He shall inspect the Urban Local Bodies in the State and after inspecting the institutions will record inspection notes .
- 4). Any other job assigned by the Head of Department.

3. SUPERINTENDENT GRADE-I

The Superintendent Grade-I is normally incharge of one section and has generally to perform the following duties and functions.

- 1). To go through the dak as received by him and take the following steps:-
 - (a) Mark the missent receipts to the concerned sections,

- (b) Submit the important communications for perusal of the higher authorities through Branch Officer, at dak stage, in case the said authorities have not seen any such communication.
 - (c) Mark the receipts to concerned dealing hands with dated initials indicating the urgency and also giving directions, if any, disposal and to hand over the same to the diarist of the section for diarizing and handing to the concerned dealing hands and,
 - (d) Keep a note in the diary about important receipts for watching proper and timely disposal.
- 2). To see that the concerned dealing hands collect and keep updated, statistical data/information relating to the establishment, budget, expenditure, schemes, plans etc., relevant to his section of posting.
 - 3). To see the concerned dealing hands monitor, analyze and maintain data as to the achievement of targets of various on-going schemes both in terms of budget provision/expenditure and actual progress and also to suggest ways and means for improvement in the ongoing schemes and assist the Branch Officer in preparation of new schemes/programmes, new innovations etc.
 - 4). To ensure that returns/statements are submitted in time and the returns/statements to be received in the section are received in time.
 - 5). To see all dealing hands and the diarist maintain all required registers and keep the same up dated. He should also check these registers at regular intervals.
 - 6). To see that all routine duties including maintenance and updating of various registers are carried out promptly and thoroughly.
 - 7). To be well acquainted with the office procedures and Acts, Rules, Manuals and instructions of a general nature relating to Finance, Personnel and General Administration Department and specifically applicable in the Department./Section where posted see that all Manuals, Acts, Rules, instructions, Guard files and Precedent Registers of the section are kept upto-date by inserting correction-slip or getting new editions printed;
 - 8). To maintain liaison between the staff and the Branch Officer or Middle-level officer in various matters, train and guide the staff posted in the section and to point out their shortcomings and deficiencies, if any, for remedial action; keep himself well acquainted with the morale, conduct and discipline of the staff and also to ensure that the staff comply with Government instructions issued from time to time.
 - 9). To allocate every work of the section to the staff posted in the section with the approval of the Branch Officer, Middle-level officer and to maintain an updated distribution list of work amongst the dealing hands in the section.
 - 10). To ensure punctuality in attendance in the section and to advice the staff on matters of conduct and discipline. For ensuring availability of staff posted under him on holidays or early or late hours, he should maintain local addresses with phone Nos. ,if any, of the entire staff with him.

- 11). To see that the section is kept neat and tidy and that the files, papers, etc, are arranged in an orderly manner and the recorded files are sent to the record room; and that ephemeral record is periodically destroyed.
- 12). To ensure that the dealing hands maintain their Assistant's Diaries regularly and note the particulars of initial submission of cases and also record final disposal of receipts at appropriate stage of final disposal of the cases. He is also required to see that the interim processing of receipts leading to collection/compilation of data /information is not marked as final disposal in the Assistant's Diaries. For this purpose he should ensure that the dealing assistants indicate in their notes whether the submission of a case at a particular stage is interim or final disposal. Weekly checking of the Assistant's Diaries is also one of his important functions.
- 13). In order to enable the Supervisory Officers to discharge their multifarious duties, functions and responsibilities, the following powers/delegations are generally exercised by them:-
 - (1) To grant short-leave, casual leave to the subordinate staff posted in the section not exceeding a spell of 4(four) days at a time; and to grant station leave.
 - (2) To acknowledge receipts of letters; and send interim replies;
 - (3) To issue ordinary reminders;
 - (4) To send replies to routine queries in respect of decisions already taken; supply factual information; and call for preliminary information in incomplete cases before submission of cases to the officers.

The above duties are of illustrative nature and the Superintendent Grade-I can be assigned any other duty commensurate with his status and exigencies of public service.

4. JOINT CONTROLLER (F &A)

- (1) He will maintain Pension, Gratuity and General Provident Fund accounts of employees of the Urban Local Bodies at the Directorate level and will further invest the fund with the financial institution with a view to create a revolving fund to make the pension scheme self sustaining..
- (2) Finalization of pension cases of the Department / Urban Local Bodies in the Pradesh.
- (3) He will examine all financial sanctions, fixation of pay, step up cases, G.P.F cases, store stock purchases. etc.
- (4) Reconciliation of accounts of department with A.G.
- (5) He will function as member of Purchase committee/ Tender committee.
- (6) Any other duty as may be assigned by the Head of department

5. EXECUTIVE ENGINEER

- 1). He shall be responsible for maintenance and upkeep of the office building and Guest House maintained by the Department.
- 2). He will supervise the work of Assistant Engineer, Project Officer and Assistant Town Planner including Junior Engineer posted in the Directorate.
- 3). He will accord technical sanction of the estimates received from the Urban Local Bodies.
- 4). He will inspect / supervise various works being executed by the Urban Local Bodies from its own income and Grant-in-Aid. .
- 5). He will expedite the execution and completion of works in the Urban Local Bodies and ensure that the targets are achieved within the prescribed time limits.
- 6). He will be responsible for creating ULB-wise data bank of the works being executed by the Urban Local Bodies in this Directorate.

6. ASSISTANT TOWN PLANNER

He will look after the following works/projects:-

- 1) Single window system.
- 2) Formulation of State Specific Building Bye-laws for Urban Local Bodies on the pattern of Model Building Bye-Laws of GOI incorporating the provisions of Rain Water harvesting, Fly Ash, Barrier Free Environment and Earthquake constructions etc.
- 3) Formulation of Policy Guidelines for various Schemes / Programmes related to Urban Local Bodies in the Pradesh.
- 4) Central Sponsored Schemes like; Jawaharlal Nehru Urban Renewal Mission (JNNURM), Integrated Housing and Slum Development Programme (IHSDP) and Basic Services to Urban Poors (BSUP)
- 5) State Sponsored Programme like; Rajiv Gandhi Urban Renewal Facility for Infrastructure and Sanitation (RGURF).
- 6) He will be responsible for the creation of data bank of the un-authorised constructions in the Urban Local Bodies
- 7) Devolution of functions and Good-Governance/Urban Reforms;
- 8) Any other duty assigned by the HOD

7. PROJECT OFFICER

He will look after the following projects / Schemes:

- 1) Solid Waste Management (12th Finance Commission Award)
- 2) Solid Waste Management (NORAD)
- 3) Low cost Sanitation.

- 4) Integrated Development of Small and Midium Towns (IDSMT)
- 5) Urban Infrastructure Scheme for Small and Midium Towns
- 6) Environment Improvement of Urban Slums.
- 7) 20 point programme
- 8) SJSRY
- 9) AAY and BPL Survey.
- 9) Any other duty assigned by the HOD.

8. ASSISTANT ENGINEER

1. He shall assist the Executive Engineer in performace of his duty/responsibililites.
2. He will be responsible for getting the technical sanctions issued in time and ensure execution and completion of works in the Urban Local Bodies within the stipulated period.
3. Any other duty assigned by the Executive Engineer.

9. JUNIOR SYSTEM ANALYST-CUM-PROGRAMMER

He will perform the following duties / works:-

- 1) Computerisation, H/W, S/W maintenance and application software run in the Directorate.
- 2) Website up-dation, maintenance and updation alongwith internet requirements.
- 3) E-Governance in the Directorate and ULBs.
- 4) LAN Network Administration.
- 5) Computer Training and Support to all wings of Directorate.

10 PERSONAL STAFF

The term personal staff includes Personal Assistants, Senior Scale Stenographers, Junior Scale Stenographers and Steno-typists working in the Directorate of Urban Development. The general function of all these functionaries is to aid and assist the officers in their day-to-day disposal of work and carry out such duties as are officially assigned to them.

The personal staff has to handle files/records of confidential or secret nature and as such they have to retain the faith reposed in them by maintaining secrecy. The confidential reports, in majority of cases, are processed and retained in the custody of the Personal staff and they have to properly maintain them. They are also supposed to be fully equipped with knowledge of both Hindi and English shorthand by typing-writing to assist the authorities in quick decision making through dictation and typing.

Being members of the personal staff, they can be asked by the Officers with whom they are attached to attend to any appropriate official work on their behalf. The main duties, function and responsibilities of the personal staff are, in brief, as under:-

(a) Receipt and Dispatch of Dak.

- (i) To arrange the dak in order of priority, immediate, urgent and ordinary categories and to submit the same in dak-pad or in the form of files to the officer immediately on receipt, but after diarizing the same.
- (ii) To mark the dak to the concerned officers/officials after perusal by the Officer and note the marking in the diary register.

(b) Dictation/Type work

- (i) To take dictation in both English and Hindi stenography, to transcribe the same on English/Hindi typewriters and to present the transcribed dictation work to the Officers for approval and signature.
- (ii) To type demi-official letters, secret, confidential and important letters with enclosures, and to compare the same before submitting for signature of the Officer. and
- (iii) To do other type of work as and when assigned by the Officers.

(c) Attendance of telephones:

- (i) To ensure that the telephones installed in the office/residences of Officers are in working order and to lodge complaint and to pursue the same if there is any defect in any telephone.
- (ii) To attend to the office telephones courteously and politely and to connect the outside calls with the Officers keeping in view the engagement of the Officers and his directions.
- (iii) To maintain registers of telephones and to verify the official calls and also to ensure deposit of amount of private calls.
- (iv) To keep always official directories updated and to maintain telephone numbers of concerned Officers of the State Government; and
- (v) To take tactful effective measures against misuse of official telephone by outsiders.

(d) Maintenance of engagement diary .

- (i) To maintain engagement diary of the Officers and also to prepare and keep a separate list of day's engagement in the room of the Officers
- (ii) To fix date and time of meeting/other engagements with the approval of the Officers and to convey the same to the concerned authorities.
- (iii) To timely remind the Officers about the meetings/other engagements for ensuring timely participation therein by the Officers.
- (iv) To ensure that files, briefing notes or other information required for the meeting are got prepared well in time by the concerned Department/Section.

- (v) To receive all the visitors/officers/officials courteously and politely and make arrangement for their seating in the chamber of officers or in the room of the personal staff if at the relevant time the Officers is busy with some other engagement.
- (vi) To arrange for refreshments etc as per Govt. orders for the visitors/officials in the meeting to be held in the chamber of the Officers as per directions of the Officers.

(e) Legislative Matters.

Before the commencement and during the Assembly session to collect copies of:-

- (a) Starred/Unstarred/Postponed Assembly questions.
- (b) Short-notice questions or other material as fixed for the day.
- (c) Daily list of business of the House.

(f) Furnishing of Offices

- (i) To arrange furniture, fixture, stationery, Crockery etc. for the offices of the Officers and to arrange replacement of articles which become un-serviceable.
- (ii) To arrange regular cleanliness of the Curtains, Carpets, furniture etc. and to monitor cleanliness of office premises daily.

(g) Control over Vehicle/Driver

- (i) To arrange a vehicle for local and touring by the Officers as per entitlement and to ensure that the vehicle remains always in a fit condition for being plied at any time and to arrange for timely repairs according to Government instructions.
- (ii) Make entries in the log book of the vehicle and to sign the same.
- (iii) In the case of vehicles attached with officers, to ensure that regular deduction for attached vehicle is made from the pay bill of officer and the private journeys are regulated in accordance with the instructions of the Government.
- (iv) To verify bills for petrol/repairs and to see that the driver renders complete account of the advance.
- (v) For tours, to ensure that the driver has obtained sufficient advance to meet expenses for the entire journey.

(h) Arrangements for tours etc.

- (i) To frame tour programme as per directions of the Officers and send the proposed tour programme for approval of the appropriate competent authority.
- (ii) To circulate tour programme to all concerned and to inform the concerned District-level officers over the telephone as well, if considered proper.
- (iii) To arrange accommodation in the Circuit House/Rest House etc. for the stay of the Officers during tour.
- (iv) To collect all relevant papers/ material for the tour of the officers.
- (v) To arrange Air/Train tickets and booking of seats by Air/Train.
- (vi) To arrange advance for the tour if needed by the Officers.
- (vii) To prepare tour diary/traveling allowance bill after the completion of the journey and to see that the pay and other bills are timely prepared.
- (viii) To make arrangements for sending dak/files incase of long tours and to keep a note as to where the Officers can be contacted while in station or on tour.

- (i) schemes, programmes, annual budget provision, targets and any other data frequently required by the Officers.
- (ii) To update the data/information/statistics annually or as often as required and
- (iii) To present press cuttings relating to the Department or other important news.

(i) Stationery articles, heating and cooling arrangements

- (i) To procure stationery articles for use by the personal staff and the Officers from the Stationery Incharge Section.
- (ii) To see that proper lighting ,heating and cooling arrangements for the office of the officers exist and are maintained properly.
- (iii) To look after proper lighting, heating and cooling arrangements in the offices of the officers and
- (iv) To make alternative arrangements for light in the event of electric failure in offices so that maximum office working is maintained.

(j) Leave

- (i) The Personal Assistant will maintain the casual leave account of the Gazetted officers and Casual leave /compensatory leave account of other non-gazetted staff of the Directorate.

10. SUPERINTENDENT GRADE-II

The Superintendent Gr.-II working in the Directorate of Urban Development supervises the work of Establishment Section and submit the cases through the Superintendent Grade-I.

11. LAW OFFICER

- 1). To look after all the legal work of the Department;
- 2). To prepare petitions/applications/replies to all the Court cases pertaining to the department in the various Courts including the Hon'ble Supreme Court of India;
- 3). To tender legal opinion on the files/matters pertaining to all the sections of the Department;
- 4). To carry out necessary amendment in the Acts, Rules & Bye-laws existing in the Department.
- 5). To attend the Court cases of the Department as and when required.
- 6). Any other work as may be assigned by the HOD.

12. SENIOR ASSISTANT

The term “ Assistants” includes,” “Senior Assistants” “ Senior Assistants (Accounts)” Junior Assistants” who deal with receipts and submit cases to the Superintendents. Depending upon urgency, need and public interest, the Assistants can be asked to undertake any job/assignment, but generally, the main duties, functions and responsibilities of the Assistants involve handling of the work relating to:-

- 1). Receipt, diary-dispatch, typing, record maintenance.
- 2). Opening and maintenance of files, referencing, dealing cases including noting and drafting, recording of files, maintenance and updating of various types of data and information and maintenance of various registers.
- 3). Acquisition, maintenance and up-keep of stores, stocks, stationery articles, accounts and registers.
- 4). Preparation of all types of bills such as pay, traveling allowance, medical reimbursement, contingencies, contractors, suppliers and advances etc. and handling of cash, maintenance of cash books and connected accounts/bills registers etc.
- 5). Personnel/service/establishment matters, including recruitment and promotion rules, conditions of service, posting, transfers, maintenance of service books, service books, preparation of leave accounts, pension papers, disciplinary matters, personal files etc.
- 6). Budget preparation including appropriation, re-appropriation, supplementary demands for grants, additional grants, contingency fund, all matters relating to Public Accounts Committee, Estimates Committee, audit paras, economy in expenditure etc.

13. JUNIOR ENGINEER

- 1) He will check the estimates received from the Urban Local Bodies and submit the same to the Assistant Engineer in time.
- 2) He will assist the Assistant Engineer in the discharge of his duties
- 3) Any other duty assigned by the Executive Engineers.

14. STATISTICAL ASSISTANT

He will lookafter the following schemes / programmes:-

- 1) Solid Waste Management (12th Finance Commission Award)
- 2) Solid Waste Management (NORAD)
- 3) Low cost Sanitation.
- 4) Integrated Development of Small and Midium Towns (IDSMT)
- 5) Urban Infrastructure Scheme for Small and Midium Towns (UISSMT)
- 6) Environment Improvement of Urban Slums.
- 7) 20 point programme
- 8) SJSRY

- 9) AAY and BPL Survey.
- 10) State / Central Finance Commission.
- 11) Any other duty assigned by the HOD.

15. COMPUTER OPERATOR

- 1) Electronic data-processing.
- 2) Assistance in implementation in various application Softwares.
- 3) Data handling, Compilation & Reporting**
- 4) Data base file & data handling .**
- 6) Digitization of records, files and other data.
- 5) Creation of databank.
- 6) User level training & assistance in computer operations .
- 7) Any other work as may be assigned by the HOD from time to time.

16. JUNIOR ASSISTANT/CLERK.

In Directorate office the Clerks will have to perform all duties as prescribed for Assistants. This is because of the set up, quantum of work in the Directorate.

17. DRIVER

- 1). He is the guardian of vehicle and responsible for upkeep of the vehicle attached with him.
- 2). He will be alert through out the duty and perform his duty diligently and with vigilance.
- 3). He will wash his vehicle daily in the morning and keep it ready for journey.
- 4). He will ensure that in case of a mechanical defect, the Office Incharge is intimated timely and remedial measures taken.
- 5). He will not make any un-authorized movement of the vehicle.
- 6). He will remain on duty till relieved by the officer and follow the instructions of the officer using the vehicle.
- 7). He will maintain the Log Book of the vehicle every day and maintain its repair book.
- 8). He will be responsible to keep all the documents relating to the vehicle and his driving license with him all the time.
- 9). He shall be available for duty when ever called any time during the day /night.
- 10). Any other duty assigned by the Head of Office.

18. PEON

- 1). He will be on duty half an hour before the working hours of the office in which he works and leave half an hour after the office hours.
- 2). To carry and deliver dak within and outside the office (maximum weight to be carried outside the office not to exceed 10 Kg.)
- 3). To ensure the cleanliness and general up-keep of the section/office where posted and of the furniture, fixture and equipment.
- 4). He will attend to the telephone calls when the officer is not in his seat.
- 5). To perform miscellaneous and odd jobs for officers/officials;
- 6). To attend to officers at Headquarter and while on tour.
- 7). To attend to any other work that may be assigned by the Head of the Office.

20. CHOWKIDAR

- 1). To keep watch and ward during and after office hours and
- 2). To take precautionary measures relating to prevention of fire and damage to Government property.

21. SWEEPER

- 1). To sweep, clean and mop the room, corridors, verandahs and compound;
- 2). To clean the lavatories, urinals, baths, wash basins etc. daily and properly;
- 3). To light the stoves/angithies and to perform the allies work relating to this job ;and
- 4). To collect and dispose of all waste in the office