

CHAPTER - III  
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. Additional Commissioner: -

1. Sanction of Annual Grade Increments to the employees and workers of all sections upto the cadre of Manager.
2. Sanction of Surrender Earned LeAVes to the employees and workers of all sections upto the cadre of Manager.
3. Forwarding of Medical Reimbursement Bills to the competent authorities for scrutiny and sanction. After receipt of sanction orders from the authorities the Additional Commissioner is authorized to accord sanction and issue proceedings.
4. Forwarding of Pension Papers to A.G.A.P., Hyderabad of all the employees and workers upto the cadre of Manager and issue of No-Objection Certificates wherever necessary.
5. Issue of Income Tax Deduction Certificates to the contractors.
6. Entries and Attestation in the Service Registers of all the employees and workers upto the cadre of Manager.
7. Issue of Last Pay Certificates to the transferred employees of Non-Gazetted Officers.
8. Sending of Cheques in respect of deductions made from the salaries of employees, workers and officers to the respective departments such as LIC / GIS / GPF / Court Attachments / Bank Loans / Income Tax / Professional Tax / Financial Agencies etc.,
9. Reservation of Municipal Guest House, Town Hall, Ekashila Park and Nerella Venu Madhav Auditorium etc.,
10. Monthly periodicals has to be compulsory be sent through Commissioner.

2. Deputy Commissioner: -

1. He is made responsible for assessment of New Constructions, Additional Constructions to existing buildings to Property Tax.
2. Disposal of Revision Petitions of Property Tax.
3. He is made responsible for Collection of Property and Water Charges and Municipal Shopping Complexes.
4. Timely conducting auction of Municipal Shopping Complexes for allotment of Shop Rooms on Monthly Rental Basis.
5. Timely conduct of auctions of Vegetable Markets, Cycle Stands and Parking Places every year.
6. He is made responsible for assessment of Vacant Land Taxes.
7. Supervision over Taxation Officer, Revenue Officers, Revenue Inspectors, Bill Collectors etc.,
8. He is made over all incharge of Taxation Branch.
9. He is made responsible for review of Collection of Taxes and Non-Taxes, Shop Room Rents etc., weekly, fortnightly and monthly.

10. He should ensure preparation of Half Yearly demand notices of Property Taxes and Water Charges as Computerized Demand and see that, they are served to the assesses in time.
11. He is made responsible for Mutations, Bifurcation of Properties, Change of Usages of Buildings and Correction of name in assessment records based on the proper documentary evidences.
12. He is responsible for preparation of arrears and current demand register of Property Tax and Water Charges, Shop Room Rents and Other miscellaneous items demand registers and its posting from time to time.
13. He is made responsible for inspection of Revenue Ward Offices, e-Seva Centers and Collections made by the Bill Collectors from time to time, and its daily remittances into Municipal Treasury.
14. He should ensure for preparation of DCB Statement of Property Tax, Water Charges arrears and current daily and the DCB Statement shall be submitted to the Commissioner Daily by 5.30 P.M. without fail.
15. He should discharge the duties and functions of committee section, until further orders.
16. Any other work delegated by the Commissioner in respect of Revenue Section and other duties from time to time.

### 3. Municipal Health Officer :-

1. Primary responsibility is to keep the town/city clean and tidy.
2. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to overseas the work of Sanitary Inspectors and to attend to the responsibilities entrusted to him.
3. He has to ensure that appropriate action is taken for prevention and control of communicable diseases namely G.E cases, J.E.cases and Malaria.
4. To inspect Markets, Hotels, Restaurants, Boarding and Lodging Houses, Cafes and Bars and licensable places, Factories, Cinema Theatres, Educational institutions, hostels and cattle ponds, to ensure that the said establishments comply with P.H. regulations and sanitary requirements.
5. To inspect frequently slum areas and hutting grounds, all backward areas and places where night soil and garbage are deposited to ensure their proper cleaning and maintenance or proper sanitation.
6. He has to ensure proper implementation of Public Health Act.
7. He has to ensure proper implementation of Prevention of Food Adulteration Act.
8. He has to ensure proper implementation of Registration of Births and Deaths Act.
9. He is responsible for implementation of Registration of Marriages Act.
10. To inspect places where dangerous and offensive trades are carried on to ensure that public health regulations and sanitary requirements are complied with.
11. To inspect all dispensaries, maternity centres under the control of the Corporation to ensure that they have to function with proper facilities.
12. To inspect all slaughter houses regularly to ensure that they are functioning satisfactorily.
13. To cause statutory action to be taken against offences affecting public health.

14. To cause such action to be taken as may be necessary for control of stray animals and elimination of dogs affected by rabies etc.,
15. He is responsible to supervise the work of Assistant Medical Officers of Health, Sanitary Inspectors, Health Assistants of Public Health section.
16. Issue Trade Licence in consultation with town planning wing with reference to land use/permitted use of building.
17. Collection of Trade licence Fee from all the D&O traders, Hotels, Lodges etc in Warangal city
18. He shall take action on un-authorized trades.
19. He shall ensure implementation of Citizen Charter pertaining to health section.
20. To take such steps as are necessary about education and propaganda in respect of public health matters.
21. All other responsibilities as per the relevant Acts, Rules and Government instructions on public health related matters, except the solid waste management and attendance and salary bills of Public Health Branch
21. Perform any responsibility delegated by the Commissioner.

#### 4. Biologist :-

1. She shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to oversee the work of officers and staff working in Urban Malaria Section and to attend to the responsibilities entrusted to him.
2. She has to ensure that the following anti-larval measures are taken up in the Municipal Limits: -
  - a. She has to ensure that all water sources capable of supporting mosquito breeding are treated every week with relevant larvicides supplied by Government of India, State Government and Urban Local Bodies.
  - b. She has to ensure that larvivorous fish Gambusia – affinis is released into un-used / fresh / permanent water bodies such as wells, sumps, ponds etc., at regular intervals.
  - c. She has to ensure that saw dust cotton balls soaked in MLO are prepared and introduced into ponds, low lying areas and other polluted stagnant water bodies to prevent mosquito breeding.
3. She has to ensure that the following anti-adult measures are taken in the Municipal Limits: -
  - a. She has to ensure that space spray with pyrethrum is used to arrest disease transmission in and around houses wherever Malaria, Dengue, Viral Fever Positive cases are reported.
  - b. She has to ensure that thermal fogging is organized in almost all localities of the city once in a month during transmission season.
4. She has to ensure that water hyacinth in open breeding places such as ponds, tanks, rivers and nalas is removed regularly.
5. She has to ensure that IEC activities namely public contacts by A.L. Teams, Distribution of Pamphlets, Pasting Stickers and Display posters are used regularly to educate the public and improve public co-operation in eradicating mosquito menace.

6. She has to supervise the work of officers and staff working in Urban Malaria Section effectively by fixing targets and by periodical reviews.

<b>JOB CHART - HEAD OFFICE (GENERAL)</b>				
<b>Sl. No.</b>	<b>Name of the Employee Sri / Smt</b>	<b>Designation</b>	<b>Section</b>	<b>Work Allotment</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>GENERAL ADMINISTRATION (C-SECTION)</b>				
1	K. Prasanna Rani	Superintendent	C	Overall Control, Supervision of the section and responsible for timely disposal of files / currents, submission of all Reports, Preparation of Minutes of Meetings, Meeting Notes, Court Cases, Apart from the above the C-Superintendent shall look after all the arrangements for various meetings i.e., Council Meetings, Standing Committee Meetings, meeting conducted by Hon'ble Mayor, Commissioner and meetings held in Head Office and other official meetings and general maintenance in Co-Ordination with other HOD's
2	B. Santhosh Kumar	Sr.Asst.,	C1	Service Matters & Disciplinary Cases of General Administration, Engineering & Revenue Sections
3	G. Devaraju	Sr.Asst.,	C2	Service Matters & Disciplinary Cases of Health, UMS, Town Planning, Fire & UPA Section
4	P. Sandhya	Jr.Asst.,	C3	Preparation of Bills of General Administration, Engineering & Revenue Sections & Cell Phone Bills
5	H. Charles Brownson	Jr.Asst.,	C4 & (I/c.) B3	Preparation of Bills of Health, UMS, Town Planning, Fire & UPA Sections Loans & Advances, Court Attachments, Recoveries
6	Ch. Susmitha	Record Asst.,	C5	Record & Retired Employees Pensions
7	A. Bixapathy	Sr.Asst.,	C6	Inward & Outward
8	Ch. Susmitha	Jr.Asst.,	C7	RTI & Government Reports Complience
<b>II. REVENUE SECTION (A-SECTION)</b>				
1	D. Sammaiah	Jr.Asst.,	A1	
<b>III. TOWN PLANNING SECTION (G-SECTION)</b>				
1	B. Srinivas	Superintendent	G	Overall Control, Supervision of the section and responsible for timely disposal of files / currents, submission of all Reports, Preparation of Minutes of Meetings, Meeting Notes
2	A. Sudharshan	Sr.Asst.,	G1	BRS, Building Permissions, Layouts, Protection of Open Spaces, Court Cases pertains to Circle - I, Cell Towers, Advertisement Charges & Elections
3	S. Srikanth	Jr.Asst.,	G2	BRS, Building Permissions, Layouts, Protection of Open Spaces & Court Cases pertains to Circle - II, Cell Towers
4	S. Srikanth	Jr.Asst., (I/c.)	G3	Court Cases & RTI, Record & Miscellaneous

<b>IV. ENGINEERING SECTION (E-SECTION)</b>				
1	A. Sudharshan	Sr.Asst.,	E1	All schemes works of Finance Commissioner, SDF, Vehicles, Fuel Charges, Electrical works including stores incharge and preparation of Regular Employees Salaries and other General Correspondance
2	D. Rajitha	Sr.Asst.,	E2	All Scheme works BRGF, CDP, MPLADs and preparation of outsourcing workers wages of Engineering Section Rural & Urban and all General Funds works from Election Ward No. 1 to 28
3	M. Prathibha	Jr.Asst.,	E3	All General Fund Works from Election Ward No. 29 to 58 inward Tappals, RTI and Record Section of Engineering Section
<b>V. PUBLIC HEALTH SECTION (F-SECTION)</b>				
1	A. Nagamani	Superintendent	F	Overall Control, Supervision of the section and responsible for timely disposal of files / currents, submission of all reports, preparation of Minutes of Meetings, Meeting Notes
2	S. Sanjay Kumar	Sr.Asst.,	F1	All matters related to Public Health including outsourcing workers bills
3	P. Ashok	Jr.Asst.,	F2	All matters related to Urban Malaria, RTI, Stores & Other Miscellaneous
<b>VI. UPA HEALTH SECTION (J-SECTION)</b>				
1	Shahazadi Begum	Superintendent	J	Overall Control, Supervision of the section and responsible for timely disposal of files/currents, submission of all reports, preparation of minutes of meetings, meeting notes
2	S. Shekar	Jr.Asst.,	J1	All Economic Schemes, Selection of Beneficiaries, Vending Zones, Night Shelters etc.,
3	S. Shekar	Jr.Asst.,	J2	Pensions
<b>VII. SECRETARY SECTION (K-SECTION)</b>				
1	K. Jeevan Rao	Superintendent	K	Overall Control, Supervision of the section and responsible for timely disposal of files/currents, submission of all reports, preparation of minutes of meetings, meeting notes
2	J. Vijay Kumar	Jr.Asst.,	K1	Elections, Council Meetings, Standing Committees & Resolutions
3	J. Vijay Kumar	Jr.Asst.,	K2	Census, SECC and Other Statistical information & Other Miscellaneous etc.,
<b>VIII. ACCOUNTS SECTION (B-SECTION)</b>				
1	Sk. Zakir Hussain	Sr.Asst.,	B1	Asst. to Junior Accounts Officer
2	E. Kranthi Kumar	Jr.Asst.,	B2	Treasury Incharge
3	P. Swamy	Driver		Asst. to Treasury Clerk

**JOB CHART - KASHIBUGGA CIRCLE OFFICE - I (GENERAL)**

<b>Sl. No.</b>	<b>Name of the Employee Sri / Smt</b>	<b>Designation</b>	<b>Section</b>	<b>Work Allotment</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	R. Anand Kumar	Sr.Asst., & (I/c.) Superintendent		Overall Control, Supervision of the Circle Office, Submission of All Reports, Preparation of Minutes of Meetings, Meeting Notes etc.,
2	R. Anand Kumar	Sr.Asst.,	C1	Establishment, Attendance, Service Matters, RTI, Leave Registers etc., relating to Circle - I
3	B. Hemalatha	Jr.Asst.,	C2	Inward & Outward
4	B. Balu Naik	Sr.Asst.,	A1	New Assessments, Mutations, Revision petitions, RTI, Court Cases & Govt. Correspondances
5	M. Maheshwari	Sr.Asst.,	A2	New Assessments, Mutations, & Revision Petitions
6	E. Isreal	Sr.Asst.,	A3	New Assessments, Mutations, & Revision Petitions
7	D. Ravi	Jr.Asst.,	G1	Building Applications, BRS Applications, Court Cases & Govt. Correspondances
8	R Rajitha	Jr.Asst.,	G2	Building Applications, BRS Applications & RTI
9	B. Ramesh	Sr.Asst.,	E1	All Scheme Works & General Works, Court Cases & Preparation of Reports & Tap Connections, Tappals & RTI
10	Swarjan Raju	Jr.Asst.,	F1	Trade License, NOC for Exhibitions, Crackers, Schools, Colleges, Court Cases, Govt. Correspondance, RTI & Sanitary Certificates

**JOB CHART - KAZIPET CIRCLE OFFICE - II (GENERAL)**

<b>Sl. No.</b>	<b>Name of the Employee Sri / Smt</b>	<b>Designation</b>	<b>Section</b>	<b>Work Allotment</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	S. Sammaiah	Superintendent & (I/c.) Revenue Officer		Overall Control, Supervision of the Circle Office, Submission of All Reports, Preparation of Minutes of Meetings, Meeting Notes etc.,
2	G. Manmohan Krishna	Sr.Asst.,	C1	Establishment, Attendance, Service Matters, RTI, Leave Registers etc., relating to Circle - I
3	M. Manasa	Jr.Asst.,	C2	Inward & Outward
4	Md. Yousufuddin	Sr.Asst.,	A1	New Assessments, Mutations, Revision petitions, RTI, Court Cases & Govt. Correspondances
5	A. Megha	Sr.Asst.,	A2	New Assessments, Mutations, & Revision Petitions
6	Y. Ramakrishna	Jr.Asst.,	A3	New Assessments, Mutations, & Revision Petitions
7	M. Naresh	Jr.Asst.,	G1	Building Applications, BRS Applications, Court Cases & Govt. Correspondances
8	Swarjan Raju	Jr.Asst., (I/c.)	G2	Building Applications, BRS Applications & RTI
9	G. Bikshapathi	Jr.Asst.,	E1	All Scheme Works & General Works, Court Cases & Preparation of Reports & Tap Connections, Tappals & RTI
10	G. Bikshapathi	Jr.Asst.,	F1	Trade License, NOC for Exhibitions, Crackers, Schools, Colleges, Court Cases, Govt. Correspondance, RTI & Sanitary Certificates

**JOB CHART - NAKKALAGUTTA CIRCLE OFFICE (GENERAL)**

<b>Sl. No.</b>	<b>Name of the Employee Sri / Smt</b>	<b>Designation</b>	<b>Section</b>	<b>Work Allotment</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	G. Naresh	Jr.Asst.,	E1	All scheme works & General Works, Preparation of Reports & Tappals & RTI
2	N. Kumara Swamy	Jr.Asst.,	E2	All scheme works of Finance Commission, SDF, Vehicles, Fuel Charges, Electrical Works including stores incharge and preparation of Regular Employees Salaries and other general correspondance