


## Chapter-3 (Manual-2)

	QUALITY MANUAL	Document No.: UPHDB/QM /IV
	Title: Job Descriptions	Revision No.: 00
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H.C.:

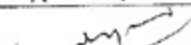
- ☐ Executive Head of UPHDB
- ☐ To establish and approve the Quality Policy
- ☐ To establish and approve Quality Objectives
- ☐ To approve the Quality Manual and Process Manual
- ☐ To approve the resources
- ☐ To chair the Management Review Meeting
- ☐ To approve the UPHDB Projects
- ☐ To identify, and approve training plan
- ☐ To identify and approve continual improvement projects
- ☐ To determine, approve Corrective Action and Preventive Action.
- ☐ To manage, discuss & finalize MOU's
- ☐ To accord approval for Tendering for other department works
- ☐ To Transfer Staff within the jurisdiction of UPHDB


M.R.

- ☐ To ensure that processes needed for the QMS are established, implemented and maintained
- ☐ To report to Top Management on the performance of the QMS & any need for improvement.
- ☐ To ensure the promotion of awareness of quality requirements throughout the Organization.
- ☐ To make liaison with the Certification Body and other external agencies on matters related with QMS.
- ☐ To take appropriate CA & PA on the identified Non-Conformities.

C.E.

- ☐ To exercise Duties & Responsibility as defined in UPRNN Working Manual.
- ☐ To negotiate, approve and execute MOU's
- ☐ To approve DPR/Bids as per financial powers.
- ☐ To attend meeting regarding Project Monitoring
- ☐ To communicate the importance of meeting all statutory and regulatory requirements
- ☐ Inspection of sites at periodic intervals
- ☐ Other responsibilities assigned by HC.

Refers to clause No: 5.5.1 of ISO 9001:2000	Prepared by	Reviewed by	Approved by
	Addl. M.R.1 		
	Addl. M.R.2 	M.R. 	H.C. 

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**S.E (P)**

- ☐ To attend meeting regarding Project Monitoring.
- ☐ To determine and implement Corrective Action and Preventive Action.
- ☐ To look after the Establishment of UPHDB.
- ☐ To Organize Training Program for employees of UPHDB.
- ☐ To discharge the duties and responsibilities as defined in UPRNN Working Manual
- ☐ Other responsibilities assign by H.C. /C.E.

**S.E.**

- ☐ To prepare MPR & Monitoring of Construction Activities in UPHDB
- ☐ To put up note of Justification for Tenders/Bids received from field for approval.
- ☐ To attend meeting regarding Project Monitoring
- ☐ To determine and implement CA & PA
- ☐ To identify and arrange the LT. resources requirement.
- ☐ To interact with customer on matter relating to Project.
- ☐ To discharge the duties and responsibilities as defined in UPRNN Working Manual
- ☐ Other responsibilities assign by H.C. /C.E.

**E.E.**

- ☐ To manage, execute, inspect & monitoring of the Project and works.
- ☐ To discharge duties and responsibilities as defined in UPRNN Working Manual.
- ☐ To approve DPR/Tender/Bid as per financial power.
- ☐ To place the SO/WO as per approval of PCR
- ☐ To identify & approve the manpower, T&P, equipment & other materials required for the Project.
- ☐ To allocate the works to A.P.M and J.E.
- ☐ To implement and maintain process.
- ☐ To evaluate the performance of the Supplier /Contractor /Sub-Contractor/PRW.
- ☐ To identify and implement statutory and regulatory requirement.
- ☐ To identify and implement necessary safety method in execution of Project.
- ☐ To control inventory.
- ☐ To ensure disposal of unserviceable material, T&P, equipment.
- ☐ To place Staff as per requirement of Projects within Unit.
- ☐ Any other duties and responsibilities as assign by G.M/Director/Senior Officers.

Refers to clause No: 5. 5.1 of ISO 9001:2000	<b>Prepared by</b>	<b>Reviewed by</b>	<b>Approved by</b>
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**C.A.P.**

- ☐ To assess Housing Shortage and apprise Housing Commissioner
- ☐ To Frame Planning and Design Norms
- ☐ To approve Schemes not involving Land use Change
- ☐ To inspect and monitor schemes and projects of UPHDB
- ☐ To approve Building Working Drawings and Numbering and Control Plans
- ☐ To work out characteristics of environment to be provided in schemes of UPHDB
- ☐ To decide specifications
- ☐ To frame Building Bye Laws and other norms as directed by the Board
- ☐ To identify & approve the manpower, T&P, equipment & other materials required for the planning and design Project/Scheme
- ☐ To allocate the works to SAP/ A.P.
- ☐ To implement and maintain process.
- ☐ To identify and implement statutory and regulatory requirement.
- ☐ To control inventory.
- ☐ To ensure disposal of unserviceable material, T&P, equipment.
- ☐ To place Staff as per requirement of Projects/ Scheme within Architecture and Planning Department
- ☐ Other responsibilities assigned by HC.

**S.A.P.**

- ☐ To coordinate Works of APD Units.
- ☐ To Monitor Planning and design processes.
- ☐ To look after the Establishment of APD
- ☐ To ensure disposal of unserviceable material, T&P, equipment.
- ☐ To Organize Training Program for employees in APD.
- ☐ Other responsibilities assign by H.C. /C.A.P.

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**A.P.**

- ☐ Preparation of TLP, LOP and Numbering/Development Control plans of schemes
- ☐ To coordinate Architectural and Planning works at Circle Level
- ☐ Preparation of building designs and working drawings
- ☐ To allocate works to AAP and Arch. Assistants
- ☐ To approve proposed residential construction maps which are on plot area of more than 200 Sqm
- ☐ To approve proposed non-residential construction map on any size of the plot
- ☐ To prepare compounding report and present it to the compounding committee
- ☐ To implement and maintain process.
- ☐ To head APD Unit
- ☐ To ensure disposal of unserviceable material, T&P, equipment.
- ☐ To look after the establishment of the Unit
- ☐ Other responsibilities assign by H.C. /C.A.P.

**A.A.P.**

- ☐ General supervision of drawing studio
- ☐ To supervise drafting of TLP, LOP, Numbering & Development Control Plans and Building Drawings
- ☐ To prepare analysis and notes for approval of maps
- ☐ To prepare analysis and notes for compounding
- ☐ To look after the establishment of the drawing studio
- ☐ Other responsibilities assign by C.A P. /A.P.

Refers to clause No: 5.5.1 of ISO 9001:2000	Prepared by	Reviewed by	Approved by
	Addl. M.R.1 <i>[Signature]</i> Addl. M.R.2 <i>[Signature]</i>	M.R. <i>[Signature]</i>	H.C. <i>[Signature]</i>


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**CEO & Director :**

- ☐ To establish the Quality Policy & Quality Objective
- ☐ To approve the Quality Manual and Process Manual
- ☐ To plan for provision of the resources
- ☐ To communicate the importance of meeting customer, statutory and regulatory requirements
- ☐ To investigate and analyze customer complaints
- ☐ To approve the GCC Projects
- ☐ To identify, plan and organize training
- ☐ To identify and approve continual improvement projects
- ☐ To determine & approve corrective action and preventive action.
- ☐ To manage, discuss & finalize MOU's
- ☐ To accord approval for tendering for other department
- ☐ To transfer staff within the jurisdiction of GCC
- ☐ Other responsibility as assigned by Housing Commissioner from time to time and as described in GCC Working Manual.

**M.R./EE GCC**

- ☐ To ensure that processes needed for the QMS are established, implemented and maintained
- ☐ To report to Top Management on the performance of the QMS. & any need for improvement.
- To ensure the promotion of awareness of construction requirements throughout the Organization.
- To make liaison with the Certification Body and other external agencies on matters related with QMS.
- To take appropriate CA & PA on the identified Non -Conformities.
- ☐ To explore potential market and identify the Deposit Works
- ☐ To attend meeting regarding Project Monitoring
- ☐ To communicate the importance of meeting all statutory and regulatory requirements
- ☐ Inspection of sites at periodic intervals
- ☐ To prepare MPR & Monitoring of Construction Activities in GCC To attend meeting regarding Project Monitoring.
- ☐ To determine and implement Corrective Action and Preventive Action.
- ☐ To look after the Establishment of GCC.

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#### A.E.

- ☐ To discharge the duties as defined in the GCC working Manual.
- ☐ To assist the Project Manager in executing the Project.
- ☐ He will be the Engineer -in-charge of the work allotted to him.
- ☐ To execute, inspect, monitor & manage the Project.
- ☐ To communicate the importance of meeting customer, statutory and regulatory requirements
- ☐ To check DPR, PRW, Supply Order
- ☐ To carryout the inspection of purchased material.
- ☐ To carryout assessment of worked and his quality and passing the bill for payment.
- ☐ To prepare bid document, agreement, supply order.
- ☐ To Identify and rectify the defect/changes in works noticed during the inspection of superiors or client.
- ☐ To exercise all power & responsibilities of Assistant Engineer as prescribed in U.P.Avas Evam Vikas Parishad.
- ☐ To execute contract agreement upto 2.00 lacs.
- ☐ To maintain contract limit store and preparing Balance Sheet of store yearly
- ☐ To Assist and supervise customer property.
- ☐ To determine and implement CA&PA.
- ☐ To ensure periodical calibration of equipment.
- ☐ Any other duties and responsibilities as assigned by P.M/Director

#### J.E.

- ☐ To discharge the duties as defined in the GCC Working Manual.
- ☐ Preparing of DPR, Survey Plans, Supply Order, PRW
- ☐ Supervision of works and taking measurement of satisfactory work as per specification and preparation of bills.
- ☐ Put up the bill to AE timely for payment.
- ☐ To exercise all power & responsibilities of Junior Engineer Prevailing in U.P.A.V.P.
- ☐ To maintain Unit Store and MAS Account.
- ☐ To act as custodian of materials & works under his control.
- ☐ To communicate the importance of meeting customer, statutory and regulatory requirements
- ☐ To maintain customer property.
- ☐ Any other duties and responsibilities as assigned by P.M/ Senior Officers.

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**Joint Housing Commissioner**



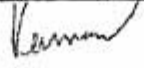
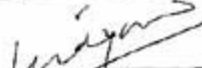
- To ensure the timely fixing of allotment/auction date & advertisement
- To ensure proper staffing in Estate Management Department
- To ensure timely approval of all indemnity bond refund cases
- To ensure timely approval of tour programs & T.A. Bills of Estate Managers/ Assistants/Deputy Housing Commissioners
- To ensure timely decisions on all references from Estate Management Officers
- To ensure timely sanction of all auction bids
- To ensure timely decision on all property change application

**Estate Manager/ Assistant Housing Commissioner/ Deputy Housing Commissioner**

- To ensure Registration for upcoming projects
- To ensure timely issue of registration certificate
- To ensure timely authorization of refunds
- Signing of refund checks where entrusted
- Convener for allotment/auction of properties through allotment/ Auction Committee
- To ensure proper Bank facility to customers
- To ensure timely issue of allotment letter/ Sale Deed/ Possession Letter
- To ensure follow-up of all legal cases on behalf of the Board regarding registration, allotments etc.
- To ensure timely recovery of the cost of property sold
- To ensure timely redressal of grievances of allottees/registered persons
- To ensure timely disposal of mutation and other application of allottees
- To ensure timely remittance of money collected through Banks
- Overall responsibility for excellent performance of all activities of Estate Management Offices
- To ensure proper maintenance of Estate Management Offices

**Assistant Accounts Officer**

- Monitoring all refund applications
- Signing of cheques related to refund
- Issue of Registration Certificates where entrusted
- Other jobs entrusted by higher officers

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**Junior Accounts Officer/Supervising Officer**

- Checking and supervision of the job done by AG-III/ AG-II/ Accountants etc
- Getting Bank Statements
- Distribution of deposit slips to Accountants/ AG-II/ AG-III
- Remittance of amounts deposited in Banks to their Lucknow Branches
- Preparation and sending of MPR's and other periodical reports
- Preparing details of 2% additional Stamp Duty from District Registrar
- Other jobs entrusted by EMO/AHC

**Accounts Assistant (AG-II/ AG-I/ Accountant)**

- Maintenance of Ledgers of Allottees
- Maintenance of files of Allottees
- Processing of applications of allottees for lottery draw/ Auction
- Processing of Allotment Letters
- Processing of Sale Deeds
- Processing of Possession Letters
- Issue of notice/ Recovery certificates for recovery of arrears from allottees
- Issue of Non-Encumbrance Certificates
- Pursuance of Public Premises Act cases & other cases against allottees
- Issue of mutation certificate
- Issue of Tripartite Agreement
- All other matters related to allottees

**Registration Assistant (AG-II/ AG-III)**

- Maintenance of registration papers
- Maintenance of Registration registers
- Process for Refund Applications

**Establishment Assistant (AG-II/ AG-III)**


- Preparation of pay bills of staff
- Maintenance of Service Records

**Cashier (AG-II)**

- Maintenance of Cash Book
- Payment of Bills/ Preparation of Trail Balance
- Issue of Cheques to refund applications

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**Diary/ Dispatch Assistant (AG-III)**

- Receipt of application
- Diary of applications
- Sending applications to respective officials ear marked
- Dispatching of Orders and Letters
- Sending Letters by post

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Draft Regulations u/s 95 (1) (e) regarding  
officers and servants of the Board.

title

ement.

1. (1) These regulations may be called the  
Avas Evam Vikas Parishad (Duties of officers  
servants) Regulations, 1966.

itions.

(2) These shall come into force at once.

2. In these regulations, unless the context  
otherwise requires:-

(a) 'Act' or 'Adhiniyam' means the Uttar Pradesh  
Avas Evam Vikas Parishad Adhiniyam, 1965 (U.P. No. I of 1966).

(b) 'Housing Commissioner' means the Housing  
Commissioner of the Parishad.

(c) 'Board' means the Uttar Pradesh Avas Evam  
Parishad established under the aforesaid Act.

f Housing  
Commissioner.

3. The Housing Commissioner will be responsible  
for carrying out the decisions of the Board and for  
exercising supervision and control over the officers  
and servants of the Board. He will be its chief  
executive officer and, subject to the general  
control of the Board, shall also exercise the  
following powers:-

(a) Subject to the provisions of the Act and  
rules and regulations, to exercise supervisory  
control over the acts and proceedings of all  
officers and servants of the Board, and to decide  
questions relating to their service, salaries,  
allowances, benefits and privileges.

(b) To make appointments and promotions  
of the Board on such posts as may be

(d) To grant such leave admissible under the rules and regulations framed under the Act to such staff of Board's office as may be decided by the Board.

(e) To act as drawing, disbursing and controlling officer for all disbursements in the Board's office in respect of pay, travelling and other allowance contingencies, Provident Fund advances, leave and pensionary contributions.

(f) To be the controlling officer in respect of his own travelling allowances and the travelling allowance of the Members and class I and class II officers of the Board.

Provided that the Chairman shall be the controlling officer in respect of his own travel allowance.

(g) To deal with disciplinary matters relating to establishment in the Board's office.

(h) To institute, defend or withdraw from any legal proceedings and admit, compromise or withdraw any claim on behalf of the Board upto a valuation of Rs.10,000/-.

(i) To authorise the Accounts Officer to investigate claims for arrears of pay, allowances and increments that remain in abeyance for a period exceeding one but not exceeding five years, and to sanction payment of full arrears.

(j) To cause a housing and improvement scheme to be framed and to place it for consideration before the Board or any committee appointed by it.

(k) To cause surveys to be made for the purpose of a housing or improvement scheme with the permission of the Board or any committee appointed by it for

(m) Subject to the provisions of the rules subject also to such restrictions as may be by the Board, to make all acquisitions of property on behalf of the Board.

(n) To accord ~~xxxxxxx~~ financial sanction to the cost of projects not exceeding ten thousand rupees.

(o) To authenticate, under his own signature orders, instructions and decisions of the Board.

(p) To correspond on behalf of the Board.

(q) To perform such duties as he is directed under the Act or the rules and regulations thereunder, ~~xxx~~ to perform.

(r) To take, in any emergency, such action as he may deem necessary for the service or safety of the public, or for the protection of the property of the Board, in any emergency shall require notwithstanding that such action cannot be taken without the approval of the authority of the Board;

Provided that the Housing Commissioner report at a meeting of the Board following the taking of such action to the Board the reasons for doing so and the cost, if any, incurred or likely to be incurred by the consequence of such action not already covered by the budget grant;

Provided further that the Housing Commissioner shall not exercise his powers under this clause in the expenditure likely to be incurred over the budget grant in taking the particular action if

(i) exceed Rs.10,000 or, where the Chairman

**बैठक में विचार-विमर्श के उपरान्त सर्व सम्मति से निम्नवत् निर्णय लिये गये :-**

मद संख्या	विषय	निर्णय
1	2	3
1-	परिषद की १८२वीं बैठक दिनांक २२.१.२००२ के कार्यवृत्त की पुष्टि।	पुष्टि की गयी।
2-	परिषद की १८२वीं बैठक दिनांक २२.१.२००२ की अनुपालन आख्या।	अनुमोदित।
3-	परिषद के अवलोकनार्थ टिप्पणियों की सूची प्रथम एवं द्वितीय।	अनुमोदित। यह निर्णय लिया गया कि रु० १५ करोड़ तक की वित्तीय स्वीकृति का अधिकार आवास आयुक्त को होगा, रु० १५ से ५ करोड़ की वित्तीय स्वीकृतियाँ मा० अध्यक्ष की सहमति से जारी की जा सकेंगी तथा रु० ५ करोड़ से अधिक की स्वीकृतियाँ जारी करने हेतु परिषद की उपसमिति अधिकृत होगी, जिसके सदस्य निम्न होंगे :- १-मा० अध्यक्ष - अध्यक्ष २-आवास आयुक्त - सदस्य ३-आवास विभाग के प्रतिनिधि श्री संजय भूसरेड्डी, विशेष सचिव ४-वित्त विभाग के प्रतिनिधि:- सुम्री रिम्ता चौधरी, विशेष सचिव
4-	वित्त वर्ष २००१-०२ के पुनरीक्षित एवं वित्त वर्ष २००२-०३ हेतु प्रस्तावित आय-व्ययक।	अनुमोदित। लक्ष्य की प्राप्ति हेतु स्तरीय सलाह प्राप्त करने के लिये अध्यक्ष से विचार विमर्श के उपरान्त आवास आयुक्त स्तरीय सलाहकारों/सलाहकार संस्थानों की सेवाएं प्राप्त करेंगे। विभिन्न सलाहकार सेवाओं के लिये बजट में रु० ५०.००(पचास) लाख मात्र का प्रावधान किया जाये।
5-	वित्तीय वर्ष १९९६-९७ की पुनरीक्षित बैलेन्स शीट व आय-व्यय खाते के संबंध में।	अनुमोदित।
6-	वित्तीय वर्ष २०००-०१ की बैलेन्स शीट के संबंध में परिषद के लिए व्याख्यात्मक टिप्पणी।	अनुमोदित। यह भी निर्णय लिया गया कि आयकर अधिनियम के परिप्रेक्ष्य में परिषद के वित्तीय हितों को सुरक्षित रखने के दृष्टिकोण से बैलेन्स-शीट की पुनर्संरचना (re-structure)

प्रशासनिक:-

1. वित्त एवं लेखानुभाग में कार्यरत अधिकारियों कर्मचारियों से संबंधित पटल में परिवर्तन करना।
2. आकस्मिक अवकाश स्वीकृत करना।

वित्तीय:-

1. परिषद के समस्त कार्यालयों को फण्ड अवमुक्त किये जाने का अनुमोदन करना।
2. फण्ड का विनियोजन करना।
3. कन्टीजेंसी व्यय हेतु ₹0 25000/- तक की स्वीकृति निर्गत करना।
4. यात्रा देयको को पारित करना।
5. सी०पी०एफ०अग्रिम स्वीकृत करना।

कर्तव्य

1. बजट तैयार कराकर अनुमोदित कराना तदनुसार बजट का आवंटन व नियंत्रण।
2. वार्षिक लेखे तैयार कराकर, महालेखाकार से सम्परीक्षण कराना तथा विधान सभा में प्रस्तुत कराना।
3. सी०पी०एफ० से अग्रिम की स्वीकृति एवं सेवा निवृत्त/मृतक कर्मचारियों से संबंधित समस्त देयों को स्वीकृत करना।
4. परिषद के आय-व्यय से संबंधित अभिलेखों के रख-रखाव का पर्यवेक्षण।
5. परिषद के आन्तरिक सम्परीक्षण संबंधी कार्यों का पर्यवेक्षण।
6. परिषद के विभिन्न अनुभागों से महालेखाकार के सम्परीक्षण प्रतिवेदनों का अनुपालन, आडिट पैरा एवं पी०यू०सी० प्रस्तारों पर आख्या तैयार कराकर शासन को प्रेषित कराना।
7. 2% अतिरिक्त स्टैम्प शुल्क से इन्फ्रास्ट्रक्चर मद में प्राप्त राशियों का रख-रखाव।
8. पूर्व में वितरित किये गये जनता ऋण की बकाया धनराशि की बसूली आदि का अनुश्रवण।
9. परिषद के विभिन्न प्रकरणों पर वित्तीय परामर्श देना।

  
(एच०डी०सिंह)  
वित्त नियंत्रक

3.1 कृपया निम्न शरूप पर अधिकारियों एवं कर्मचारियों की शक्तियों एवं कर्तव्य का विवरण उपलब्ध कराएं।

पद का नाम	वित्त अधिकारी		
शक्तियाँ	प्रशासकीय	1.	शून्य
		2.	
		3.	
		..	
		..	
	वित्तीय	1.	6.25 लाख/- तक की खर्चों के
		2.	हस्ताक्षर (सहस्रहस्ताक्षर) का निरीक्षण
		3.	प्रबंधन
		..	
		..	
		..	
कर्तव्य	अन्य	1.	शून्य
		2.	
		3.	
		..	
		..	
		1.	वित्त एवं लेखा विभाग के
		2.	सोफ्ट-वेयर पर सॉफ्टवेयर
		3.	कार्यों के निष्पादन का कर
		..	
		..	

3.1 कृपया निम्न प्रारूप पर अधिकारियों एवं कर्मचारियों की शक्तियों एवं कर्तव्य का विवरण उपलब्ध कराएं।

पद का नाम		सुपरिन्टेंडेंट ऑफिसरी
शक्तियाँ	प्रशासकीय	1. 2. 3. .. ..
	वित्तीय	1. वित्तिय बजट तैयार करना 2. ₹50000/- तक के खर्चों को जारी करना (मजाल एस्टिमेट) 3. .. ..
	अन्य	1. निम्न प्रशासनिक कार्यों को अंजित करना 2. वित्तिय कार्यों को अंजित करना 3. आदरणीय वित्तिय सहायता को अंजित करना 4. सुपरिन्टेंडेंट ऑफिसरी को अंजित कार्य 5. फंड प्रीमियम लेखा को अंजित कार्य 6. वी.ए. को अंजित कार्य ।
कर्तव्य		1. 2. 3. .. ..