

**(ii) The powers and duties of its Officers and Employees.****(A) Chief Executive Officer, BBNDA**

- Executive Head of the Authority.
- Powers to sanction schemes/projects.
- Sanction expenditure on purchase of material through tendering mode, Rate Contract, etc.
- Accord Administrative approval & Expenditure Sanctions for new works and sanction expenditure on repairs and maintenance of equipments/machinery and works.
- To coordinate with other departments situated in the BBN area for ensuring planned development of the area.
- Member Secretary of the Governing Body and State Level Executive Committee of the BBNDA.
- To coordinate with all departments at the State Govt. level.
- Inspection of sites and ongoing works/schemes/projects etc.
- Implementation of Govt. Policies with reference to industrial developments, etc.

**(B) Deputy Chief Executive Officer, BBNDA**

- Head of the office of BBNDA.
- Divisional head for the Administration and Estate Divisions.
- To assist the Chief Executive Officer in general administration, formulation of Action Plan, etc.
- Exercise the powers delegated by the CEO.
- DDO, Controlling Officer for TA, DA, MR and other allowances.
- To conduct review meeting with the Officers of Implementing departments.
- Overall supervision of administration including stores/stationery and maintenance of record related to establishment including cash book/bill-vouchers/sanctions and payments, etc.
- To remit the monthly trial balance of the Administrative/Estate Division to the Finance Division.

**(C) Joint Controller (F&A)**

- Head of Finance Division and to act as Financial Advisor to C.E.O.
- To operate main account with the prior approval of the CEO.
- To sign checks as joint signatory with the other divisional heads.
- Approve all the accounts classifications of the expenditure made/receipt.
- To check the Trial balance and final accounts of the Authority.
- To supervise all accounts matters/Budget of the Authority.
- Controlling officer for TA and MR for employees of Finance Division.
- To act as DDO in the absence of Deputy Chief Executive Officer.
- Member of the Tender opening/purchase committees.
- To provide opinion to all the divisions on the matters of establishment and finance.
- Reporting Officer/reviewing Authority for ACRs of the staff posted in the Finance Division.

**(D) Section Officer(F&A)**

To assist Joint Controller (F&A) to:-

- Pre-audit all the bills presented for payment in all the Divisions of the BBNDA.
- Approve all the account classifications of the expenditure made.
- Check the periodical Trial balance and final accounts of the Authority.
- Supervise all accounts matters/Budget of the Authority.
- Member of the Tender opening/purchase committees in the absence of J.C. (F&A).
- Examine matters of establishment and finance.
- Reporting Officer for ACRs of the staff posted in the Finance Division.
- All accounts matters/audit/inspection of field offices also.

**(E) Executive Engineer**

- Head of the Projects division.
- To operate Projects division collection and withdrawal account.
- To accord technical sanctions for the works for which AA/ES has been accorded by the CEO.
- To inspect, monitor and test check the ongoing works before releasing the payments to the contractors, company, firms, etc.
- Reporting Officer/reviewing Authority for ACRs of the staff posted in the Projects Division.
- Controlling officer for TA and MR for the officers and officials of the division.
- Over-all supervision of the works being executed by the BBNDA.
- To exercise all powers as delegated under code, Rules, Delegation of Powers, etc., to the Divisional Head of Project Division.

**(F) Town and Country Planner**

- Head of the Planning division.
- To operate Planning division collection and withdrawal account.
- Controlling officer for TA and MR for the officers and officials of the division.
- Supervision over-all the work being executed by the Planning Division of the BBNDA.
- Inspection and monitoring all planning work under BBNDA.
- To accord planning permissions.
- To process cases for permission under section 118 of the Land Revenue Act to be accorded by State Govt.
- To grant NOC for the installation of Electricity and water connections.
- Reporting Officer/reviewing Authority for ACRs of the staff posted in the Projects Division.

**(G) Assistant Engineer (I) & (II)**

- To assist the Executive Engineer in the execution of work as assigned to them.
- Over all supervision on the works being executed by the Projects Division of the BBNDA.
- Verify measurements of works and bills for payments through running and final bill after test check.
- Inspection and monitoring of ongoing works in the field as well as at project sites.
- To maintain quality control mechanism for all works.
- To assist in preparation of estimates for new works.

**(H) Superintendent Grade-I**

- To supervise all the works relating to administration division i.e. passing of personal claims, establishment matters such as sanction of leave, annual increments, etc.
- To ensure that all dealing hands and diarist maintain all required registers and keep the same updated.
- To keep careful watch on the movement of Dak and files between Administrative Division and other divisions/ higher authorities.
- To ensure timely submission of time bound cases/returns.

- To ensure that all manuals, Rules, instructions, guard files and Precedent Registers of the sections are kept upto date.
- To ensure timely payments of salary/wages and all other claims of the officers/officials.
- To ensure proper maintenance of service records of the employees.

**(I) Assistant Town and Country Planner/Assistant Architects.**

- To assist the Town and Country Planner in the disposal of all cases pertaining to planning permission, section 118, NOC for installation of Electricity and water connections.
- To visit sites before proposing cases for planning permission.
- Overall supervision on allotted works being done in the Planning Division.
- To ensure speedy/proper processing of all the cases received in the Planning Division.
- To prepare and remit the weekly arrears statement of cases pending/disposed of by the Division to the Administration Division for review.
- All other works as assigned by the higher authorities.

**(J) Tehsildar/Kanungo**

- To prepare cases for the transfer of Govt. land in the name of the BBNDA.
- To remove encroachments made on the govt. land in BBN area.
- To undertake demarcation of the land/sites.
- To deal with all the matters pertaining to the BBNDA under the Land Revenue Act.

**(K) P.A. to C.E.O**

- He is directly attached to CEO and works under him.
- Maintaining the day to day meeting index.
- To attend the telephone calls of officer Incharge.
- Dictation and typing work.
- Other duties assigned by the officer Incharge.
- Custodian of ACRs of all Employees.

**(L) Accountants**

- Checking of bills of payments in the respective division and get the same passed from the competent authority, prepare cheques/payments etc.
- Maintenance of cash book/ledgers/registers of all the Inventories/EMD/Securities, etc.
- Preparation/consolidation of final accounts i.e. stock accounts, receipt and payment account, income and expenditure accounts.
- Preparation and compilation of accounts, deposit of TDS/Sales tax of the contractors/consultants/companies and preparation/submission of Income Tax Returns of the concerned division.

(M) **Sr./Jr. Assistant:**

- Opening and maintenance of files, deal the cases including noting and drafting, recording of files, maintenance and updating the various types of data and maintenance of various registers.
- Establishment matters including recruitment and promotion, maintenance of service records, preparation of leave accounts, pension papers, disciplinary matters and personal files, etc.
- Fixation of pay, posting, transfer finalization of seniority lists and to deal with cases of Courts and other miscellaneous matters.

(N) **HDM**

- Preparation of estimates and drawings for the new works.
- Incharge of the Drawing branch.
- All other works as assigned by the AEs/E.E.

(O) **Junior Engineers:**

- Supervise execution of works of B&R and IPH/sewerage etc.
- Site reports and monitoring the progress of the works.
- Measurements of the works done and make record entries in the M.Bs.
- In charge of the stock and stores relating to works.
- Providing field data regarding preparation of estimates to the new works.

(P) **SPD/DM/JDM**

- To deal all the matters technical in nature pertaining to the planning permission and estimation/drawings in the projects division.
- All other works as assigned by the Divisional Heads.

**(Q) Clerks**

- To link up references.
- To maintain the records.
- Work as storekeeper, dispatcher, diarist, and typist.
- To dealing with other works as assigned by Divisional Heads.