

CHAPTER 3**Manual 2****Power and Duties of Officers and Employees**

(As per sections 4(1) (b) (ii) of RTI Act, 2005)

Sl.No.	Designation	Powers			Duties
		Administrative	Financial	Others	
1.	Chief Executive Officer	As per rules laid down in the MM Act and Government circulars and provisos.			Overall administration of the SMB
2.	Executive Officer	All except appointments and dismissal	Penalty for only up to Rs. 5000/-		Assist CEO in all matters
	Executive Engineer	No administrative powers	No financial powers		looks after all the Technical responsibility of the SMB
4.	Assistant Engineer				Assist E.E. in all technical matters of the SMB
5.	Health Officer	Registration of births & deaths			Looks after the SNPScheme of the SMB (under UP A) Registraton of births & deaths
6.	Additional Chief Water Works				Looks after the water supply services in the city
7.	Licensing Officer				Responsible for the regulation of shop & market of SMB. Toll gate & Parking collection & Hoardings
8.	Community Organizer.				Looks after the USEP scheme of UP A Cell
9.	Head Clerk				General administration of the office
10.	Superintendent				-do

Sl.No	Designation	Duties
1.	Sectional Officers	Responsible for preparation & monitoring of the scheme and project of the SMB Field assessment of holder
2.	Sectional Assistant	
3.	Electrician	Looks after the technical works of the Board
4.	Assistant Electrician.	Assist the electrician
5.	Accountant	Maintenance & record keeping of account of the Board
6.	Cashier	Assist the Accountant
7.	Waterworks Inspector	Inspection of water supply works & services to ensure

Sl.No	Designation	Duties
		efficiencies
8.	Fitter	Repair & maintenance of water works pipes, tanks etc
9.	Keyman	Regulation of water supply
10.	Water Works Mazdoors	Assist the fitter
11.	Senior Sanitary Inspectors	Monitoring the daily cleanliness of the city
12.	Sanitary Inspectors	-do-
13.	Conservancy Supervisors	-do-
14.	Head Jamadars	-do-
15.	Collection Inspector	In-charge of daily collection of the Board taxes license fees & miscellaneous receipts
16.	Collection Supervisor	Assist the Collection Inspector
17.	Tax Collector	Collect taxes. License fees & miscellaneous receipts
18.	Licensing Inspector	Inspection of shops, markets, toll gate and parking lot
29.	Asst. Licensing Inspector	Same as License Inspector
33.	Nurse	Assist the Health Officer
34.	Upper Divisional Assistant	Put up file to Branches In-charge with suggest & comment of action required to be taken.
35.	Lower Division Assistant	Put up correspondence and files through UDA & Branch – in -charge
36.	Sub- Grade Clerk	As LDA
38.	Sweepers	Sweeps the road and footpaths
39.	Mazdoors	Clean the drains & overgrowth in such felling
40.	Drivers	Responsible for driving the vehicles
41.	Lorry Attendants	For collection of garbage from dustbins
42.	Tank Wagon Attendants	Assist the water works driver for supply of water by tanks
43.	Peons	-
44.	Cleaners	-
45.	Chowkidars	-