

Manual – 2

Powers and Duties of Officers and Employees

(A) **POWERS OF THE OFFICERS**

CHAIRMAN - The Chairman is Chairman of the Board of Directors of the Corporation.

Designation	Managing Director	
Powers	Administrative	The Managing Director is authorized to enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things in the name and on behalf of the Corporation as he may consider expedient for or in relation to any of the matters aforesaid or otherwise for purpose of the Corporation.
	Financial	The Managing Director is authorized to open bank accounts in the name of the Corporation and operate the same. The Managing Director is authorised to incur expenditure and make advances in running the affairs of the Corporation within the revenue and capital budget and other estimates approved by the Board of Directors from time to time and to incur expenditure on housing and other works schemes assigned to the Corporation by the Punjab Govt. as per estimates approved by the Board of Directors subject to any specific directions or delegations by the Board of Directors.
	Others	The Managing Director, Punjab Police Housing

		<p>Corporation (hereinafter referred to "Corporation") has been authorized by the BOD to appear for and institute, prosecute and defend all actions, claims and proceedings in any court of law, anywhere in India, Civil, Criminal or Revenue; including High Court or before Tribunal of Arbitration or any other Tribunal; Industrial Courts; Income Tax and Sales Tax authorities/ Tribunals, and in general any other authority constituted under law either of original jurisdiction or appellate court / authority whether by and on behalf of the Corporation or against it to act and plead and to sign and verify all plaints, written statements, replications / rejoinders, writ petitions, replies and rejoinders thereto, applications, petitions or documents, to swear affidavits, counter affidavits and in general all other pleadings and to take all such steps as may be legally required to be taken in connection with or concerning thereto AND to sign the Memorandum of appeals revisions, reviews and applications / petitions and to present them and to accept reply thereto AND to enforce judgements, execute any decree or order AND to sign the Vakalatnama or authority letter in favour of the Advocate / representative of the Corporation.</p> <p>The Managing Director has been authorized by the BOD to sub-delegate the powers delegated to him by the Board of Directors to any officer to the Corporation to the extent deemed fit.</p>
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Name	Chief Engineer	
Powers	Administrative	Powers to appear on behalf of the Corporation and institute, prosecute and defend all actions, claims and proceedings in any court of law, anywhere in India, Civil,

		Criminal or Revenue; including High Court or before Tribunal of Arbitration, in the matter concerning Works and Supplies undertaken by the Corporation, and in general, any other authority constituted under law either of original jurisdiction or appellant court/ authority, whether by and on behalf of the Corporation or against it, to act and plead and to sign and verify all complaints, written statements, replications/rejoinders, writ petitions, replies and rejoinders thereto, application, petitions or documents to swear affidavits, counter affidavits and in general all such steps as may be legally required to be taken in connection with or concerning thereto AND to sign the memorandum of appeals, revisions, reviews and to sign the vakalatnamas or authority letter in favour of the Advocate/ representative of the Corporation.																		
	Financial	NIL																		
	Others	He is also Arbitrator of the Corporation.																		
Name	Manager (F&A)																			
Powers	Administrative	NIL																		
	Financial	The Manager (Finance & Accounts) has been sub-delegated the following Financial Powers :- <table border="1" data-bbox="678 1348 1430 1869"> <thead> <tr> <th>SR. NO.</th> <th>DESCRIPTION OF THE POWER</th> <th>EXTENT</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Sanction & signing of Pay Bills as per pay scales fixed by Govt.</td> <td>Full Powers</td> </tr> <tr> <td>2.</td> <td>Sanction and signing of TA Bills in respect of each journey</td> <td>Rs. 1,000/-</td> </tr> <tr> <td>3.</td> <td>Payment of Electricity & water bills of the building occupied by the Corporation.</td> <td>Full powers</td> </tr> <tr> <td>4.</td> <td>Payment of Telephone Bills</td> <td>Rs. 1,000/-</td> </tr> <tr> <td>5.</td> <td>Payment of POL Bills</td> <td>Rs. 7,000/-</td> </tr> </tbody> </table>	SR. NO.	DESCRIPTION OF THE POWER	EXTENT	1.	Sanction & signing of Pay Bills as per pay scales fixed by Govt.	Full Powers	2.	Sanction and signing of TA Bills in respect of each journey	Rs. 1,000/-	3.	Payment of Electricity & water bills of the building occupied by the Corporation.	Full powers	4.	Payment of Telephone Bills	Rs. 1,000/-	5.	Payment of POL Bills	Rs. 7,000/-
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4.	Payment of Telephone Bills	Rs. 1,000/-																		
5.	Payment of POL Bills	Rs. 7,000/-																		

				per vehicle per month

		6.	Payment of Repair & Maintenance bills of vehicles on each occasion	Rs. 1,500/-	
		7.	Office Expenses on each occasion	Rs. 500/-	
		8.	Purchase of stationery in emergent cases	Rs. 500/-	
		9.	Reimbursement of Medical Bills (In Door)	Rs. 500/-	
		10.	Staff Welfare	Rs. 500/- P.M.	
		11.	Local Conveyance	Rs. 100/- P.M.	
		12.	Drawal of cash for office use on one occasion	Rs. 20,000/-	
	Others	Besides above, the following powers of signing of cheques have been sub delegated:-			
		Nature of Power	Extent of Power	Delegated/Sub delegated to	Remarks
		Signing of cheques and Realisation of securities	Full Powers	Chairman-cum- Managing Director jointly with the Manager (F&A) or Deputy Controller (F&A)/ Assistant Controller (F&A)	
				Manager (F&A) jointly with the Deputy Controller (P) or Joint Controller (W)	When Manager (F&A) and any one of the Deputy Controller (F&A) present.

				Deputy Controller (F&A) Payment and Joint Controller (F&A) – Works jointly	In the absence of Manager (F&A).
				Manager (F&A) jointly with Assistant Controller (F&A)	In the absence of both the Deputy Controllers.
Name	Manager (P&A)				
Powers	Administrative	<p>Powers to appear on behalf of the Corporation and institute, prosecute and defend all actions, claims and proceedings in any court of law, anywhere in India, Civil, Criminal or Revenue; including High Court or before Tribunal of Arbitration, in the matter concerning Works and Supplies undertaken by the Corporation, and in general, any other authority constituted under law either of original jurisdiction or appellate court/ authority whether by and on behalf of the Corporation or against it to act and plead and to sign and verify all complaints, written statements, replications/rejoinders, writ petitions, replies and rejoinders thereto, applications, petitions or documents to swear affidavits, counter affidavits and in general all such steps as may be legally required to be taken in connection with or concerning thereto AND to sign the memorandum of appeals, revisions, reviews and to sign the vakalatnamas or authority letter in favour of the Advocate/ representative of the Corporation.</p>			
	Financial	NIL			
	Others	NIL			

Name	Chief Engineer
Duties	<p>i) Chief Engineer is the professional adviser of the Corporation and is responsible for the efficient execution of the construction activities. He is also adviser on all the technical matters to the Chairman-cum-Managing Director of the Corporation.</p> <p>ii) Chief Engineer is required to prepare annual work plan relating to the works under his control as soon as possible in the first quarter of the financial year.</p> <p>iii) It is the duty of the Chief Engineer to ensure that the budget allotments of the year are fully expended so far as is inconsistent with general economy and the prevention of large expenditure in the last months of the year.</p> <p>iv) It is the duty of the Chief Engineer to exercise effective control upon the Executive Engineers working in the field divisions and to ensure that funds are being utilized for the purpose for which these have been sanctioned in the estimates.</p> <p>v) It is the duty of the Chief Engineer to monitor the progress of the works being executed in the field divisions in the different wings. He is also to ensure that works are to be completed within the stipulated period.</p> <p>vi) It is the duty of the Chief Engineer to bring all the lapses of technical staff to the notice of the Chairman-cum-Managing Director from time to time.</p> <p>(b) <u>ARCHITECT</u></p> <p>i) The Architect of the Corporation is responsible for preparing the drawings of the various works on the basis of duly approved designs by the competent authority.</p> <p>ii) The Architect also visits the works under construction to ensure that the architectural designs are being followed by the executing agencies during the construction process.</p> <p>(c) <u>EXECUTIVE ENGINEERS:</u></p> <p>i) The Executive Engineer is incharge of the divisional office and is responsible for all the construction activities and is also answerable to the</p>

- Chief Engineer.
- ii) The Executive Engineers are responsible that proper measurements are taken for all the construction activities in accordance with plans and estimates sanctioned by the competent authorities from time to time.
 - iii) The Executive Engineer is required to report immediately to the Chief Engineer for a serious accident or unusual occurrence resulting in a serious injury or death of any person or damage to any work.
 - iv) The divisional engineer is responsible for the preparation of project design and estimates for the new works. It is also part of his duty to organize and supervise the execution of work and to see that these are suitably and economically carried out with material of good quality.
 - v) It is the duty of the Executive Engineer not to commence the construction of any work or expending any funds of the Corporation without the sanction of competent authority.
 - vi) It is the duty of the Executive Engineer that the accounts of the work are closed immediately after its completion.
 - vii) It is the duty of the Executive Engineer that the Monthly accounts, Imprest accounts, Store/Stock accounts are being submitted regularly to the appropriate authorities.
 - viii) The Executive Engineer is responsible for the correctness, in all respects, of the original records of cash, stores, receipts and expenditure and to ensure that the complete vouchers are secured.
 - ix) The Executive Engineer is responsible that expenditure is not being incurred over and above the sanctioned estimates and availability of funds for that project.
- (d) **SUB DIVISIONAL ENGINEERS**
- i) The Sub Divisional Engineer is primarily responsible for all the construction activities being executed in the sphere of his duty and is answerable to the Executive Engineer.
 - ii) It is the duty of SDE to ensure that materials are issued to the contractor in accordance with the sanctioned estimate after completing all the necessary

formalities.

- iii) The SDEs are responsible for the correctness of the entries recorded in the measurement books. He is further to ensure that entries in the measurement book have been made in accordance with physical progress of work.

(e) **JUNIOR ENGINEERS**

- i) Junior Engineers of the Corporation are responsible for the supervision of proper execution of the construction works, stores and details of equipments in their charge.
- ii) They are responsible to maintain proper record of the measurement books of the works and preparation of bills of the works executed.
- iii) They are responsible to get the works executed as per the P.W.D. specifications and guidelines issued to them from time to time by their seniors.
- iv) They are responsible for the preparation of detailed estimates of the works.
- v) They are also responsible for the use of good quality material for the construction of buildings and houses for the Govt. departments.

MANAGER (FINANCE & ACCOUNTS)

- i) MFA is an important functionary of the Corporation. He is directly responsible to exercise adequate control on the finances for the proper management of funds.
- ii) It is the duty of CFA that revenue budget estimates and work plans are placed before the BOD in the first quarter of the financial year for the smooth pace of construction activities.
- iii) It is the duty of CFA to prepare the funds flow position of the Corporation and to ensure sufficient availability of funds vis-à-vis construction activity of the Corporation.
- iv) He is required to render advice on all the matters involving financial implications/expenditure to prevent any financial irregularities.
- v) He is to ensure that the reconciliation of bank accounts, reconciliation of

stock account and annual physical verification of stock is being done in the time bound programme.

- vi) He is responsible for the finalisation of annual accounts within the stipulated period and preparation of balance sheet, duly audited by the statutory auditors and place the same in the meetings of Board of Directors/ Annual General Meetings.
- vii) He is to ensure that meetings of Board of Directors are convened at regular intervals and further to ensure that agenda items are being submitted to the members of the Board of Directors at appropriate time. He is further to ensure that minutes of the meeting of the Board of Directors are being submitted regularly and promptly to the all concerned.
- viii) He is responsible that audit paras framed by the Accountant General, Punjab, are being attended to regularly and replies thereto are submitted promptly and within the stipulated time.

(b) **JOINT CONTROLLER, FINANCE (WORKS)**

- i) He is responsible for payment of medical, TA bills, salary and other personal claims of the staff.
- ii) Timely deposit of GPF, Income Tax, EPF and other deductions made from the salaries of the employees.
- iii) Checking and payment of contractor bills and proper maintenance of contractor ledgers.
- iv) Filing of various returns at proper intervals to the appropriate authorities.
- v) He is answerable to the CFA for any deficiency noticed in the duties assigned to him.

(c) **DEPUTY CONTROLLER, FINANCE (PAYMENTS)**

- i) Compilation of agenda items, circulation of proceedings, minutes of Board meetings record and other secretarial record.
- ii) Checking of cash book and General main ledger, trial balance and compilation/consolidation of accounts of the head office including field divisions.

- iii) Checking and issuance of cheques, bank reconciliation and office chest.
- iv) Checking of the imprest accounts of the divisions.
- v) Proper investment of funds, transfer of funds and repayment to the financial institutions.
- vi) Raising of loans from the financial institutions.
- vii) Preparation and review of the budget of the Corporation.
- viii) Preparation of replies of the audit paras framed by the parties of Accountant General, Punjab.

(d) **ASSISTANT CONTROLLER (FINANCE & ACCOUNTS)**

- i) He is responsible for the preparation of preliminary accounts for the preparation of trial balance/ balance sheet.
- ii) Reconciliation of bank accounts every month and put up to the CFA through Deputy Controller Finance (Payments).
- iii) Checking of cash book and to maintain the requisite cash balance in the chest.
- iv) He is to assist to the Deputy Controller Finance (Payments) and CFA for day-to-day working of the Corporation.

3. **ADMINISTRATIVE WING :**

(a) **MANAGER (P&A)**

- i) He is responsible to control administration at the Head Office level as well as at the field level. He is answerable to the Chairman-cum-Managing Director of the Corporation.
- ii) To prepare the seniority lists of all the categories of staff at the required intervals and get it finalized with the approval of competent authority.
- iii) He is to ensure adequate supply of stationery articles and purchases of required infrastructure at appropriate time.
- iv) He is to exercise strict control over the Corporation vehicles and their movement/repair and maintenance thereto.
- v) To keep a watch over the progress of the Departmental Enquiries.
- vi) He is responsible for defending the interests of the Corporation in various

Courts/Tribunals etc.

- vii) He is responsible for the maintenance of personal records of the employees of the Corporation.
- viii) He is responsible to deal with the service matters and representations of the employees and other duties as assigned to him from time to time by the Chairman-cum-Managing Director.

4. **MINISTERIAL STAFF**

(a) **SUPERINTENDENT**

- i) The office Superintendents of the Corporation are responsible to get routine work done from the ministerial staff attached with them.
- ii) They are responsible for up-keep of the official record and concerned office premises and other duties as assigned to them from time to time by their officers incharge.

(b) **MINISTERIAL STAFF**

The ministerial staff works under close supervision of their supervisory officers. The ministerial staff is responsible for the proper maintenance and upkeep of office record in their charge and to assist their officers in proper discharge of their duties.