

## **CHAPTER 3**

### **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. CHAIRPERSON:**

Shall have over all supervision over the affairs of the Authority.

**2. VICE CHAIRPERSON:**

Shall subject to the overall supervision of the Chair Person; exercise all the executive functions of the Authority.

**3. SECRETARY:**

- a. All matters relating to establishment
- b. Disposal of Houses/ Sites/ Shops/ Office accommodation to the needy public as per the orders of the Government issued from time to time.
- c. Co-ordinate Authority and Executive committee meetings.

**4. Planning Officer:**

Preparation of Master Plan/ Zonal Development Plans/ Layout Plans and implementation of development control rules and regulations.

**5. Executive Engineer:**

Execution of Housing and Sites & Service Projects by providing all infrastructure facilities such as roads, drains, electricity and other related usages.

**6. Accounts OFFICER:**

Preparation of Monthly Accounts, Annual Accounts, Budget proposals, receipt of amount and payment thereof and behalf of NUDA and preparation of Audit report and get the account audited through A.G. AP, Hyderabad and all related finance control thereof.