

## **Section 4 (1) (b) (ii)**

The duties of officers and employees in the office of Assistant Commissioner (Removal of Encroachment)

### **A. Administrative**

1. To look after daily administrative work.

### **B. Financial**

1. To sanction miscellaneous bills upto Rs. 2000/-
2. To invite tenders and work according to administrative principles .

### **C. Others**

1. To assist officers and employees in 24 administrative offices in carrying out removal of unauthorized construction & encroachment.
2. To take follow up of the unauthorised construction in the concerned ward.
3. To provide manpower, machinery, police force to 24 administrative wards for demolition unauthorized work.
4. To assist in carrying out big removal of unauthorized construction & encroachment to wards.
5. To take action on unauthorized hawkers.
6. Periodical verification of registers related to unauthorized constructions which are maintained by Designated Officers of respective administrative wards and to see that same are completed.

### **Duties Asstt.Commissioner (R.E.)**

1. All administrative work of Removal of Encroachment Department
2. Supervision & control on working of Technical & Non technical staff working under him.
3. Submission of reports to D.M.C.(R.E.), A.M.C.(City) /M.C.

### **Duties of Administrative Officer**

1. Administrative work of Establishment.
2. Supervision & Control on working staff staff of Establishment
3. Administrative control on Sap Work. Supervision on Police Bandobast payment only.
4. Guide to Establishment staff regarding Pension of employees, Roster, Promotion, Budget & Proposals.

### **Duties complaint Officer**

5. Forwarding the complaints letters received at A.C.(R.E.)City's Office to the respective ward offices / respective authorities for further necessary action and to take follow up of the same.
6. To make follow up with all M.C.G.M. wards regarding various reports (daily / weekly/ monthly) , compilation of data received and to prepare the compiled reports, to prepare presentation data, files of the same for presentation in various meeting, etc.
7. To assist the concerned officers in preparing reply /notes, etc. of Starred /Unstarred Lagislative Asembly Question, Objections, Lakshdhyavedhi, Kapat Suchna and forwarded the same to respective section.

### **Duties of Labourer**

1. To report the site of demolition as per order of J.E./S.E./Mukadam for demolition
2. To do the work of demolition and other related works in the direction of ward Mukadam /J.E..S.E./D.O.
3. To do the work of demolition and other related works in the direction of Lorry Inspector / License Inspector of ward, etc.