



THE INFORMATION PERTAINS TO

A.P HOUSING BOARD,
TELENGANA WING

UNDER SECTION 5 (i) (2) AND 4 (i) (b)

OF RTI ACT-2005

(As on 31-03-2016)

STATEMENT SHOWING THE NAMES OF THE OFFICERS DESIGNATION AS 1st APPELLATE

AUTHORITY, P.I.O & A.P.I.O IN A.P HOUSING BOARD, TELANGANA WING

UNDER RIGHT TO INFORMATION ACT, 2005 with effect from 02-06-2014

Sl. No.	SECTION	A.P.I.O (Technical mattes)	A.P.I.O (Administrative matters)	P.I.O	1 st APPELLATE AUTHORITY
1	Secretary	-	P.Krishnaiah AEO (Admin.) 98499 06414	A.Ramu Naik Secretary 98499 06402	G.Asok Kumar, IAS VC & HC
2	Land Acquisition Officer	-	AEO (Lands)	A.Ramu Naik 9849906406	
3	Estate Officer	-	Supdt (EO Sec)	Smt. G.Puspha 9849906437	
4	Project Co-ordinator	Dy.E.E. (PC)	-	Sk.Tajuddin 9849908958	
5	Circle – I	T.A to SE-I 98499 01384	-	N. Dhanunjaya SE-I 98499 06403	B.Raja Gopal Rao. Chief Engineer 9849906428
6	Circle – II	T.A to SE-II 99085 23085	-	Ch.Satyanarayana SE-II 8978833662	
7	South	AEO 98499 08846	Head Draughtsman	N.Dhanunjaya E.E 98499 06403	
8	Central	AEO 98499 06434	Head Draughtsman	K.Sudersshan Reddy E.E 98499 08847	
9	North	AEO 98499 06429	Head Draughtsman	M.N.Krupanand E.E 98499 06417	
10	Western	AEO 89788 67805	Head Draughtsman	Ch.Satyanarayana E.E 89788 33662	
11	Warangal	AEO 98499 06436	Head Draughtsman	K.Hanumantha Raju E.E 9849906428	
12	Nizamabad	AEO 98499 06435	Head Draughtsman	P.Sheshadri E.E 98499 06422	
13	MahbubNagar	AEO 98499 06432	Head Draughtsman	K.Srinivas E.E 99899 30823	

Names and address of all Divisions of A.P. Housing Board (TelanagnaWing), along with Phone Numbers.

Sl. No	Name of the Division	Address	Phone Number
(1).	Executive Engineer, North Division	O/o The Executive Engineer(Hg), North Division, A.P.Housing Board,Telangana Wing, Adjacent to Metro Water Board, Sanjeeva Reddy Nagar, Hyderabad – 500038.	040-23810547
(2).	Executive Engineer, Western Division	O/o The Executive Engineer (Hg), Western Division, A.P.Housing Board, Telangana Wing, Opp. Shivaparvathi Theater, Kukatpally, Hyderabad – 500 072.	040-23057233
(3).	Executive Engineer, South Division	O/o The Executive Engineer (Hg), South Division, A.P.Housing Board, Telangana Wing, 6 th ,Floor, Gruhakalpa Building, M.J.Road, Hyderabad – 500 001.	040-24732534
(4).	Executive Engineer, Central Division	O/o The Executive Engineer (Hg), Central Division, A.P.Housing Board,Telangana Wing, 6 th ,Floor,Gruhakalpa Building, M.J.Road, Hyderabad – 500 001.	040-24603571 Ext.-614
(5).	Executive Engineer, Nizamabad Division	O/o the Executive Engineer (Hg), A.P.Housing Board, Telangana Wing Nizamabad Division, Vinayak Nagar Colony, Nizamabad – 503 002.	0846-234844
(6)	Executive Engineer, Warangal Division	O/o The Executive Engineer (Hg), Warangal Division, A.P.Housing Board, Telangana Wing, Near Circuit House, Nakkalakunta, Subedari, T.B.Road, Warangal – 506 010.	0870-2577623
(7)	Executive Engineer, Mahabubnagar Division	O/o The Executive Engineer (Hg), A.P.Housing Board,Telangana Wing, Mahabubnagar Division,D.No.5-84/3,1 st , Floor, Syed Complex, Yenugonda, Mahabubnagar – 509 001.	08542-272239

**NAMES AND SUBJECT MATTER DEALING BY THE OFFICERS IN HED OFFICE
DESIGNATED AS APIOs, PIOs & 1ST APPELLATE AUTHORITY, APHB (TELANGANA
WING), UNDER RIGHT TO INFORMATION ACT.**

Sl. No.	PIO	APIOs	SUBJECT	TELEPHONE NO.	1ST APPELLATE AUTHORITY	TELEPHONE NO.
1	2	3	4	5	6	7
1	SECRETARY	Assistant Estate Officer (Admin)	Service matters & General Administration	9849906402	VICE CHAIRMAN & HOUSING COMMISSIONER	
2	LAND ACQUISITION OFFICER,	Assistant Estate Officer (Lands)	Matter related to excess land, lands & other landed property	9849906406		
3	ESTATE OFFICER,	Superintendent	Matter related to Estate Management i.e Allotment of HIG, MIG, LIG, EWS Houses/Flats and Shops other landed property	9849906437		
4	PROJECT CO-ORDINATOR,	Dy. Executive Engineer	Joint Ventures & HUDCO Loans.	9849908958		

**NAMES AND SUBJECT MATTER DEALING BY THE OFFICERS IN HEAD OFFICE
DESIGNATED AS APIOs, PIOs & 1ST APPELLATE AUTHORITY, APHB (TELANGANA
WING), UNDER RIGHT TO INFORMATION ACT.**

Sl. No.	PIO	APIOs	SUBJECT	TELEPHONE NO.	1ST APPELLATE AUTHORITY
1	2	3	4	5	6
1	Superintending Engineer. Hyderabad Circle-I	T.A., SE.HC-I	Matters related to the Divisions of EE, North, West & MBNR	9849901384	CHIEF ENGINEER
2	Superintending Engineer. Hyderabad Circle-II	T.A., SE.HC-II	Technical Matters related to the Divisions of EE, South, Central Nizamabad & Warangal	9908523085	

**STATEMENT SHOWING THE NAMES, PHONE NUMBERS AND EMAIL ADDRESS OF THE
PUBLIC INFORMATION OFFICERS IN A.P HOUSING BOARD, TELANGANA WING UNDER
RIGHT TO INFORMATION ACT, 2005.**

Sl. No	Section / Division	Public Information Officers	Phone Nos.	E-mail
1	Secretary, Hyderabad	A.Ramu Naik Secretary 98499 06414	040-24601135	secretary@aphb.gov.in
2	Land Acquisition Officer, Hyderabad	A.Ramu Naik LAO 9849906406	040-24603571 Ext.106	lao@aphb.gov.in
3	Estate Officer, Hyderabad	G.Pushpa EO 9849906437	040-24603571 Ext.111	eo@aphb.gov.in
4	Project Coordinator, Hyderabad	Sk.Tajuddin PC 9849908958	040-24603571 Ext.162	pc@aphb.gov.in
5	S.E.H.C.-I, Hyderabad	N.Dhanunjaya SE.HC-I 9849906403	040-24603571 Ext.258	se1@aphb.gov.in
6	S.E.H.C.-II, Hyderabad	Ch.Satyanarayana SE-HCII 8978833662	040-24603571 Ext.259	se2@aphb.gov.in
7	EE,Central Division, Hyderabad	K.Sudershan Reddy E.E 98499 06434	040-24603571 Ext: 614	eecentral@aphb.gov.in
8	EE, South Division, Hyderabad	N.Dhanunjaya, E.E 98499 06403	040-24732534	eesouth@aphb.gov.in
10	EE, Western Division, Hyderabad	Ch.Satyanarayana E.E 89788 33662	040-23057233	ee west@aphb.gov.in
11	EE, Warangal Division, Warangal	K.Hanumantha Raju E.E 98499 06428	870-2577623	ee wgl@aphb.gov.in
12	EE, Nizamabad Division, Nizamabad	P.Sheshadri, E.E 98499 06422	8462-234844	eenzb@aphb.gov.in
13	EE, Mahbub Nagar Division, Mahbub Nagar	K.Srinivas E.E 99899 30823	8542-272239	eebnr@aphb.gov.in

**NON-TECHNICAL STAFF OF A.P HOUSING BOARD ,TELANGANA N WING
ESTATE OFFICER (Estate Management)**

S.No.	NAME	
1	G.Pushpa	Addl. Charge

PUBLIC RELATIONS OFFICER, APHB, TELANGANA WING

S.No.	NAME	
1	J.SAIVARDHAN	ADDL CHARGE

ASST. ACCOUNTS OFFICER, APHB, TELANGANAN WING

S.No.	NAME	
1	J.Saivardhan	

ASST. ESTATE OFFICER (ADMINISTRATION), APHB,TELANGANAN WING

S.No.	NAME	
1	P.Krishnaiah	

ASST. ESTATE OFFICER (LANDS), APHB, TELANGANAN WING

S.No.	NAME	
1	P.Krishnaiah	Addl Charge

LIST OF ASST. ESTATE OFFICERS, APHB, TELANGANAN WING		
Sl.No.	Names	Place of working
1	P.Krishnaiah	A.E.O (ADMIN.)
2	Smt.M.Disha Devi	A.E.O (i/c)(CENTRAL)
3	Sri A.Mannan	A.E.O (i/c)(SOUTH)
4	Smt.S.Vimala	A.E.O (NORTH)
5	V.Vasu	A.E.O (i/c)(WESTERN)
6	M.Bhaskar	A.E.O(i/c) (MBNR)
7	Sanjeeva Reddy	A.E.O(i/c) (NIZAMABAD)
8	P.Krishnaiah	A.E.O (LANDS)
9	R.Jagadeshwar Rao	

LIST OF SUPERINTENDENTS, APHB, TELANGANAN WING

S.No	Names
1	Mohd.Abdul Mannan
2	T.A.Loiz Suzana
3	R.Bhona
4	M.Bhaskar
5	V.Vasu
6	B.K.Naga Seshudu
7	M.Padma
8	M.Disha Devi
9	R.Vivekanand
10	Ch.Sanjeev Reddy
11	A.Ram Babu

LIST OF SENIOR ASSISTANTS, APHB, TELANGANAN WING

S.No.	Names
1	M. Pranay
2	K.Niranjan

LIST OF JUNIOR ASSISTANTS, APHB, TELANGANAN WING

S.No.	Names
1	T.Balaram
2	G.Padmavathi
3	P.Prasad
4	S.Bhanuwardhan Reddy
5	S.Shivanand
6	A.L.Prakash

RECORD ASSISTANTS, APHB,m TELANGANAN WING

S.No.	Names
1	S.Shivnarayana

TYPISTS, APHB, TELANGANAN WING

S.No.	Names
1	- NIL -

LIST OF ATTENDERS, APHB ,TELANGANAN WING

S. No.	Names
1	C.Mallesh
2	P.Balwanth
3	K.Laxmi Narayana
4	Syed Nayeemuddin

LIST OF SWEEPER,APHB, TELANGANA WING

S. No.	Names
1	Manu Bai
2	T.Sarojini
3	Puspha Latha
4	K.Padma
5	P.Janakiram

**STATEMENT SHOWING THE NAMES OF THE TECHNICAL STAFF WORKING IN
A.P.H.B.TELANGANA WING**

1. **Chief Engineers**

S.No	Names
1.	B.Raja Gopal Rao (Addl Charge)

2. **Superintending Engineers**

S.No	Names
1	N.Dhanunjaya
2	Ch.Satyanarayana

3. **Executive Engineers**

S.No.	Names
1	N.Dhanunjaya
2	K.Sudershan Reddy
3	M.N.Krupanand
4	Ch.Satyanarayana
5	K.Hanumantha Raju
6	P.Sheshadri
7	K.Srinivas

4. **Project Co-Ordinator**

S.No	Name
1	Sk.Tajuddin

Deputy Executive Engineers

Sl. No	Names
1	K.Hanumantha Raju
2	V.S.N.Murthy
3	S.B.V.Subramaniam
4	G.Venkatarama Raju
5	Shaik Tajuddin
6	M.N.Krupanand
7	K.Sudershan Reddy
8	K.Venkat Reddy
9	K.Nagaraju S/o K.Subbaiah
10	Kishan
11	B.Bala Naik
12	S.Radha Krishna
13	K.Kiran Babu
14	C.Siva Prasad
15	G.Venkat Ramana Reddy
16	K.Satyanarayana Rao
17	P.Biksham
18	V.Venkateswara Rao
19	K.Ankamma Rao
20	M.Prabhakara Chary
21	M.Nageswara Rao
22	S.Bhaskar Rao
23	R.Chalpathi Reddy
24	K.Madhava Reddy

6. Asst. Engineers

S.No	Names
1	A.Ashok Reddy
2	N.Shankerjee
3	D.V.Krishnam Raju
4	Nasrullah Khan
5	S.Dasaratha
6	E.Ram Babu
7	K.J.Sudhakara Rao
8	G.Laxmi Narayana
9	M.Subbarayudu
10	P.Haridas
11	D.Buchirajam
12	T.Ramana Murthy
13	A.Ram Kumar
14	K.Janardhan Rao (PHC)
15	D.Deepak Srinivas
16	G.Satyavani
17	G.Umapathi
18	C.Purender
19	S.S.Joshi Raj
20	MVS.Shanker
21	K.Siva Prasad
22	G.Chander Rao
23	N.Venkateshwar Reddy
24	V.Prabhakar

7. Asst. Executive Engineers

S.No.	Names
1	M.Ravi Prasad

8. Blue Print Operators

S.No.	Names
1.	Nil

9. Draughtsman

S.No	Names
1	Habeeb Mahmood
2	D.Nageshwar Rao
3	G.Subramanyam

10. Drivers

S.No	Names
1	-NIL

11. LIST OF WROKCHARGED EMPLOYEES IN APHB,TELANGANA WING**(A) WORK INSPECTORS**

S.No	Names
1	AYCS MURTHY
2	K.MANIK REDDY
3	V.S.PRASAD
4	B.NARASINHA REDDY
5	R.RAGHU RAM KUMAR
6	K.V.VASANTH RAO
7	A.SREEDEVI
8	M.A.SALEEM
9	B.VENKAT RAO
10	P.BALA KRISHNA
11	N.MAHENDER REDDY
12	M.AJAY PRASAD
13	M.YELLAH
14	B.VENKATESHWARLU
15	M.CHANNA REDDY
16	SUDEEP RAJ SAXENA

(B) WATCHMAN

S.No	Names
1	M.BALA KRISHNA
2	P.MOGALAIAH
3	MOHD.YUSUF
4	G.MALL REDDY

5	K.ANJALIAH
6	V.LINGAM
7	CHANDRA SHEKHAR
8	V.RAVI KUMAR
9	C.VITTAL
10	B.LINGAMALIAH

(C) SWEEPER

S.No	Names
1	LAXMAMMA
2	K.SUVARNA
3	J.AGAMMA

LIST OF N.M.Rs IN NAPHB,TELANGANA WING

S.No	Names
1	MOHB.MAHABUB ALI
2	D.SRINIVASA MURTHY
3	K.VENKATI
4	G.LINGAM
5	CH.SHARADA
6	G.SRIDHAR REDDY
7	P.SAMBALIAH
8	T.RAJALINGAM
9	MALLALIAH

**STATEMENT SHOWING THE NAMES OF THE DEPUTATION OFFICERS WORKING IN
THE BOARD**

S.No	Name of the Officer	Designation
1	G.ASOK KUMAR, I.A.S	VC & HC
2	A.RAMU NAIK	Secretary (I/c)
3	SHIVA SHAENAPPA	Chief Planner
4	A.RAMU NAIK	LAO
5	SMT.V.UMA MAHESHWARI	Tahsildar

**ANDHRA PRADESH HOUSING BOARD, TELANGANA WING
ADMINISTRATIVE AND ACCOUNTS MANUAL**

1. INTRODUCTION :

1.1 The A.P Housing Board has come into existence with effect from 01-07-1960 under A.P Housing Board Act, 1956 by merging the erstwhile City Improvement Board, 1912 and erstwhile Town Improvement Trust, 1916 of twin cities. It has inherited the properties of these two organizations.

1.1.1 The Ex-City Improvement Board was formed in 1911 as a result of large scale devastations which the city of Hyderabad suffered due to the Musi Floods in 1908. Its main function was to attend to general improvement of city, opening out congested areas and forming of roads, construction of houses by removing slums and improvement of general sanitary conditions to safeguard public health. The town improvement trust of Secunderabad was formed in the year 1931 with more or less similar objectives with emphasis on development of lands.

1.1.2 The A.P Housing Board is the pioneering organization for development of various colonies in twin cities of Hyderabad and Secunderabad. Till 1971-72, the activities of the A.P Housing Board were confined to twin cities of Hyderabad and Secunderabad, and several colonies in the state headquarters which are considered to be posh and modern housing colonies today like; S.R Nagar, Vengal Rao Nagar, Mehdipatnam, Bagh Lingampally, Barkatpura, Vijay Nagar Colony, Marredpally etc., were constructed by A.P Housing Board.

1.1.3 Since 1973, the A.P Housing Board had extended its activities to the district headquarters and other urban areas in the district. Before the formation of the A.P State Housing Corporation, Which is presently implementing the Weaker Section Housing Programme, the A.P Housing Board was catering to the needs of Economically Weaker Sections category also.

1.1.4 The A.P.Housing Board, Telangana Wing is started functioning as a separate entity since the appointment day i.e. 02-06-2014. But the final bifurcation of the A.P.Housing Board has not completed.

2. OBJECTIVES :

2.1.1 The Objectives of the Board are as follows :

- i. Construction of house under Integrated / Composite Housing Schemes on hire purchase systems for low income group middle income group and higher income group.
- ii Sites and Services.
- iii Self Financing Schemes for High Income group and Middle Income Group.
- iv Construction of commercial complexes to be rented out to augment the Board's resources.

3. CONSTITUTION OF THE BOARD :

- 3.1.1 The A.P Housing Board is constituted as a statutory body and as per Section 4.1 of the Act the Board shall consist of Chairman, Vice-Chairman & Housing Commissioner, four non-official members and nine official members from other Organisations/Departments. List of Board members is enclosed at Annexure -I.
- 3.1.2 The Vice-Chairman and Housing Commissioner is the Chief Executive Officer of the Board and is responsible for implementing the resolutions of the Board or any committee thereof. The staff borne on the establishment of the Board shall be under Administrative control and supervision of the Vice-Chairman & Housing Commissioner.
- 3.1.3 For convenient and smooth transaction of official business, the office has been divided into five wings, namely;
1. Technical Wing
 2. Secretarial Wing
 3. Estate Management Wing
 4. Legal Wing
 5. Accounts Wing.

A STATEMENT SHOWING THE CHAIRMAN AND MEMBERS OF A.P HOUSING BOARD, TELNAMGA A WING

The Board has not constituted. The constitution of the Board is pending for finalization of Bifurcation of the Board.

TECHNICAL WING :

- 1.1. The Technical wing is headed a Chief Engineer and he is assisted by Dy. Chief Engineer of the rank of Executive Engineer at Head Office, three Superintending Engineers and twelve Executive Engineers at field level.
- 1.2. Two Circle offices i.e., Circle - I and Circle-II are located in city.
- 1.3. Out of seven divisions, four division offices i.e., Central, South, West and North are located in the city and three divisions, each having jurisdiction over 2 to 3 districts, are located at, Nizamabad, Warangal and Mahbub Nagal.
- 1.4. The progress of work at various stages is monitored by the Chief Engineer through prescribed periodical reports obtained from divisions, by conduction review meetings with the E.Es and S.Es and by site inspection. The Chief Engineer will put-up compiled reports to the Vice-Chairman & Housing Commissioner.
- 1.5. The Executive Engineer at division level will act as a Project Manager of that division and is responsible for all the activities in the division right from land acquisition, project formulation, project implementation, quality control to estate management and legal matters.
- 1.6. The detailed activities of Technical wing are given in a separate "WORKS MANUAL".
- 1.7. The other branches of technical wing are Project Co-ordination wing, Quality Control wing and Estimate Cell, each headed by an Executive Engineer.

PROJECT CO-ORDINATION WING

1. One Executive Engineer of the Board will act as project, he will directly report to the Vice- Chairman & Housing Commissioner. The activities of Project Co-ordination wing may be broadly classified as follows.

1. Formulation of schemes and funding arrangements.
2. Drawl of loans from Hudco and plan funds from Govt.
3. Preparation of annual administrative report and annual programme of the A.P. Housing Board.
4. Review meetings.
5. Training programme.
6. Implementation of the policy computerization.

QUALITY CONTROL DIVISION :

1. The Quality Control Division is headed by an Executive Engineer of the Board. The Quality Control Division is responsible to verify and report about the quality of construction with reference to Agreement specifications, APDSS and relevant I.S Codes. For this purpose they shall conduct filed visits and conduct tests on concrete, bricks, metal sand etc. After valuation of the test results, a report shall be submitted to the Vice- Chairman and Housing Commissioner.

2.1 SECRETARIAL WING

The Secretarial wing is headed by a Secretary, of the rank of Spl. Grade Dy. Collector and above, who is drawn on deputation from Revenue Department. The Secretary is assisted by Assistant Secretary, of the rank of Assistant Estate Officer, in Administrative matters.

- 2.2 The work relating to establishment matters viz, appointment, promotion, leaves Increments, transfers etc., pertaining to the officers and staff in addition to land Acquisition, legal matters is under the Secretarial wing.

RULES AND REGULATIONS:

The A.P Housing Board, Telangana wing following the Rules and Regulation on par with Government and Housing Board Act 1956.

3. LEGAL WING

- 3.1 The Legal wing is headed by a Law Officer, drawn on deputation from A.P Judiciary, who monitors who monitors effective disposal of legal cases filed by and against the Housing Board in various Courts. (**there is no sanctioned post of Law Officer to the APHB, Telangana Wing**)
- 3.2 The cases pending in various courts are entrusted to senior and experienced advocate of High Court and Civil Courts, who are appointed as Legal counsels by the Government.
- 3.3 The Legal wing shall pursue the cases with the legal Counsels for drafting of counters, filling of documents, making arrangements for adducing evidence etc., till the final disposal of the case.

4. ACCOUNTS WING:

- 4.1 The Accounts wing is headed by Chief Accounts Officer Drawn on deputation from Accountant General. The entire work relating to finance, accounting and audit is being dealt in Accounts wing. The Accounts of A.P Housing Board is audited by Local Fund Audit and A.G. Audit. (**there is no sanctioned post of Chief Accounts Officer to the APHB, Telangana Wing**)

DUTIES AND RESPONSIBILITIES OF SECRETARY

1. Converting of Board meetings including preparation of agenda notes and circulation to the members with the approval of Chairman.
2. Periodical review of follow-up action on the resolutions of the Board.
3. All establishment matters.
4. Telephones, Vehicles and Furniture.
5. Printing and Stationary.
6. L.A.Q & L.S.Q and Assurances.
7. Protocol.

DUTIES AND RESPONSIBILITIES OF LAW OFFICER

1. The L.O shall monitor effective disposal of legal cases filed by and against the A.P Housing Board.
2. Obtain para-wise replies from the officers of the Board and furnish to the Legal Counsels for drafting of counters, with the approval of Vice-Chairman & Housing Commissioner.
3. Ensure filling of counters within time.
4. Liaison between Housing Board and standing counsels in furnishing the required information.
5. Review the progress of court cases with the Legal Counsels and put-up a report to the Vice-Chairman & Housing Commissioner.
6. Monitor effective disposal of all court cases.
7. Furnishing of counters.

DUTIES AND RESPONSIBILITIES OF LAND ACQUISITION OFFICER

1. Land Acquisition and all the matters relating to the lands.
2. Leased land, sale of land/stray pieces.
3. In respect of enhanced compensation cases, the LAO shall take action to file implead party petition, with the approval of Vice-Chairman & Housing Commissioner.
4. Shall monitor the progress of all the Land Acquisition cases put up to the Vice-Chairman & Housing Commissioner.

DUTIES AND RESPONSIBILITIES OF CHIEF ACCOUNTS OFFICER

1. The Chief Accounts Officer is the Chief financial Adviser to the Board.
2. Ensure preparation of monthly and annual accounts. Budget, Balance sheet, statement of Assets and Liabilities, replies to Audit objections etc.
3. Repayment of loans borrowed from Government.
4. Pre-audit of all bills.
5. Cash book and reconciliation of Bank Accounts.
6. Checking of the final accounts of hire Purchase/rental allottee.
7. Pension matters.
8. Maintenance of G.P.F and family Benefit fund schemes.

DUTIES AND RESPONSIBILITIES OF ESTATE OFFICER

1. Issue of notifications for the Demand Survey and allotment of houses/flats/shops/ etc.,
2. Conducting auction of houses/flats/shops/etc. and drawl of lots for allotment and sale of residential houses and commercial complexes, in the cities and Districts.
3. Ensure collection of hire purchase installments, rents and lease amounts.
4. Review of Demand collection and Balance.
5. Disposal of vacant houses.
6. Disposal of grievance petitions by allottees/occupants.
7. Make periodical inspection of Divisions and report the short comings and remedial measures to be taken, to the vice-Chairman & Housing Commissioner.
8. Shall guide the A.E.Os and other Estate Management staff for improving the collections.

DUTIES AND RESPONSIBILITIES OF ASSISTANT ESTATE OFFICER

1. The Asst. Estate Officer shall be overall incharge of Estate Management in Divisions.
2. He/She shall redress the grievances of the Allottees.
3. Shall ensure collection of Installments/rents as per the target fixed by Vice-Chairman & Housing Commissioner.
4. To ensure that entries in various registers maintained in Divisions are upto date.
5. To set weekly target to each Assistant for issue of Demand/Provisions/Eviction notices and disposal of files.
6. Constitute special teams for collection drive with the approval of Executive Engineer. The A.E.O shall visit the colonies for collection drive along with the teams constituted for this purpose.
7. Submission of para-wise remarks and pursue with Legal counsels for disposal of the Court cases.
8. Ensure immediate registration of houses in favour of allottees who paid the total cost as verified by the Accounts wing.

DUTIES AND RESPONSIBILITIES OF SUPERINTENDENT

1. The Superintendent should be disciplined and honest. He should not divulge official information and secrets.
2. The Superintend should exercise effective supervision over the clerks under his control to prevent delay and arrears.
3. The Superintendent shall check personal, periodical and other registers and along pending currents critically, every week, to prevent delays and arrears.

4. The Superintendent should point out the delays and other irregularities and issue suitable instructions for avoidance of delays and rectification of defects.
5. The Supdt. Should guide his subordinates and extract qualitative output.
6. He/she has to ensure that all the letters received are disposed off within 3 days.
7. To ensure that in all the court cases para-wise remarks are prepared and counters are filed. He has to see that Directions of the courts, if any, are strictly implemented and followed up, to avoid any incidence of contempt/complications.
8. To attend to the audit and clearance of audit objections, if any.

DUTIES AND RESPONSIBILITIES OF SENIOR ASSISTANT

1. The Senior Assistant should be disciplined and honest. He should not divide official information and secrets.
2. The Senior Assistant is responsible for the safe custody of the files, registers, stock files and other records in his charge.
3. He/she shall keep all the Registers viz., Personal Register, Transmit Register etc. and files upto date.
4. Put-up all the letters received each day within a reasonable period, say 3 days, giving preference to urgent references.
5. Once in a month all the files will have to be taken out and brought in circulation.
6. To issue regular reminders and follow up.

DUTIES AND RESPONSIBILITIES OF JUNIOR ASSISTANT

1. The Junior Assistant should be disciplined and honest. He should not divulge official information and secrets.
2. The Junior Assistant is responsible for the safe custody of the files, registers, stock files and other records in his charge.
3. He/she shall keep all the Registers viz., Personal Register, Transmit registers etc. and files upto date.
4. Put-up all the letters received each day within a reasonable period, say 3 days, giving preference to urgent references.
5. Once in a month all the files will have to be taken out and brought in circulation.
6. The issue regular reminders and follow up.

DUTIES AND RESPONSIBILITIES OF RECORD ASSISTANT

1. The Record Assistant is responsible for maintenance of records.
2. He/she has to consult the Senior Assistants and Junior Assistants for proper placement of files and to trace out the required files.
3. Stick the files on disposal, List them out in triplicate for sending to 'Central Records' on orders of the Section Head.

DUTIES AND RESPONSIBILITIES OF PROJECT COORDINATOR

1. Preparation of Annual Administrative Report and Annual Programme of the Andhra Pradesh Housing Board.
2. Formulation of schemes and funding arrangements.
3. Drawl of loans from HUDCO and plan funds from Government.
4. Review meetings.
5. Conduct of Seminars, meetings and conference.
6. Training programs
7. Implementation of the policy of computerization.

ROLE OF FINANCE & ACCOUNTS

A.P Housing Board was established under section 3 of A.P Housing Board Act 1956 enacted by the state legislative and started functioning form 1st July, 1960. All the assets and liabilities of former city improvement Board, Hyderabad and Town Improvement Trust, Secunderabad were transferred to A.P Housing Board. According to Section 4 of the Act, the Board shall consist of the chairman, Vice-Chairman and Housing Commissioner and members appointed / nominated by the Government. The Vice Chairman and Housing Commissioner and members appointed / nominated by the Government. The Vice Chairman and Housing Commissioner is the Chief Executive officer of the Board.

A.P Housing Board is established to take up construction of houses in a big way to meet the growing demand for residential accommodation in cities and towns. Originally the housing activities of the Housing Board were confirmed to the twin cities (Hyderabad and Secunderabad) only till 1973 later they were extended to whole of the state. The Board has played a vital and laudable role in Building activity and providing both residential and commercial accommodation. The Board has so far constructed houses under various categories viz. H.I.G, M.I.G, L.I.G, and E.W.S throughout the state including 3,823 houses constructed by Ex-CIB and TIT and allotted to the general public on different schemes viz. Self Financing Scheme, Hire Purchase Scheme under 30%, 50% and 100% etc.

All the schemes / programmes are linked with finance. The main source of finance for implementing housing programmes is loans obtained from Hudco. The Government also provides funds as loans under plan funds. Funds are also raised from open market by issue of APHB Bonds, with the permission of R.B.I and Government. Apart from these, collections are being received from the allottees / applicants towards hire purchase installments, down payments and E.M.D on demand survey etc. The funds so received are centralized in the main office and being spent on execution of housing schemes, repayment of loans to the lending agencies with interest etc. It is at this stage, the Finance and Accounts wing play a vital role. The duty of Accountant is to account for all the transactions of monies received and spent. Similarly the function of finance is to plan for funds and to utilize them in the most useful manner.

A.P Housing Board is fully owned and controlled by the Government of Andhra Pradesh. The activities of the Board are accountable to the public at large and to the legislature. The Annual Accounts are to be got audited on yearly basis and a copy of annual report to be sent to the Government for publication in the A.P Gazettes. The annual report is the most important report which speaks about the financial position of the Board in a given year so that it is known to all the constituents about its operations and about its state of affairs.

PREPARATION OF ANNUAL ACCOUNTS:

According to Rule 41 of A.P Housing Board Rules, 1959, the Board shall submit to Government within two months from the close of the year, the annual report (which includes Annual Accounts) describing the activities of the Board during the year.

The preparation of Annual accounts should be started from April onwards. The Annual Accounts of the year are based on actual receipts and payments during the year. The Accounts of A.P. Housing Board are maintained based on commercial accounting system since 1982.

All the transactions whether receipts or payments arising in the divisions are entered in the divisional cash book maintained under double entry system. After compiling all the transactions of the division for the month, an abstract of receipts and payments i.e., monthly account is prepared and sent to the main office (Accounts Branch) along with all schedules, every month. Monthly accounts receiver from all the divisions are consolidated in the main

office (Accounts Branch) by posting them in the two digit and five digit registers every month. After completion of the financial year and also after making all necessary adjustments the receipts and payments accounts (Trial Balance) of all the transactions of the Board for the year under Capital. Revenue and Suspense accounts is prepared. Based on this account all the schedules A to Z required for the preparation of important statements viz: 1) Income and Expenditure 2) Balance Sheet are prepared. Then the two major statements 1. Balance Sheet and 2) Income and Expenditure of Board for the year are prepared. A note on the annual accounts is also prepared. After approval of the Vice-Chairman and Housing Commissioner, the annual accounts containing 1) Balance Sheet 2) Income and Expenditure 3) Receipts and payments and a note on annual accounts are placed before the Board for approval.

1) PREPARATION OF BUDGET:

According to Section 24 (a) (ii), (iii) & 3 of the A.P. Housing Board Act, 1956, the Board shall prepare and forward the Budget for next year (which includes schedule of the staff and officers and servants already employed and to be employed during the next year) to the Government by 1st December of each year, in such form as may be prescribed. The following information is required to prepare the budget.

1. Expenditure of the previous year.
2. Budget Estimate sanctioned for the year.
3. Actual expenditure during the first half of the current year i.e., April to September.
4. Probable expenditure for the 2nd half of the current year i.e., October to March.
5. Revised Budget estimates for the current year i.e., 3 and 4.
6. Budget estimate for the next year, based on Revised Budget estimates at S.1 no.5.

The Senior Assistant who looks after the compilation of budget should start work of calling for information from all officers of the Board i.e., all Divisions through Chief Engineer, Secretary, Estate Officer, Project Co-ordinator, Asst. Secretary (stores) from the month of 'September' onwards. The monthly Accounts from all Divisions up to September would likely be received by 20th of October, so that these Accounts can be compiled in Main office by end of October. The actual expenditure of the previous year can be taken from the compilation Register of five digits. On receipt of Budget proposals, the revised budget estimates will be

prepared taking into account to the actual expenditure for the first half year and the probable expenditure for the next half of the current year. Care should be taken to see that expenditure should not go beyond the probable receipts. The budget estimate can also be prepared for the next year. Keeping in view of probable receipts and expenditure. All this compilation work should be completed in November, itself so that the Revised Budget estimates for the current year and the Budget. Estimates for the next year can be placed before the Board in its meeting to be held in December. After approval of Budget by the Board the same will be forwarded to Government. A copy of the approved budget will be marked to all officers of the Board to restrict their expenditure to the Budget provision and if necessary to send re-appropriation proposals to Vice Chairman and Housing Commissioner wherever there is any excess expenditure / savings.

5. ESTATE MANAGEMENT WING:

5.1 The allotment and management of houses is looked after by the Estate Management wing headed by an Estate officer of the Board, and Assistant Estate Officers in Divisions under the control of respective Executive Engineers.

5.2 The A.P. Housing Board is undertaking construction of houses to the Low, Middle and High income groups at various places in the state and allotting them to the applicants on Hire Purchase and outright sale basis. The Board is also taking up Self Financing Housing Schemes to the affluent members of the society.

5.3 In order to improve the functioning of A.P Housing Board and as per the suggestions made by the Cabinet Sub-Committee and after study of functioning of Tamil Nadu Housing Board with the Secretary to Government, Housing Department, the Vice-Chairman & Housing Commissioner, A.P Housing Board, had sent proposals to Government for amendment of Regulations governing Allotment, Management and Sale of houses and flats constructed by A.P Housing Board.

5.4 The Government in exercise of the powers conferred under Section 71 of A.P Housing Board Act 1956 (Act XLVI of 1956) have, in G.O.Ms.No.63, Housing (HB-II) Department, dated:06.08.1997, approved the A.P Housing Board (Allotment, Management and Sale of HIG, MIG,LIG and EWS houses of flats) Regulations 1997.

5.5 Regulations governing Allotment, Management and Sale of houses and flats constructed by A.P Housing Board under Self financing Scheme are contained in "A.P HOUSING BOARD SELF FINANCING HOUSING SCHEME REGULATIONS, 1975".

5.6 On acquisition of the land, demand survey notification is issued inviting applications from various categories of the general public who are interested in the housing scheme. The monthly income limits prescribed by Hudco for various categories, is followed. Depending on the number of applications received and availability of land, housing scheme is formulated.

5.7 The Regulation number wherever referred in the following paras is the “A.P. Housing Board (Allotment, Management and sale of HIG, MIG, LIG and EWS houses or flats) Regulation 1997”, which shall be referred to for actual contents.

5.8 No Housing Scheme shall be taken up, unless the land on which the houses are proposed to be constructed is conveyed to the A.P Housing Board {Regulation No.2(ii)}.

CONSTRUCTION / WORKS MANUAL

ANDHRA PRADESH HOUSING BOARD

Activities of Engineering Wing:

a) Introductions:

This part of the Manual contains the brief procedure for the formulation of schemes, preparation of Estimates, obtaining administrative and technical sanction, the invitation of tenders for works and execution of Agreements, the duties, responsibilities and powers of Engineering Wing. This Manual should be read in conjunction with relevant provisions of the A.P. Housing Board Act and the rules and regulations made there under.

b) Activities of Engineering Wing:

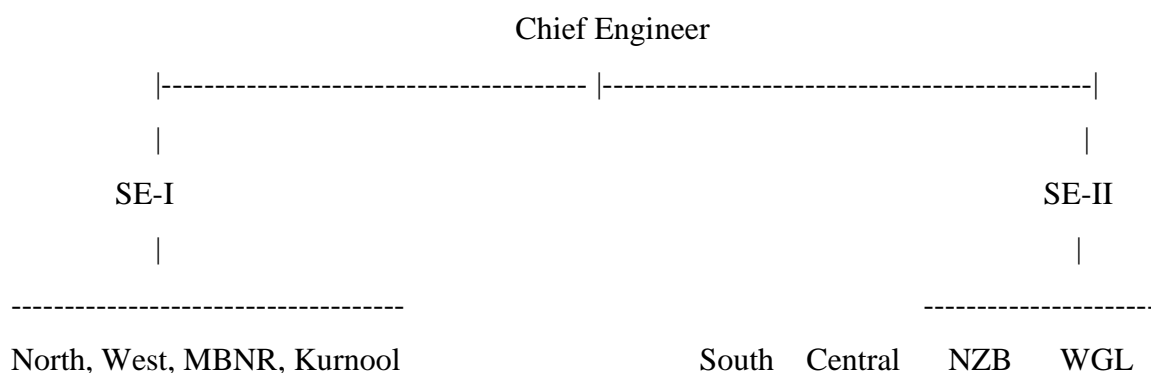
This activities of Engineering Wing of the Board may be broadly classified as follows:

1. Formulating schemes including preparation of layouts, type designs, designing and estimating.
2. Execution of the schemes including obtaining approval of local bodies, entrustment of works, Tender Committee Meeting, Inspection and ensuring quality control at various stages of progress till they are handed over to the allottees including E.O.T. Proposals of the contracts.
3. Obtaining progress reports from the E.Es compiling them and putting up to the VC & HC.
4. Finalisation and standardisation of type designs and designing of structures.
5. Compilation of estimated cost and final cost statements of houses.
6. Correspondence and liaison with all India bodies on technical matters.
7. Maintenance of Housing Board properties including lands, community halls, open spaces and all buildings by the respective SEs & EEs.
8. Registration of contractors as per G.O.521, dt: 10-12-1984.
9. Transfers and postings of the staff working under him and also staff working under SEs & E.Es subject to the control of VC & HC.

10. Matters relating to the work charged establishment.
11. Regulating and approving tours of the subordinate officers and countersigning their TA bills.
12. Structural design of buildings.
13. Lump sum Deposit (L.S.D) concessions to the contractors.
14. Register showing details of property owned by the Board in the State obtained by SEs from the concerned E
15. Es and maintained by C.E. in a consolidated form.

Engineering Branch:

The Chief Engineer of the Board is head of Engineering Wing and he is assisted by 3 SEs and 12 EEs of works division.



C) Duties of the Chief Engineer:

1. The Government vide G.O.Ms.No.25, Hg, dt:24-03-1973 have approved the Board's proposals for strengthening & stream lining of various departments of the Board and the Board in its order No.4140/B1/79-3, dt:24/3/1979 has ordered reorganization of the various departments of the Board.
2. As per the reorganisation, the Chief Engineer is the Chief Technical Officer of the Engineering Branch and is responsible to the VC & HC for the efficient working of that Branch.
3. As the Chief Professional Adviser on all technical matters, his rank and status will be equivalent to that of a Chief Engineer in the PWD and P.R Department of the Government. He will exercise the powers of a Chief Engineer subject to the provisions of the APHB Act and the rules. Accordingly the financial power to execute contract is limited to rupees Fifteen Lakhs only for APHB works.
4. He will exercise administrative control over all the subordinates in the Engineering Branch of the Board as well as division. He shall correspond with Head of Departments of other departments or local bodies only with the prior approval of the VC & HC.

5. It is the duty to inspect all the works to satisfy himself that the system of management effected by SEs is efficient and economical and that all the rules and regulations and instructions as regards execution of works, the custody of stock, tools and plant and other materials and the maintenance of initial accounts are strictly observed. He will also inspect SE's office once in a year and report thereon to VC & HC.

Organisation Chart

Job Chart of

- a) Chief Engineer
- b) Superintending Engineer
- c) Executive Engineer
- d) Deputy Executive Engineer
- e) Assistant Executive Engineer/Assistant Engineer
- f) Work Inspector/Temporary Maistry

Guide Lines for acquisition of Lands

Instructions regarding firm demand and taking up of new schemes.

Guide Lines for release of Advertisements

Revised questionnaire for inspection of the Circle Office.

JOB CHART OF CHIEF ENGINEER

1. Finalization of schemes including layouts, type designs, designing and estimating.
2. Obtaining administrative sanction of the Board, issue of technical sanction, issue of tender notice, accord approval to the tenders that are within his competency, obtaining approval of competent authority for other tenders.
3. Standardization of type designs and structural design.
4. Communication of tender approval to the superintending Engineer concerned, within one week of its approval.
5. Procurement of Cement and Steel.
6. Execution of schemes in a time bound manner by periodic inspection and review, ensuring quality in construction. Synchronizing completion of development works with civil works.

7. Inspection of a minimum of three schemes, in a month, to ensure quality and to achieve the objective envisaged.
8. Inspection of two division offices, in a month, to improve record maintenance.
9. A minimum tour of seven days in a month.
10. Final cost statements.
11. Correspondence and liaison with All India Bodies on technical matters.
12. Supervision of the work of all the Superintending Engineers and Executive Engineers under his administrative control.
13. Disposal of C.M peshi references.
14. Implementation of C.M's announcements.
15. Review of D.C.B.
16. Registration of contractors.
17. Transfers and postings of the staff working under him and also staff working under the Regional Offices, subject to the approval of the Vice Chairman and Housing Commissioner.
18. Matters relating to the work charged establishment.
19. Regulating and approving tours of the subordinate officers.
20. Review of tour diaries of Superintending Engineers and Executive Engineers.
21. Furnishing of para-wise replies/counters to the L.O.

JOB CHART OF SUPERINTENDING ENGINEERS

1. Supervising formulation of schemes including survey of site, preparation of layouts, preparation of detailed estimates based on the type designs standardized by the Chief Engineer, obtaining approval to the layout and type designs from the DT&CP/local bodies and submission of schemes to the Chief Engineer and Project Co-ordinator.
2. For the works within his competency, issue of technical sanction, tender notice, approval of tenders and conclusion of agreements.
3. For other works, on receipt of approval to the tenders from C.E., to conclude agreements and ensure grounding of the scheme within 15 days.
4. Execution of schemes in a time bound manner by periodic inspection and review, ensuring quality in construction. Synchronising completion of development works with civil works.

5. Inspection of a minimum of three schemes, in a month, to ensure quality and to achieve the objective envisaged.
6. Inspection of two division offices, in a month, to improve record maintenance.
7. A minimum tour of seven days in a month.
8. Final cost statements.
9. Supervision of the work of all the Executive Engineers under his administrative control.
10. Disposal of C.M peshi references.
11. Implementation of C.M's announcements.
12. Review of D.C.B.
13. Compiling and furnishing of periodical reports to the Chief Engineer, within the prescribed time.
14. Scrutiny and submission of tentative cost statements, rental statements and final cost statements to the C.E.
15. Submission of completion reports and plans to the C.E.
16. Ensuring handing over of the housing colonies completed in all respects to the local Bodies, maintenance of records of such handing over, sending the compliance report in this regard to the C.E.
17. Review of preparation of registration plans and transfer of ownership of Housing Board properties and sending them to the Vice Chairman and Housing Commissioner.
18. Furnishing of para-wise replies/counters to the L.O.
19. Disposal of grievance petitions by allottees/occupants.

JOB CHART OF EXECUTIVE ENGINEER

1. Identification of suitable land with water potential and sending acquisition proposals.
2. Taking over of lands from the Revenue Department, sending survey and contour plans with salient features of land, for preparation of layout by C.P.
3. Verification of leads of various materials and inspection of quarries.
4. Submission of estimates to the S.E. for obtaining administrative sanction and technical sanction.

5. Floating of tenders for the works within his competency, by giving wide publicity.
6. Checking peg marking of layout on the ground and location of O.H.T, sump and septic tank.
7. Correspondence with Local Municipality / P.H. Dept for extending water supply and with APSEB for extending power lines, to the colony.
8. Checking the basement levels of buildings.
9. Finalisation of type of foundation based on the SBC of soil.
10. Checking stores and stock register of materials, every month.
11. Maintaining field quality control laboratory.
12. Ensuring for conducting tests on concrete, lime, bricks, metal and sand in accordance to ISI and verification of test results.
13. Arranging the approved RCC designs and other details for adoption in the work.
14. Super checking the reinforcement of roof slab and ensuring laying of concrete for roof slab to exact thickness. Roof slab to be got laid with proper slope to ensure drain of rain water.
15. Super checking the measurements as per codal rules. The EEs should check measure not less than 36 important works, in each financial year. Though this number is the minimum prescribed, the EEs should check measure a large number far above the minimum. Para No. 294 of "D" code shall be scrupulously followed in this regard.
16. Watching the progress of work from time to time and advising the contractor to adhere to the time schedule.
17. Sending monthly progress reports and quarterly progress reports. The monthly progress reports shall be submitted by 7th of the succeeding month. The quarterly progress reports shall be submitted within 10days after completion of each quarter. The FNPR should be submitted for the first fortnight by 20th of the month and for the second fortnight by 5th of the succeeding month.
18. Furnishing monthly accounts and requisition for LOC.
19. Furnishing of loan release applications soon after required level of expenditure is reached.
20. Arranging departmental materials, in time, in order to keep the tempo of progress.
21. Sending proposals for approval of tentative cost and for allotment of houses.
22. Execution of schemes in a time bound manner by periodic inspection and review, ensuring quality in construction. Synchronising completion of development works with civil works.

23. Formulation of new schemes to build up work load of division as per yardstick.
24. Final bills should be got prepared and disposed of soon after the work is completed and to send proposals for fixation of final cost.
25. Ensuring collection of down payments and quarterly / annual installments as per time schedule.
26. Sending the particulars of leftover plots for disposal of public auction or for formulating a scheme.
27. Handing over housing colonies completed in all respects, to the local Bodies concerned and maintenance of proper records of such handing over. The Executive Engineer will send to his superintending Engineer, compliance report in this regard.
28. Maintenance of Housing Board properties including lands, community halls, open spaces of all buildings within their respective regions.
29. Reservation of Guest Houses and Community Halls in their jurisdiction.
30. Review of D.C.B.
31. Furnishing of para-wise replies/counters to the L.O.
32. Disposal of grievance petitions by allottees/occupants.
33. Collection of H.P installments, Down payments and rents as per the targets fixed and submission of D.C.B reports to the Vice Chairman and Housing Commissioner by 5th of every month.
34. Disposal of cases as Competent Authority and sending of monthly reports to the Vice Chairman and Housing Commissioner by 5th of every month.

JOB CHART OF DEPUTY EXECUTIVE ENGINEER

1. Take over of lands from the Revenue Department. Conducting of survey of land, preparation of contour plans and furnishing salient features of land for preparation of layout.
2. Finalisation of detail estimates for seeking administrative sanction and for seeking loan from the financial agencies.
3. Grounding of layout on the ground, locating the positions for DHT, sump, septic tank etc or any other features.
4. To approach the Local Municipality / P.H. Dept for arranging water supply to the proposed colony and APSEB for extending power lines to the colony.
5. Issue of departmental materials as per requirement.

6. Conducting tests on concrete, lime, bricks, metal and sand according to IS specifications and recording the results in a register.
7. Checking the verticality of the masonry.
8. Checking all materials used in construction for conformity to standard specifications.
9. Ensuring of that the work is executed as per IS specifications and APDSS.
10. Checking the reinforcement for RCC as per approved designs.
11. Ensuring adequate curing of masonry, concrete and plastering.
12. Check measurement of all pre-measurements.
13. Maintenance of MAS accounts and stock register of materials.
14. Watching the progress of work and advising the contractor to adhere to the time schedule.
15. Sending advance proposals to division for procurement of departmental materials.
16. Sending proposals for fixation of tentative cost and allotment of houses.
17. Sending monthly progress reports and quarterly progress reports. The FNPR should be submitted for the first fortnight by 17th of the month and for the second fortnight by 3rd of the succeeding month.
18. Furnishing of loan release applications soon after required level of expenditure is reached.
19. Preparation of final layout plan showing exact size of each plot, vacant saleable area, community spaces, commercial spaces, drainage and water mains, electrical poles, avenue plantation as executed.
20. Sending proposals for fixation of final cost.
21. Preparation of registration plans / house plans / scrutiny of plans for addition and alteration.
22. Sending the particulars of leftover plots for disposal in public auction or for formulating a scheme.
23. Handing over to the allottees, houses allotted either on hire purchase or on outright sale or on rent, after completing all the formalities.
24. Handing over housing colonies completed in all respects, to the local Bodies concerned.
25. Maintenance of Housing Board properties including lands, community halls, open spaces of all buildings within their respective sub-division.

26. Inspection of the entire schemes in the sub-division every month to ensure quality and to achieve the objective envisaged.
27. Collection of H.P Installments, Down Payments and rents as per the targets fixed and submission of DCB reports to the Executive Engineer by 2nd of every month.
28. Furnishing parawise replies / counters to LO in respect of all cases in courts and Arbitration disputes between Department and Contractors.

JOB CHART ASSISTANT EXECUTIVE ENGINEER /ASSISTANT ENGINEER

1. Taking over of Lands from the Revenue Department construction of boundary pillars ensuring the correct area by survey, preparation of contour plans and furnish all the details so as to enable preparation of layout.
2. Sampling for arriving safe bearing capacity of soil and furnishing the test results.
3. Fixing of layout on ground and mark out of building and proposing basement level.
4. Preparation of detailed estimate for 1 Civil Works, Roads, Drainage seeking administration sanction and technical sanction.
5. Conducting tests on concrete, lime, bricks, metal and sand according to IS specifications and recording the recording the results in a register.
6. Checking all materials used in construction for conformity to standard specifications.
7. Ensuring of that the work is executed as per IS specifications and APDSS.
8. Carryout the work as (Building, Road, Sanitary, Drainage etc.,) per the agreement and approved RC's design recording of all pre-measurements and measurements of work done (Building, Road, Sanitary, Drainage etc.)
9. Issue of materials to contractors and obtaining USRs and sanction of MA SA centered and USRs including it details in is bills.
10. Bills for payment of contractors.
11. FNPR/BFPR.
12. Preparation of PRs and LRAs for HUDCO loan release. The QPR should be submitted to sub-divisional officer with in 2 days after completion of the Quarter.
13. Preparation of final bills.
14. Preparation of Final cost.
15. Handling over Possession of buildings.

16. Preparation of plan for handling over roads, water supply system, drainage mains, parks and play grounds to local authority.
17. Arrangement of watch and ward of open sites in the developed area and lands in a layout.
18. Serving notices to allottees to pay installments / work connected with execution of CA's orders.
19. Registration plans/home plans/scrutiny of addition and alteration.
20. Furnishing records to prepare replies/counter to all the cases in courts and Arbitration disputes between Department and contractors.

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