

MANUAL 2

Clause 4 (b) (ii) of Chapter II

POWERS & DUTIES OF OFFICERS & EMPLOYEES

Designation	Ch.E. (CTI&RC)	
Powers	Administrative	1.Administrative Control on the activities of the institution. 2. Coordination with other Heads of Deptts. 3. Sanctioning the proposals submitted to through E.E./Dy.Ch.E through proper channel. 4. Reporting to M.C. & top management from time to time. 5. Overall supervision of the Institute.
	Financial	1.Sanction bills of Purchase of all types of materials from Rs.1000/- to Rs.40000/- from the Imprest.Account. 2. Sanctioning of purchase of books / Dead Stock items /Apparatus as a departmental head.
	Others	Working as in house Faculty if necessary.

- Duties :**
- 1) To carry out overall supervision of the institution.
 - 2) To do administrative control on the activities of the institution.
 - 3) To coordinate with other heads of departments.
 - 4) To report to the M.C.,A.M.C ,DMC & the top management from time to time.
 - 5) To sanction proposals submitted by Ex.Engr./Dy.Ch.Eng. through proper channel.

Designation	Dy.Ch.E.(CTI&RC)	
Powers	Administrative	1. Assist the Ch.E.in all technical & administrative matter of day to day administration management. 2.Co-ordination of activities of sectional heads i.e.E.E. 3. Liasions with faculty members and other departments of the MCGM
	Financial	1.Sanction bills of Purchase of all types of materials upto Rs.500/-to Rs.1000/- from the Imprest.Account. 2. Sanctioning of purchase of books upto Rs.500/-/Dead Stock items upto Rs.500/-/Apparatus upto Rs.2000/-
	Others	Working as in house Faculty if necessary.

- Duties :-**
- 1) To assist the Ch.E. in all the technical & administrative matter of day to day administration management.
 - 2) To co-ordinate of activities of sectional heads i.e.E.E.
 - 3) To Liasion with faculty members and other departments of the MCGM

Designation	E.E..(CTI&RC)	Civil Maintenance
Powers	Administrative	1.Day to day maintenance of the institute premises. 2.Supervision of Canteen facilities. 3.Management of Hostel.
	Financial	1. Sanction bills of Purchase of all types of materials upto Rs.500/- from the Imprest Account.
	Others	1.Working as in house Faculty if necessary.

- Duties :**
1. To do day to day maintenance of the institute premises.
 2. To do supervision of Canteen facilities.
 3. To do management of Hostel.

Designation	E.E.(CTI&RC)	Trg-I& II
Powers	Administrative	1. Arranging various training programmes for municipal officials & staff. 2. Facilitating faculty members & participants. 3. Preparation of all training materials.
	Financial	1. Sanction bills of Purchase of all types of materials upto Rs.500/- from the Imprest Account..
	Others	1.Working as in house Faculty if necessary.

- Duties :-**
1. To arrange various training programmes for municipal officials & staff.
 2. To facilitate faculty members & participants.
 - 3.To do preparation of all training materials.

Designation	E.E.(CTI&RC)	M & E
Powers	Administrative	1.Maintenance of all training aids & equipments such as A.C., T.V., VCR, Microphones etc.
		2. Invitation of tenders for computers, projectors & other training aids.
		3. Transport management of institute, if any.
		4.Installation & maintenance of all computers in the CTI&RC
		5.Planning & organizing Computer Courses & courses related to Mechanical & other departments.
	Financial	1. Sanction bills of Purchase of all types of materials upto Rs.500/- from the Imprest.Account.
	Others	1.Working as in house Faculty if necessary.

- Duties :**
- 1.To do maintenance of all training aids & equipments such as A.C., T.V., VCR, Microphones etc.
 - 2.To invite tenders for computers, projectors & other allied equipments.
 - 3.To look after transport management of institute, if any.
 - 4.To carry out installation & maintenance of all computers in the CTI&RC, including softwares.
 - 5.To do planning & organizing Computer Courses & courses related to Mechanical & other departments.
 - 6 . To provide & maintain communication system like Telephone, Intercom,Fax, Internet for CTI&RC.

Designation	Asstt.Engr.(Civil)	Trg-I& II,III
Powers	Administrative	A.E. as a co-ordinator –
		a) Plan the training programme
		b) Convey programmes to faculties.
		c) Convey programme to participants.
		d) Co-ordination between Trg.Section, Estt.Section,Store Keeper, Canteen, Hostel & Maint.Deptt.
		e) Organisational management during the programme.
		f) Arrangement of providing Honorarium to faculties.
		g) Receiving Feedback from faculty as well as participants.
		h) Preparing Budget for training.
	Financial	a)Sanction bills of Purchase of all types of materials upto Rs.150/- from the Imprest.Account
	Others	a)Working as in house Faculty if necessary.

- Duties :-**
- 1) To plan the training programme in consultation with faculty.
 - 2) To convey programmes to faculties.
 - 3) To convey programme to participants.
 - 4) To do co-ordination between Trg.Section, Estt.Section, Store Keeper, Canteen, Hostel & Maint.Deptt.
 - 5) To do organisational management during the programme.
 - 6) To do arrangement of providing Honorarium to faculties.
 - 7) To receive Feedback from faculty as well as participants.
 - 8) To prepare Budget for training.

Designation	Asstt.Engr. (Civil)	(Civil Maintenance)
Powers	Administrative	A.E. as a co-ordinator –
		a) Day to day maintenance the institute premises.
		b) Supervision of canteen facilities.
		c) Management of Hostel.
		d) To maintain the campus premises, to check the cleanliness of installations within the office premises.
		e) Complete the proposed works.
		f) Check records of civil works & put up to competent authority for sanction.
		g) Prepare estimates of civil works & process for payment after work is completed. Prepare tender for contract of canteen & obtain sanction of competent authority.
	Financial	a) Sanction bills of Purchase of all types of materials upto Rs.150/- from the Imprest Account
	Others	a) Working as in house Faculty if necessary.

- Duties :-**
- 1) Day to day maint.of the institute premises.
 - 2) Supervision of canteen facilities.
 - 3) Management of Hostel.
 - 4) To maintain the campus premises, to check the cleanliness of installations within the office premises.
 - 5) To do co-ordination between Training section, Estt.Section, Store Keeper , Canteen, Hostel & Maint. Deptt.

Duties of Sub Engr.(Civil) (Training):-

To assist A.E.(Training) in –

- 1) Planning the training programme
- 2) To convey programmes to faculties
- 3) To convey programme to participants
- 4) To do co-ordination between Trg.Section, Estt.Section, Store Keeper, Canteen, Hostel & Maint.Deptt.
- 5) To do organisational management during the programme.
- 6) To do arrangement of providing Honorarium to faculties.
- 7) To receive Feedback from faculty as well as participants.
- 8) To prepare Budget for training.

Duties of Sub Engr.(Maint)(Civil):-

To assist A.E (Maint) in –

- 1) To Maintain campus premises and to check the cleanliness of the installation within the office premises.
- 2) To prepare budget estimate considering complaints and needs received from trainees and office staff.
- 3) To prepare / update record of all structures in the Institution as per set of Civil arrangements.
- 4) To keep record of all items required for maintenance.

Designation	Asstt.Engr.	(M &E)Training
Powers	Administrative	A.E. as a co-ordinator –
		a) Plan the training programme
		b) Convey programmes to faculties
		c) Convey programme to participants.
		d) Co-ordination between Trg.Section, Estt.Section, Store Keeper, Canteen, Hostel & Maint.Deptt.
		e) Organisational management during the programme.
		f) Arrangement of providing Honorarium to faculties.
		g) Receiving Feedback from faculty as well as participants.
		h) Preparing Budget Estimate for training programmes.
	Financial	a)Sanction bills of Purchase of all types of materials upto Rs.150/- from the Imprest.Account
	Others	a)Working as in house Faculty if necessary.

- Duties :**
- 1) To arrange Computer training .
 - 2) To arrange Electrical & Mechanical training.
 - 3) To plan the training programme, related to computer.
 - 4) To convey programmes to faculties.
 - 5) To convey programme to participants.
 - 6) To do co-ordination between Trg.Section, Estt.Section,Store Keeper, Canteen, Hostel & Maint.Deptt.
 - 7) To do organisational management during the programme.
 - 8) To do arrangement of providing Honorarium to faculties
 - 9) To receive Feedback from faculty as well as participants.
 - 10) To prepare Budget Estimate for training programmes.
 - 11) To conduct exams related to computer training.
 - 12) To look after transport for CTI&RC staff & participants.

Designation	Asstt.Engr.	M&E (Maint)
Powers	Administrative	1) Maintenance of electrical & mechanical installation of CTI&RC
		2) Arranging Computer training.
		3) Provide & maintain communication system.
		4) To work as Rector in Hostel.
	Financial	1)Sanction bills of Purchase of all types of materials upto Rs.150/- from the Imprest.Account
	Others	1)Working as in house Faculty if necessary.

- Duties :-**
- 1) To arrange computer training programmes.
 - 2) To maintain electrical & mechanical installations in the campus of CTI&RC.
 - 3) To invite tenders for all electrical & mechanical equipments.
 - 4) To act as a Rector in Hostel work.

Duties of Sub Engr.(Maint)M&E :-

- 1) To assist A.E.(Maint)M&E in arranging computer training programmes
- 2) To assist in maintaining electrical & mechanical installations in the campus of CTI&RC.
- 3) To assist A.E.(Maint) M&E in tender invitation and day today maintenance work.
- 4) To act as a Course Co-ordinator in Residential Training Programme for Class IV employees.

Duties of Jr.Engr.(Maint.)(M&E)

- 1) To assist S.E.(Maint)M&E in arranging computer training programmes.
- 2) To assist in maintaining electrical & mechanical installations in the campus of CTI&RC.
- 3) To assist S.E.(Maint) M&E in tender invitation and day today maintenance work.
- 4) To maintain Hostel and to provide services to participants residing at Hostel.
- 5) To co-ordinate residential Training Programme for Class IV employees.

Designation	Administrative Officer. (CTI&RC)	
Powers	Administrative	1) Granting of Leave & Increments upto Clerks & Class- IV employees.
		2) Feeding up of C.H.sheets of employees upto Clerk as Reviewing Officer & Reporting Officer upto Head Clerk.
		3) Certifying the SPS, various monthly reports & information.
		4) To certify the P.F/Pension claim, PT Case etc.
	Financial	1) Sanction bills of Purchase of all types of materials upto Rs.100/- from the Imprest Account
		2) To verify the registers such as Liability Register, B.R.Register, Telephone Register, Electricity Register, Deemed Register etc.
	Others	Working as in house Faculty if necessary.

Duties :- 1) To supervise all the works pertaining to administration of establishment / dispatch / expenditure / training section etc.

Duties of Head Clerk (Establishment & Despatch) –

- 1) To supervise the work of Estt. & Despatch Clerk.
- 2) To put up Pension claims, Family Pension Claim, NCPF claim & P.T.case and establishment schedules.
- 3) To put up various types of establishment proposals & take up the follow up of the same.
- 4) To certify the leaves & increments of the employees.

Duties of Head Clerk (Exp) –

- 1) To prepare Budget proposals & follow up.
- 2) To arrange the recovery of rent of Hostel from participants.
- 3) To put up the proposals for special advances for special training courses of Civil, Electrical & Mechanical departments.
- 4) To supervise the work Imprest Clerk, Store Clerk & Store Assistant.

Duties of Head Clerk (Training) -

- 1) All the work related to training section i.e. supervisory check on billing work, sanction papers, monthly reports etc.
- 2) Preparation of reports as required by the superiors.
- 3) To do required arrangement as per the instructions of the co-ordinators

Duties of Clerk (Expenditure) –

- 1) To look after the Imprest account of Rs.5,00,000/-.
- 2) To prepare Imprest Bill, to maintain Cash Register, Liability Register, Demand Register etc.
- 3) To make the payment of Electricity bills, Telephone Bills, Vodafone Simcard Bills & maintain the Telephone & Electricity Register. Prepare Property Tax bills, Canteen Bills etc.
- 4) To pay Honorarium to faculty & other miscellaneous works as per sanctions of the superiors.
- 5) To put up Xerox Bills and transport bills for sanction
- 6) To take action regarding closing of the account of special advances.
- 7) To update Manual. To prepare Administrative Report.

Duties of Clerk (Stores)-

- 1) To check Indents (Control of Stores , M.M.P. & private parties).
- 2) To maintain the register of Store items, Stationery, dead stock, cloth register

Duties of Store Assistant –

- 1) To supply stationery and store items.
- 2) To prepare Indents (Control of Stores, MMP & Pvt.parties)
- 3) To bring the stationery and store items from C.S.,MMP & from open market.
- 4) To make note of stationery and store items in concern register and supply to staff by taking note in register.
- 5) To maintain Dead Stock.

Duties of Clerk (Establishment)

- 1) To prepare the Paysheet No.A /1250 through SAP System.
- 2) To calculate and certify Leave, Increment ,Pay Fixation and arrears.
- 3) To maintain Leave Record Register, Retirement employees register, L.T.A and P.F. Advance Register & C.H.sheet Register etc.
- 4) To maintain Service Record of employees and to put up proposals for continuation of 55 years and other establishment proposals etc.
- 5) Children Education Allowance, Charge Allowance
- 6) To prepare EL & HPL encashment of retired employees.

Duties of Clerk (Despatch) –

- 1)To maintain Despatch Register, R.T.I. Register and Postage Register.
- 2)To prepare monthly reports of various departments.

Duties of Clerk (Training) No.I –

- 1) To prepare vouchers of faculties for training of computer and other subjects of training programmes.
- 2) To put up sanctions of various programmes arranged for employees.
- 3) To prepare attendance muster of training programmes.
- 4) Booking of rooms for different programmes.
- 5) To maintain registers of signature of faculties.
- 6) To prepare monthly planning reports of computer and other subjects and forward to concern deptts. as well as daily report to Ch.Engr. and Dy.Ch.Engr.
- 7) To maintain and complete the work of special programmes arranged by CTI&RC.

Duties of Clerk (Training)No.II –

- 1) To prepare billing work of coupons and registered bills .
- 2) To prepare completion reports, to do filing, record maintaining and related work to other special programmes.

Duties of Clerk (Training)No.III-

- 1) To send programme copies to all municipal offices.
- 2) To write daily programmes on the Notice Board and in the Ch.Engr.'s cabin.
- 3) Filing and record maintaining.
- 4) Registration of other special programmes.
- 5) To maintain the records of other special programmes
- 6) To give effective report to the participants.

Duties of Sr.Librarian –

- 1) To take necessary sanction for purchasing the recommended books from competent authority.
- 2) To register the books, C.Ds., V.C.Ds. etc. in the Library register.
- 3) To arrange the record subject-wise.
- 4) To keep the records of reports of MCGM which are received from other sources.
- 5) To keep the record of issue and return of Library books.

Duties of Sr.Stenographer –

- 1) Attending to Ch.E.(CTI&RC)'s work.
- 2) Attending meetings to jot down the points.
- 3) Handling the typing pool.
- 4) Attending the other officers of CTI&RC.
- 5) Distribute the typing work.
- 6) Handling Enquiry work assigned by the superiors.

Duties of Jr.Stenographer –

- 1) English and Marathi typing work.
- 2) To do typing of enquiry work.
- 3) To feed up daily attendance of Computer Basic Programmes in Computers.