

POWERS, DUTIES OF ITS OFFICERS / EMPLOYEES

Section 4(1) (b) (ii) of RTI Act

Sr. no.	Name of Post	Powers and Duties
1	Executive Officer	<ul style="list-style-type: none">✓ The Executive officer is the overall administrative head of the Council.✓ He shall exercise all such powers and perform all the duties specifically conferred or imposed upon him under Punjab Municipal Act, 1911 or by any other law for the time being in force.✓ He is assisted by various Heads of Departments of the Council. He shall prescribe the duties of and exercise supervision and control over the Acts and proceedings of the Council Officers and other Council employees.
2	Superintendent	<ul style="list-style-type: none">✓ To arrange for the speedy and smooth disposal of work in the office.✓ To exercise general supervision on all the sections in the office.✓ To be conversant with the more important files pending in each section and see that these type of files are not delayed especially in court cases and public grievances and Right to Information Act. each section workers are carrying with smoothly and efficiently in Accordance with Rules and Regulation✓ To assure that the outgoing periodicals are not delayed.✓ To be responsible for the proper maintenance of required registers.✓ To see that whenever reports called from higher authorities, the specific points on which information or comments are required are clearly stated by the caseworker in the files.✓ To ensure that the time limit is kept by the caseworker in respect of urgent cases and to provide guidelines for the disposal of important cases.✓ To carry out any other works which will be assigned by the Executive Officer

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3	Assistant Municipal Engineer	<ul style="list-style-type: none"> ✓ To prepare proposals for sanction of new projects/ development works including upgradation thereof ✓ To supervise the works executed in the Division under his charge ✓ To issue NIT, process offers/bids & seek approval of competent authority. Finalization of work bills of Contractor/suppliers.
4	Accountant	<ul style="list-style-type: none"> ✓ To deal with budget & planning, loan & advances, all account matter, maintenance of cash book, register, receipts & service books of the employees and deal with the retired /pensioner benefits of the retirees, like GPF, leave encashment, pension, family pension, fixation of pay, release of funds, annual increment, disbursement of salary etc. etc. ✓ To supervise the keeping of accounts and records relating to collection of revenue and expenditure.
5	Sub Fire Officer	<ul style="list-style-type: none"> ✓ To be available and to hold him in readiness for any duty at any time may be called upon to perform by the Executive Officer, Asstt. Divisional Fire Officer, Fire Station Officer, and to keep his superiors acquainted with all matters coming to his knowledge, affecting either his own station or the fire service in general. ✓ To obey implicitly all orders of his superiors and exact the strictest obedience and civility from those serving under him. To devote the whole of his time while on duty, to the betterment of the fire Service and to set an example to his men, sobriety, cleanliness, promptitude, civility and general attention to his own duties. ✓ To be in charge of one pump fire station or to be second-in-command to the Fire Station Officer, but in the absence of Fire Station Officer, sub fire officer shall be in charge of station and responsible for the smooth functioning of the fire station

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6	Junior Engineer	<ul style="list-style-type: none"> ✓ To prepare estimates, tender notices and process offers/ bids of contractors/ participants and submit these to AME for further approval. ✓ Close supervision of all works executed in the city. To prepare all plans and estimates and execute all municipal and developmental/ scheme works. ✓ He shall be responsible for writing and maintenance of M.B. Book and work files.
7	Sanitary Inspector	<ul style="list-style-type: none"> ✓ Maintenance of general sanitation of the city, removal of garbage from the city, control and removal of carcasses, water borne disease maintenance of dumping-ground. ✓ To issue challan against the defaulters and to supervise the work of sweepers in their respective area
8	Stenographer	<ul style="list-style-type: none"> ✓ Work under direct control of the Executive officer in day to day work ✓ Preparation of agenda of House and its committees
9	Clerk	<ul style="list-style-type: none"> ✓ They are assisting officers and kept the record under their control and put up the letters on the respective files. These Clerks are working such as Establishment Clerks, General Clerks, Tax Clerks, Accounts Clerks and Typist etc
10	Driver	<ul style="list-style-type: none"> ✓ To Drive the Municipal Vehicles and maintain them properly
11	Peon	<ul style="list-style-type: none"> ✓ To disburse the outdoor dak, water bills, tax bills, rent bills, lease bills, notices within Municipal limits and also to distribute the dak in the different department of the Govt. as well as M.C. They also deliver the agenda to the members of the Council.
12	Chowkidar	<ul style="list-style-type: none"> ✓ The job of the Chowkidars is to keep watch and ward in the offices, stores, moveable and immoveable items kept in offices, stores and other places.
13	Safai Sewak	<ul style="list-style-type: none"> ✓ To clean the Municipal roads, toilets, offices, paths, drains etc. Within Municipal Limits