

# Powers And Duties Of Officers/Employees

Haryana Police Housing Corporation Limited is a State Public Enterprises registered under the provisions of the Companies Act, 1956. The powers and duties of its Directors and conduct of its business is regulated by the provisions of the Companies Act, 1956, the Memorandum and Articles of Association of the Corporation and other enactments under various laws. The ultimate control on the affairs of the Corporation rests with the Board of Directors. However, the Board of Directors has delegated the powers to the Managing Director for conducting day-today-affairs of the Corporation. The Managing Director has further delegated powers to various Heads of the Divisions/Branches/Field Offices from time to time to discharge their duties.

The detail of duties of the officers is attached as per Annexure 'B'.

## **ANNEXURE:- 'B'**

### **Duties performed by the officers of HPHC :-**

#### **1. Establishment Branch.**

**The Administrative Officer (Admn) shall report to the Managing Director through Chief Engineer, HPHC, Panchkula. The tasks performed by the branch are listed below:**

1. Creation/up gradation of posts of the Corporation.
2. Recruitment/Appointment of the staff.
3. Re-structuring of divisions or staff of the Corporation.
4. Deputation cases of the employees i.e. deputation terms and conditions, extension, posting/transfer and repatriation etc. of the deputationists.
5. Engagement of contractual staff through Haryana Kaushal Rozgar Nigam.
6. Appointment of Consultants.
7. Grant of Annual increments, Pay fixation and Grant of ACP scale etc of all the Corporation staff.
8. Circulation / Implementation of all instructions received from the Government / Haryana Bureau.
9. Posting / transfer / Promotion / determining of seniority of all employees of the Corporation.
10. Regarding assessment / recruitment of staff from the Haryana Staff Selection Commission/HPSC.
11. Maintenance of service records of all the employees of the Corporation and deputationists i.e. Personal files and service books and grant of all kinds of leave.
12. Condemnation / Replacement / Procurement of vehicles of the Corporation.
13. Implementation of welfare schemes of employees
14. Work of diary and dispatch
15. Right to Information Act-2005 and further amendments made from time to time.
16. Citizen Charter.
17. Training Programmes/ Courses.
18. All Court Cases in relation to service matters of the employees.
19. Telephone connection/disconnection and sanctions for payment of all telephone bills/mobile bills installed in the office as well as residences of the officers of the Corporation and Hired Vehicle Bills.
20. Maintenance of record of establishment branch
21. ACRs forms of the deputationists /Corporation employees and their property returns.
22. Disciplinary action cases against the employees, departmental enquiries proceedings thereof, Charge sheets and Suspension cases etc.
23. Grant of Advances to the employees i.e. Vehicle Advance, Wheat Advance, Festival advance, Marriage advance, Computer Advance, HBA etc.
24. Enlistment of contractors.
25. Agenda Notes of BOD meeting in relation to Establishment Branch
26. All types of correspondence and others matter in relation to the service matters and other misc. matters.

## 2. **Technical Branch.**

The Works branch and AE(Civil) in Technical Branch shall function at Headquarters under control of CE through SE(HQ)/V&Q(additional charge) & Circle office Panchkula. They are coordinating all the meetings of supplies/ contracts in relation to execution of works. All the reports/cases shall be routed through CE to the MD.

The branch at Headquarters shall perform the following tasks:

1. Checking/processing of:
  - Rough cost estimates
  - Detailed estimates
  - DNITs and
  - Enhancement cases.
2. Arranging Administrative approval of each work & the enhancements wherever needed.
3. Submission of monthly status report of works where Administrative approval exists and funds received but works are yet to be allotted.
4. Arranging approval of specifications and technical sanction of works.
5. Calling of Tenders (checking DNIT) for works. To ensure that tenders are invited in time against all sanctions received from PHQ other departments, Boards etc and allotment of works strictly as per administrative approval and funds received.
6. Issuance of tender notices (to DPR for publication) & and arranging Tender Allotment Meetings.
7. Processing cases of N.S items and obtaining prior approval.
8. Maintaining a list of pending decisions for each contract and orders of MD/CE is taken in advance.
9. Technically checking of quantities / consumption of material and rates in final bill etc.
10. To ensure that the works which have been completed, their final bills are being submitted timely by the concerned EE's.
11. Arbitration & court cases.
12. Processing of Time Extension cases of works
13. Any other work where technical opinion / action is required.

### **3. Vigilance & Quality Control Branch.**

The Superintending Engineer(V&Q) performs the vigilance and quality control activities at Headquarters under control of CE. The reports are routed through Chief Engineer to Managing Director.

### **4. Accounts Branch.**

Accounts Branch is controlled by the Manager Finance and shall report to the MD through Chief Engineer, HPHC, Panchkula. The branch performs the following tasks:

1. Pay and allowances and other administrative expenses pertaining to the officers and staff.
2. Surplus funds analysis, due survey of interest from banks and investments after due approval.
3. Preparation of balance sheet and its certification by the Chartered Accountant / Statutory Auditor and its audit from AG's office. Removal of audit objections.
4. Maintenance of accounts and Computerization of account matters.
5. Bank reconciliation.
6. Keeping of Welfare accounts.
7. Correspondence with concerned agencies regarding financial matters.
8. Checking of contractor bills, supplier bills, final bills etc. & their timely payments.
9. To coordinate with Technical Branch regarding receipt of funds and expenditure incurred on the works under various schemes including deposit works.

All purchases of office items including stationery and maintenance of office equipment's through Care Taker.

## **5. Architect Branch.**

This branch functions under the control of Senior Architect and is coordinated through Chief Engineer to MD. The architect branch does the following tasks:

1. Keeping records of all Police lands / maps systematically on computer.
2. It shall also be responsible for enhancing the use of computers for architectural purposes.
3. Making drawings for all contracts, list of contracts and their associated drawings.
4. Incorporating changes as directed in the Plan.
5. Indicating Public Health and Electrical works in all the maps.
6. Preparing elevation drawings.
7. Making / getting Model of layout made as per direction.

## **6. CIRCLE OFFICE HPHC PANCHKULA**

The Circle Office HPHC Panchkula shall function at Panchkula under the control of Superintending Engineer, Circle office HPHC, Panchkula. He will coordinate and attend all the meetings pertaining to his Office. All the reports/cases shall be routed through CE to the MD. The divisional offices at Panchkula, Ambala and Electrical Division Panchkula shall be supervised by him. The HPHC Panchkula office under his control shall perform the following tasks:-

1. Checking/processing of:
  - Rough cost estimates
  - Detailed estimates
  - DNITs and
  - Enhancement cases.
2. Arranging Administrative approval of each work & the enhancements wherever needed.
3. Submission of monthly status report of works where Administrative approval exists and funds received but works are yet to be allotted.
4. Arranging approval of specifications and technical sanction of works.
5. Processing cases of N.S items and obtaining prior approval
7. Maintaining a list of pending decisions for each contract and orders of MD/CE is taken in advance.
8. Technically checking of quantities / consumption of material and rates in final bill etc.

9. To ensure that the works which have been completed, their final bills are being submitted timely by the concerned EE's.
10. Arbitration & court cases.
11. Processing of Time extension cases of works
12. Any other work where technical opinion / action is required.

Besides above, SE is designated as First Appellate Authority for Jurisdiction of Circle office Panchkula and XENs are designated as State Public Information Officer under RTI Act, 2005 for their concerned divisions. XEN(Elect.)(PKL) is designated as SPIO for Head office, HPHC, Panchkula.

## 7. **CIRCLE OFFICE HPHC GURUGRAM**

The Circle office HPHC Gurugram shall function at Gurugram under the control of Superintending Engineer, Circle office HPHC, Gurugram. He will coordinate and attend all the meetings pertaining to his Office. All the reports/cases shall be routed through CE to the MD. The divisional offices at Gurugram, Faridabad and Rewari shall be supervised by him. The Gurugram office under his control shall perform the following tasks:

1. Checking/processing of:
  - Rough cost estimates
  - Detailed estimates
  - DNITs and
  - Enhancement cases.
2. Arranging Administrative approval of each work & the enhancements wherever needed.
3. Submission of monthly status report of works where Administrative approval exists and funds received but works are yet to be allotted.
4. Arranging approval of specifications and technical sanction of works.
5. Processing cases of N.S items and obtaining prior approval.
6. Maintaining a list of pending decisions for each contract and orders of MD/CE is taken in advance.
7. Technically Checking of quantities / consumption of material and rates in final bill etc.
8. To ensure that the works which have been completed, their final bills are being submitted timely by the concerned EE's.
9. Arbitration & court cases.
10. Processing of Time extension cases of works
11. Any other work where technical opinion / action is required.

Besides above, SE is designated as First Appellate Authority for Jurisdiction of Circle office Gurugram and XENs are designated as State Public Information Officer under RTI Act, 2005 for their concerned divisions.

## **8. CIRCLE OFFICE HPHC MADHUBAN**

The Circle office HPHC Madhuban office shall function at Madhuban under the control of Superintending Engineer, Circle office HPHC Madhuban. He will coordinate and attend all the meetings pertaining to his Office. All the reports/cases shall be routed through CE to the MD. The divisional offices at Madhuban, Hisar and Rohtak shall be supervised by him. The HPHC Madhuban office under his control shall perform the following tasks:-

1. Checking/processing of:
  - Rough cost estimates
  - Detailed estimates
  - DNITs and
  - Enhancement cases.
2. Arranging Administrative approval of each work & the enhancements wherever needed.
3. Submission of monthly status report of works where Administrative approval exists and funds received but works are yet to be allotted.
4. Arranging approval of specifications and technical sanction of works.
5. Processing cases of N.S items and obtaining prior approval
6. Maintaining a list of pending decisions for each contract and orders of MD/CE is taken in advance.
7. Technically checking of quantities / consumption of material and rates in final bill etc.
8. To ensure that the works which have been completed, their final bills are being submitted timely by the concerned EE's.
9. Arbitration & court cases.
10. Processing of Time extension cases of works
11. Any other work where technical opinion / action is required.

Besides above, SE is designated as First Appellate Authority for Jurisdiction of Circle office Madhuban and XENs are designated as State Public Information Officer under RTI Act, 2005 for their concerned divisions.

**9. Divisional Offices at Panchkula, Ambala, Madhuban, Hisar, Rohtak, Rewari, Faridabad and Gurugram.**

The divisional offices shall be executed the works and shall be supervised by the concerned Superintending Engineer. They shall be inspecting the offices of the XENs and the execution of the contracts at the sites. A report shall be submitted to the Chief Engineer and Managing Director through their respective SEs as per need. The duties of these offices are listed below:

- Preparation of Rough cost estimates, detailed estimates, DNITs, Enhancement cases and submission thereof to headquarter office for approval.
- Entering into an agreement with the agencies on receipt of Minutes of the Tender allotment Committee and submission of copies of agreement to headquarters office.
- Monitoring of works when it reaches at the stage of 25%, 50%, 75% and 100% and taking timely action in terms of the agreement if the progress of work does not commensurate with the time schedule.
- Inspection of works and also to ensure that the quality of work is as per specification.
- Physical Verification of Stock and submission of quarterly returns to headquarter.
- Assessment of stock required for various works.
- Sending list of decisions required to Technical Branch and getting orders from MD / CE in advance.
- Evaluation of stock
- Reconciliation of stock account on quarterly basis with Accounts branch.
- Arbitration cases / Court cases, hearing cases and to also attend hearing clause II cases.
- To review each contract and when the work reaches at a stage of 95% and, if any, enhancement in work / agreement is required; the enhancement case with full justification may be submitted immediately.
- To send a completion report of work along with test report of Electrical and Public Health works as soon as the work is completed and simultaneous action taken for its handing over to the client department.

- To submit contractor's bill. All formalities such as approval of NS items, enhancement in work, if any, time extension etc must be ensured before submission of final bill.
- To submit a case for refund of security only after having satisfactory report from the client deptt. and as per provisions of agreement.
- In addition to above, the following checks/records is also to maintained at divisional office:
  - Stock registers along with bin cards
  - Contractor ledger, Contractor bill ledger
  - Agreement register, Original agreements
  - Register of works, containing details of allotment of work, schedule date of completion, Amount of Agreement, HSR rate at which the tender has been allotted, likely date of completion of the work, Actual date of completion of the work, Actual cost of completion of the work, recoveries to be made from the contractor, if any etc.
  - Register of MBs received and issued to the concerned JEs, Measurement Books and Standard measurement books of the works already completed
  - Register of Assets/T&P including fixed assets.
  - Petty cash adopted for operation of imprest account and advances
  - Register of Deposit at calls/drafts received on account of earnest money receipt and release
  - Inspection registers of each site
  - Tender sale register
  - Log books and GR books. GR books with four leaves of each may be used and one copy thereof may be sent to Technical Branch for updating their records.
  - To keep the data of works (devised in a format in Microsoft Access) updated every month so that the client department may familiar with the works undertaken, their status, etc. placed on the web site of the corporation.

***The respective and concerned officers may decide and issue further distribution of work amongst the staff. They may also add any item if needed.***

Each branch shall maintain its respective files separately.