

## CHAPTER - 2

### Powers and Duties of Officers and Employees [SECTION 4(1) (b) (2)]

- 2.1 Please provide details of the powers and duties of Officers and employees of the authority by designation as follows:

#### **FUNCTIONAL DUTIES AND RESPONSIBILITIES OF DIRECTORS**

##### **MANAGING DIRECTOR:**

The Managing Director shall be the Chief executive and Administrative Authority i.e., Chief Controlling Authority in respect of all matters relating to General Administration and Administration of funds of the Board and for that purpose exercise all powers necessary in that behalf. He shall also implement all the Resolutions passed by the Board.

Subject to provisions of Section 113 of the Act, the Managing Director may issue an order indicating the Charter of functions and duties of officers and employees of the Board. The Managing Director shall also be the authority competent to give effect to the provisions of Sub-section (2) of Section 113 of the Act in regard to officers and employees employed in connection with water supply and sewerage works in accordance with regulations made for the purpose by the Board.

##### **Executive Director:**

He is responsible for designing and implementation of various projects and assist the Managing Director in all Technical and Administrative related matters of the Board.

##### **Director (Technical):**

The Technical Wing of HMWSSB is headed by the functional Director, Director Technical herein with a team consists in the rank of Superintending Engineer/ Chief General Manager (E) to look after the Transmission System. The Technical Wing is entrusted with various subjects such as Transmission system (conveyance & treatment of water to the city) which consists of Transmission Divisions, Quality Assurance & Testing, SCADA, CDC, CDDAC.

##### **Director (Operations I & II):**

He is in-charge of the works related to water supply distribution system for the areas come under O&M Circle -I, II, III, IV & V. He will be assisted by the Chief General Managers (E) and General Managers (E) for proper distribution of water supply and maintenance of water supply and sewerage infrastructure of the distribution system.

##### **Director (Projects I & II) :**

He is incharge for Formulation of new proposals for improvement of water supply and sewerage infrastructure facilities in the service area of HMWSSB. Preparation of detailed Project Reports (DPRs) for the various schemes / projects with detailed designs, drawings, plans, cost estimates taking into account of immediate, prospective and ultimate years requirements as per standards.

Submission of proposals to the Government for clearance and administrative sanctions with suitable funding for implementation of proposals. After approval of Government, proposals are implemented in phased manner as per required. After completion of schemes including defect liability period, the same would be handed over to Operation & Maintenance Wing for further and regular maintenance of the water supply & sewerage systems.

**Director (Revenue):**

The Director (Revenue) shall plan, implement, monitor and ensure that the demand is raised against the water supply and sewerage services, commensurate with the services rendered / water supplied, in accordance to the rules in vogue. Provide mechanism to accurately measure the quantum of water supplied to consumers so as to raise appropriate demand. He shall implement any intermediary process incidental or required to support the above processes.

**Director (Finance) :**

The Director (Finance) is incharge of Finance and Accounts of the Board. He will advise the Board on formulating sound financial procedures and other related aspects on overall interest of the Board. He is assisted by two Chief General Managers (Finance) and two General Managers (Finance).

**Single Window Cell:**

In order to eliminate the mediators and to facilitate the prospective consumers to get water supply as well as sewerage connection with a single application, a Single Window Cell has been constituted. This Single window Cell is headed by General Manager(Engg). He is assisted by one Dy. General Manager (Engg) and Supporting Staff. All the requirements of prospective consumers i.e., right from obtaining application form to sanction orders of water supply and sewerage connection including the material supply and departmental labour is also provided through Green Brigade attached to Single Window Cell.

**IT Wing:**

- Maintenance of IT infrastructure in HMWSSB
- Monitoring, engaging service provider for IT related application for business of HMWSSB
- Providing necessary technical support for integration of services to external collection agencies such as MeeSeva, TS online, Twallet, Bill desk and Paytm etc.
- Billing and collections (Technical support)
- Operations of Metro Customer Care
- Procurement & supply of IT related consumables
- Telephones & Network connectivity to various offices of HMWSSB.
- Supervision of Technical outsource manpower (DEOs,DPOS, Programmers etc.)

**Rain Water Harvesting Cell:**

In order to increase the depleting ground water resources and to increase the recharge of ground water by way of artificial recharge to augment the natural infiltration of water, a Rain Water Harvesting Cell has been constituted to bring awareness among the general public and to assist them in constructing the Rain Water Harvesting pits. At present this Rain Water Harvesting Cell is looking after by Assistant Director, (Retd), Ground Water Department as OSD (RWHC).