

CHAPTER – 3
POWERS AND DUTIES OF OFFICERS AND EMPLOYEES
[Section 4 (1) (b)(iii)]

3.1 Please provide details of the powers and duties of officers and employees of the Authority by Designation as follows:

Sl. No	Name of the Officer/ Employee	Designation	Duties allotted	Powers
1	Sri.SWAPNIL DINKAR PUNDKAR, I.A.S.,	Commissioner		
		Statutory:	To exercise all duties as laid down and empowered in the Act and other laws in force and any other duty assigned by government	All powers provided in the Act
		Administrative	To supervise and control all the officers and staff of VMC	Appointing authority/Controlling Officer
		Financial	-	To accord sanctions under the provision of the Act
		Other	-	-
2.	Smt.M.Syamala	Additional Commissioner (General)		
		Statutory		
		Administrative		
		Financial		
		Other	As delegated by the Commissioner, VMC	
3.	Smt.K.V.Satyavathi	Additional Commissioner (Projects)	All work bills, all sections related VMC pass order bills, Command Control Room, Voice Sections and Record room maintenance	
		Statutory		
		Administrative		
		Financial		
		Other	Swachh Survekshan - 2023 campaign, Airport Corridor Gannavaram,	

			Housing layouts and Social Media maintenance	
4	Sri.B.Srinivasa Rao	Manager		
		Statutory:		
		Administrative	To supervise and control the Establishment staff of VMC	
		Financial		
		Other	As delegated by the Commissioner, AC(G) & Manager,VMC	
5.	Kum D.Venkata Lakshmi	Deputy Commissioner (Revenue)		
		Statutory	Assessment, Revision and collection of taxes of VMC	
		Administrative		
		Financial		
		Other	As delegated by the Commissioner, VMC	
6	Smt.K.Sakuntala	POUCD	All Project Works, in UCD Section, MEPMA Welfare Schemes, SLF & SHG works, etc	As delegated by the Commissioner from time to time
		Statutory:	Assessment of taxes upto Rs.2000 MRV and collection of taxes.	
		Administrative	Supervision and control over Revenue Wing in Circle-1 area (Ward Nos.25 to 41 and 48,49,50) she shall under take out – door inspection also.	
		Financial		
		Other	As delegated by the Commissioner, AC(G) & Manager VMC	
7.	Sri.D.Venkateswara Rao Commissioner - I	Assistant Commissioner – I		

		Statutory:	Assessment of taxes up to Rs.2000/- MRV and collection of taxes	As delegated by the Commissioner from time to time.
		Administrative	Supervision and control over Revenue wing in Circle- I area (Ward No.s 25 to 41 and 48,49,50) he shall under take out door inspection also	
		Financial		
		Other		
8.	Smt. Ch.Asnasuya Devi	Assistant Commissioner- II		
		Statutory:	Tax Assessments Levy and collect taxes up to Rs.2000 MRV and collection of taxes.	Appointed representative of the Samayan caste
		Administrative	Monitoring and control 1,5,19,20,21,21A,42,43,44,45,46,47,51,52,52A,53,53A,54,55,56,57,58,58A,59 wards, circle-2 (Revenue)	
		Financial		
		Other		
9	Sri.M.Raj Kumar	Asst.Commissioner- III		
		Statutory	Tax Assessment Levy and collect taxes up to Rs.2000 MRV and collection of taxes	Appointed respective of the SamayanCaste
		Administrative	Monitoring and control 2,2A,3,4,6,7,8,9,10,11,12,13,13A,14,15,16,17,18,22,23 & 24 Wards, circle- 3 (Revenue)	
		Financial		
		Other		
10	Sri.S.N.Chakravarthy, E.O.A	Examiner of Accounts		

		Statutory	To audit all types of expenditure and verify conformity to its authority	
		Administrative	Control over audit sections.	
		Financial	1.To scrutinize all expenditure of the Corporation 2. To sign al Cheques as joint signatory with Commissioner.	To call for all records relating to expenditure and receipts
		Other		
11	Vacant	Assistant Examiner of Accounts		To Act as Examiner of Accounts, in his absence
		Statutory	As assigned by the Examiner of Accounts	
		Administrative		
		Financial		
		Other		
12	Sri.K.Narasimha Murthy	Accounts Officer		
		Additional Accountant		
		Statutory	-	
		Administrative	-	-
		Financial	-	-
		Other	Preparation of Annual Accounts and Budget. Preparation of Audit Objections replies. Control over all staff working in Accounts Section. Preparation of Receipt of Cheques deposited and preparation of all cheques for payment.	
13	Smt.M.Syamala, Additional Commissioner (General)	Officer In – charge Legal Cell		
		Statutory		
		Administrative	To co-ordinate with all the section Heads in furnishing the records etc., to the Hon'ble Courts through Municipal Standing council pertaining to the	

			Court Cases of VMC	
		Financial	-	
		Other	-	
14	Sri.Dr.A.Ravi Chand	PRO i/c	Attending office Files, attending daily out door inspections of Commissioner and Print and Electronic Media interaction and Section maintenance.	PRO section management
		Statutory	Print & Electronic Media Communication tools are used	
		Administrative	Print & Electronic Media Monitoring and PRO Section management	
		Financial	5,11,50,000	
		Other		
15	Sri.Ch.Srinivasulu	ADH		
		Statutory		
		Administrative		
		Financial		
		Other	To Maintain all parks and greenery in the City.	
16	Smt.K.Vasantha Lakshmi	Secretary		
		Statutory	To conduct Council, Standing Committee and Special Committee Meetings and to maintain the record of minutes and Resolutions.	
		Administrative	Control on the staff of Secretary Cell	
		Financial		
		Other		
17	Sri.T.Sreenivas	Regional Fire Officer I/c	-	-
	-	Statutory	Inspection of Fire Hazardous Premises as per Delegations conducted	Inspection of Fire Hazardous Premises as per Delegations

			awareness programs at schools, Business Establishment etc.,	
18	Sri T.Sreenivas	District Fire Officer	Inspection of Fire Hazardous Premises as per Delegations conducted awareness programs at schools, Business Establishment etc.,	Inspection of Fire Hazardous Premises as per Delegations
19	Sri M.Raja	Station Fire Officer	Inspection of Fire Hazardous Premises as per Delegations conducted awareness programs at schools, Business Establishment etc.,	Inspection of Fire Hazardous Premises as per Delegations
	-	Administrative	-	-
	-	Financial	-	-
	-	Other	As delegated by the Commissioner	-
20	Sri.T.Sreenivas	Director of Sports i/c		
		Statutory:	As delegate by Commissioner	--
		Administrative	As delegate by Commissioner	--
		Financial	NIL	--
		Other	As delegate by Commissioner	--
21	Smt M.Syamala	Dy.E.O (I/c)		
		Statutory		
		Administrative	HOD of the K Section Establishment works of municipal teachers & Overall Supervision of municipal schools	As delegated by the Commissioner from time to time
		Financial		
		Other		
22	Dr. P.Ratnavali	C.M.O.H.		

		Statutory	Public Health Activities (solid waste management, Birth & Death Register)	Disposal of Condemned animals and organs.
		Administrative	Sanction of C.L.,E.L.,S.L., M.L., Disciplinary action.	-
		Financial	Sanction of loans, festival advances	-
		Other	-	-
23	Dr K Suresh Babu	AMOH-1		
		Statutory	Public Health, P.H.Workers, S.Ms.	
		Administrative		
		Financial		
		Other		
24	Dr V Rama Koteswara Rao	AMOH-II		
		Statutory	Implementation of P.H.Act and PFA act	
		Administrative	P.H.Workers, S.Ms, Health Assts., Sanitary Inspectors	
		Financial		
		Other	Implementation of National Health Programs, Control of epidemics, attending special programs like fair and festivals, V.I.P. visit.	
25	Dr. Iqbal Hussain	AMOH-III		
		Statutory	Implementation of P.H.Act and PFA act.	
		Administrative	P.H.Workers, S.Ms, Health Assts., Sanitary Inspectors	
		Financial		

		Other	Implementation of National Health programmes, Control of epidemics, attending special programmes like fair and festivals, V.I.P. visit.	
26	Dr B. Sri Devi	AMOH-IV		
		Statutory		
		Administrative	P.H.Workers, S.Ms, Health Assts., Sanitary Inspectors	
		Financial		
		Other	Implementation of National Health Programs, Control of epidemics, attending special programmes like fair and festivals, V.I.P. visit.	
27	Dr.Ch.Surya Kumar	Biologist I/c		
		Statutory		
		Administrative	Dividing 5 divisions with 5 S.Is	To Supervision the activities of Mosquito Measures. 2. Control of Malaria cases
		Financial	-	-
		Other	-	
28	Dr A.Ravi Chand	VAS .		
		Statutory	Maintenance of Slaughter House, Ante and post mortem inspection of meat animals, Control of stray animals and maintenance of mini Zoo	Disposal of Condemned animals and organs
		Administrative	Overall control on Staff of slaughter house, mini Zoo and stray Animal control squad.	
		Financial		

		Others		
29	Sri.G.V.G.S.Prasad.	City Planner		
		Statutory:	Grant of Plans and lay outs implementation of master plans, eradication of encroachments	As delegated by the Commissioner from time to time
		Administrative	Supervision of staff in the department	
		Financial		
		Other		
30	Y.B.R.Chandra Bose	Deputy City Planner & Asst.City Planner-1	Supervise of All BOS out door staff and clerks	
		Statutory:		
		Administrative		
		Financial		
		Other		
31	Sri.E.Balaji	Asst.City Planner-II	Orders of the Commissioner	Town Planning Duties
		Statutory:		
		Administrative	Supervision of staff in the department	
		Financial		
		Other		
32	Sri. Zubin Cheeran Ray	Deputy City Planner & Asst.City Planner-III I/c	Supervise of All BOS out door staff and clerks	
		Statutory:		
		Administrative		
		Financial		
		Other		
33	Smt.K.V.Satyavathi, AC(P)	Additional Commissioner (Projects)		As delegated by MC/EA for
		Statutory:	As delegated by the Commissioner from time to time	
		Administrative		
		Financial		Finance(Approval); Accounts
		Other		<ul style="list-style-type: none"> IT-Hardware, Software, ERP, Software

				Development and Coordination <ul style="list-style-type: none"> • Projects Conceptualization • PMU Management • Consultancies • Grievance Redressal Monitoring • CCC Monitoring & Maintenance • Disaster Management Cell
34	Sri . M. Prabakhara Rao	Chief Engineer		
		Statutory:	Monitoring of Engineering Works	
		Administrative	Monitoring of entire Engineering Staff	
		Financial		Un-limited Technical Sanction to the extent of Administrative Sanction.
		Other	-	
35	Sri . K. Rama Mohan Rao	Superintending Engineer-I (Projects)		
		Statutory:	Monitoring of Engineering Works	
		Administrative	Monitoring of Sub-ordinate Engineering Staff	
		Financial		Technical Sanction up to Rs.2.00 Crs
		Other	-	
36	Sri.B. Narasimha Murthy	Superintending Engineer-II (works)		
		Statutory:	Monitoring of Engineering Works	
		Administrative	Monitoring of Sub-ordinate Engineering Staff	
		Financial		Technical Sanction up to Rs.2.00 Crs
		Financial	-	-
		Other	-	-
37	Sri.K. Narayana Murthy	Executive Engineer (FAC), WD-I		
		Statutory:	Monitoring of Engineering	

			Works	
		Administrative	Monitoring of circle-I Sub-ordinate Engineering Staff	
		Financial		Technical Sanction up to Rs.40.00 lakhs
38	Sri. V. Srinivas	Executive Engineer-II		
		Statutory:	Monitoring of Engineering Works	
		Administrative	Monitoring of circle-II Sub-ordinate Engineering Staff	
		Financial		Technical Sanction up to Rs.40.00 lakhs
		Other	-	
39	Sri. V. Chandra Sekhar	Executive Engineer-III		
		Statutory:	Monitoring of Engineering Works	
		Administrative	Monitoring of Circle-III Sub-ordinate Engineering Staff	
		Financial		Technical Sanction up to Rs.40.00 lakhs
		Other	-	
40	Sri . A. Satyanarayana Rao	Executive Engineer-IV		
		Statutory:	Monitoring of Vehicle Depo	
		Administrative	Monitoring of Vehicle Depo & SWM Sub-ordinate Engineering Staff	
		Financial		Technical Sanction up to Rs.40.00 lakhs
		Other	-	
41	Sri J. Srinivas	Executive Engineer-P.D-I Housing JnNurm & P.A to C.E i/c		
		Statutory:	Monitoring of Engineering Project Works	
		Administrative	Monitoring of Project Sub-ordinate Engineering Staff	
		Financial		Technical Sanction up to Rs.40.00 lakhs
		Other	-	

42	Sri K. Venkateswara Reddy	Executive Engineer PD- II		
		Statutory:	Monitoring of housing project Engineering Works & Parks	
		Administrative	Monitoring of Housing Project & Parks Sub- ordinate Engineering Staff	
		Financial		Technical Sanction up to Rs.40.00 lakhs
		Other	-	
43	Sri A.S.N.Prasad	Executive Engineer- P.D-III		
		Statutory:	Monitoring of Engineering Project Works	
		Administrative	Monitoring of Project Sub- ordinate Engineering Staff	
		Financial		Technical Sanction up to Rs.40.00 lakhs
		Other	-	
44	Sri N. Sivaji	Dy. Executive Engineer (W.S & U.G.D), W.D-I		
		Statutory:	Monitoring of Water Supply Works Circle –I area including HWW	
		Administrative	Monitoring of Works Circle –I W.S. Sub- ordinate Engineering Staff	
		Financial	-	
		Other	-	
45	Sri V. Padmakhar Prasad	Dy. Executive Engineer (Civil) & SWM(P) i/c, W.D-I		
		Statutory:	Monitoring of Civil Works Circle –I area (part)	
		Administrative	Monitoring of Civil Works	

			Circle –I Sub-ordinate Engineering Staff	
		Financial	-	
		Other	-	
46	Sri B.Gurunad Babu	Dy. Executive Engineer (Civil), W.D-II		
		Statutory:	Monitoring of Civil works in Circle-II area, (part)	
		Administrative	Monitoring of Works Circle –II Sub-ordinate Engineering Staff	
		Financial	-	
		Other	-	
47	Sri B. Rama Krishna	Dy. Executive Engineer (W.S & U.G.D), W.D-II		
		Statutory:	Monitoring of WS UGD works in Circle-II area	
		Administrative	Monitoring of WS & UGD works in Circle-II area Sub-ordinate Engineering Staff	
		Financial	-	
		Other	-	
48	Sri M.C.S.Patru	Dy. Executive Engineer W.D-III (Civil)		
		Statutory:	Monitoring of public Works in Circle-III area(Part)	
		Administrative	Monitoring of Circle –III P.W. Sub-ordinate Engineering Staff	
		Financial	-	
		Other	-	
49	Md. Kallimulla	Dy. Executive Engineer W.D-III (Civil)		
		Statutory:	Monitoring of public Works in Circle-III	

			area(Part)	
		Administrative	Monitoring of Circle –III P.W. Sub-ordinate Engineering Staff	
		Financial	-	
		Other	-	
50	Sri.V. Praveen Chandra	Dy. Executive Engineer, W.D-IV		
		Statutory:	Monitoring of Vehicle Depot Works in Circle-IV	
		Administrative	Monitoring of Circle –IV Vehicle Depot & Sub-ordinate Engineering Staff	
		Financial	-	
		Other	-	
51	Sri M. Ravi Kumar	Dy. Executive Engineer, PD-I I		
		Statutory:	Monitoring of Projects in City	
		Administrative	Monitoring of Project works Sub-ordinate Engineering Staff	
		Financial	-	
		Other	-	
52	Sri. M. Isac Prabhakar	Dy. Executive Engineer, PD-II		
		Statutory:	Monitoring of Retaining wall at Krishnalanka	
		Administrative	Monitoring of footpaths from Control room to Benz Circle	
		Financial	-	
		Other	-	
53	Smt D. Vaniphanisri	A.E(PA to SE)	Assistance to SE	
		SPECIAL CELL		
54	Smt.K.V.Satyavathi	Special Officer	All Ward Secretariats Administration and Establishment matters. All Ward Secretariats and ward Volunteers Establishment	All Ward Secretariats Administration and Establishment matters. All Ward Secretariats and ward Volunteers Establishment

55	Sri.N.V.S.Prasad	Accountant and In Charge Superintendent	Monitoring of Works	
		Statutory	As delegated by the Commissioner from time to time	
		Administrative	-	
		Financial	-	
		Other	All Ward Secretariats Administration and Establishment matters.	
56	Sri.K.Ambedkar	Estate Office	Head of the Department to the Estate Section for Collection of rents from the leased properties and renewals of shops / properties.	As delegated by the Commissioner from time to time.
		Statutory		
		Administrative		
		Financial		
		Other		