

## **JALVAYU VIHAR MANAGR DUTIES**

1. The Manager is to act as focal point for the activities of the association and an important functionary in the administration of the society. He has to act as a bridge between the Board of managers and residents of the colony.
2. He has to open the office in time and be available in the reach of Board of Managers and all the residents.
3. Ensure that Attendance of the all the employees of the association is taken and their punctuality is monitored. Ensure that all the employees wear the uniform while on duty. No employee must be away from Jalvayu vihar while on duty.
4. He is responsible for Day to day work allotment of the staff and any other specific works as directed by the board of managers from time to time.
5. Ascertain the completion of day to day (routine) work or task given by the board of managers from time to time and update the board of manages about the special task.
6. Any untoward incident must be brought to the notice of the President, Secretary, Treasurer with out any delay. In case of failure to contact any of them inform any other member of the BOM.
7. Every Day the manager must deposit the cash to the bank at 3.30 pm keeping the cash on hand less than Rs 20000/- only. Under no circumstances cash balance should exceed Rs 20000/- at the day end. In exceptional circumstances if the money exceeds the given limit, the fact and circumstances are to be explained to the treasurer and Secy and approval has to be taken.
8. Any type of payment other than regular payments (Electricity Bill, Water Bill, Telephone bill) must have an authorisation from the concerned member. **WITHOUT AUTHORISATION NO PAYMENT SHALL BE MADE BY THE MANAGER ON HIS OWN.**
9. Any written complaints received must be endorsed with inward stamp with time and date, enter in the inward register and immediately it must be placed before the Secretary of the association. As per the instructions of the secretary the manager should act accordingly.

### **Office Administration**

10. He is responsible for upkeep of all the files maintained in the office and for their safe custody. All routine correspondence has to be done by him.
11. In case of non availability of Office Clerk the Manager should collect the Cash/Cheque and issue the receipt and also close the Day Book for the day.

- 12. Any complaints pertaining to Plumbing/Electrical/Drainage either orally/telephonically or in writing are to be entered in the complaint register and are to be attended immediately in the following procedure.**
  - a. Complaints received by orally/telephonically to be entered in the concerned complaint register.**
  - b. Complaint voucher to be prepared immediately and send the concerned person to attend the complaint.**
  - c. After attending the complaint the concerned person must obtain signature on the complaint voucher from the resident without fail and the same to be closed in the complaint register.**
  - d. Rs 20/- per hour or minimum of Rs 20/- to be collected from the resident.**
- 13. All other complaints other than the above must be obtained in writing with the details of house number and name with signature, if applicant asks for acknowledgement it must be given by cross checking the original.**
- 14. He is responsible for supervision over general cleanliness of common areas, Coordination with hired labour / painting/ maintenance works other than plumbing and electrical.**
- 15. He is responsible to maintain the OT Register of Sub Staff and need to take the approval of concerned Board Manager and Secy at the earliest.**
- 16. He is responsible for liaison with officials of GHMC/HMSWB/TPDCL to ensure uninterrupted services.**