

JAL VAYU VIHAR

MANAGER: DUTIES & RESPONSIBILITIES

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. The Manager is responsible to Board of Managers through Secretary, for his day to day functioning and successful completion of tasks given to staff placed under him.
3. The Manager has to open the office fifteen minutes before the office opening time for cleaning of office by cleaning staff and be available till closure of office and the manager must be within the reach of Board of Managers and all the Residents.
4. 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. He has to ensure that no employee is away from Jal vayu vihar while on duty.
5. The Manager 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.
6. While allocating work for sweepers, he should ensure that all the roads, all vacant lands in the colony and area on the sides of roads is cleaned at least once in a week. In addition, for the benefit of residents in flats, the steps and terrace should be cleaned at least once in a week.
7. Manger has to ensure that all the special events to be conducted by BOM, like Republic Day, Independence day or any other events are conducted successfully with the help of his staff.
8. The Manager should not leave the premises on duty hours without prior permission of Board Member/Secretary other than day to day assigned jobs like cash/cheque deposits in the bank.
9. Manager must have regular key box control and issue the keys only through register and collect them back before closure of office and place the keys in the key box.
10. Any loss/damage of equipment due to negligence the responsibility will be fixed along with concerned person. Ensure that no equipment is un attended and left outside, every equipment is kept under custody.
11. 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.
12. Any untoward incident must be brought to the notice of the President, Secretary, and Treasurer without any delay. In case of failure to contact any of them inform any other member of the BOM.

13. CASH/CHEQUE HANDLING

- a) The manager has to give petty cash to Asst. Manager everyday morning and collect the same along with the day collections at the end of the day. A book has to be maintained for issue of petty cash and collection of petty cash along with day collections at the end of the day with signatures of Manager and Asst. Manager.
- b) All the cash payments must be made by the Manager with prior permission from the Treasurer after obtaining receipt/bill duly endorsed by the concerned member for the payment, and must be accounted in tally immediately. The Manager is responsible for the cash available in the office.

c) The Manager has to tally the cash and write the denominations in the day book at the end of every day and sign the same.

d) In case of Cheque payments of value exceeding Rs10,000/- either the bill or Cheque must be signed by President.

e) Every Day the manager must deposit the cash to the bank by 03.30 pm keeping the cash on hand less than Rs 10000/- only. Under no circumstances cash balance should exceed Rs 10,000/- 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 Secretary and act as per their guidance. In addition all the cheques received during the day also must be deposited on the same day for realization. If there is any willful violation of this by any of the persons placed above the same may be brought to the notice of President in writing.

f) Any type of payment including regular payments (Electricity Bill, Water Bill, Telephone bill) must have an authorisation from the concerned member and also mandatory clearance permission from the Treasurer. WITHOUT TREASURER CLEARANCE NO PAYMENT SHALL BE MADE BY THE MANAGER ON HIS OWN.

14. Any written complaints received from members or from staff placed under him 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.

15. OFFICE ADMINISTRATION

a) The Manager 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.

b) In case of non-availability Asst. manager-Office the Manager should collect the Cash/Cheque and issue the receipt and also close the Day Book for the day.

c) 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.

i. Complaints received by orally/telephonically to be entered in the concerned complaint register.

ii. Complaint voucher to be prepared immediately and send the concerned person to attend the complaint.

iii. 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 Rs 20/- per hour or minimum of Rs 20/- to be collected from the resident.

iv. If for any reason the complaints cannot be resolved, the same should be brought to the notice of Secretary to find a solution.

16. 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.

17. The Manager is responsible for supervision over general cleanliness of common areas; Coordination with hired labour/painting/maintenance works other than plumbing and electrical.

18. The Manager is responsible to maintain the OT Register of Staff and need to take the approval of concerned Board Manager and Secy. on the next day without fail. As far as possible such a requirement is to be projected in advance.

19. The Manager is responsible for liaison with officials of GHMC/HMSSWB/TSPDCL to ensure uninterrupted services.
20. The Manager is responsible to maintain the Registers of Assets/Stores/Consumable items of Jal Vayu Vihar.
21. He has to ensure that any project/activity undertaken by a particular BOM in the interest of the colony, should be continued
22. Manager must attend the office in time in uniform and leave the office after completion of Working hours.
23. Manager should not leave the office during working hours, without specific permission from Secretary/President.
24. Working hours from 09.15 am to 05.30 pm, Lunch time is from 01.15 pm to 02.00 pm only. He should leave the office after completion of working hours. After locking all the rooms, keeping all the keys in the office key box and after handover the office key to the secretary.
25. Manager is authorized to have one day leave in a month other than paid weekly off and paid public holidays. In case if Manager is on duty on weekly off, on public holiday and not availing leave will be paid extra days as per the salary.

26. OVERALL THE MANAGER IS RESPONSIBLE FOR EVERY THING IN THE COLONY. IF THERE ARE ISSUES WHICH ARE BEYOND HIS CAPACITY TO HANDLE, THE SAME MUST BE BROUGHT TO THE NOTICE OF SECRETARY/PRESIDENT.

(V Gouripathi)

WgCdr

President

JVVHOWA

Date: