

Charter of Duties

NHA

Chairman

- To act as Chief Executive officer of the NHA and responsible for the efficient administration and general professional control of works under him.
- He will be responsible to run the administration of the Authority.
- To be responsible for proper functioning and discipline of the NHA.
- To act as Chief Professional Adviser to the government in all matters and on formulation of policies concerning with the NHA.
- To act as Principal Accounting Officer of the NHA within the budget provision.
- To preside over the Board meeting of the NHA and will be responsible for calling Board meeting at least once a month.
- Members of the NHA will be responsible to the Chairman individually for their respective works.
- To approve Budget Estimate of NHA as per recommendation of the Board.
- Chairman, NHA will exercise financial power equivalent as delegated by the Government.
- To approve plans prepared by the Architects and consultants for the works of the National Housing Authority as per recommendation of the Board.
- To allocate duties of officers as and when required.
- To be responsible for maintaining proper security measures of NHA.
- To ensure revenue collection and safeguard NHA's property under his control.
- To be responsible for appointment, promotion etc. of the officers and staff as per existing procedure.
- To be responsible for promotion of officers upto N.P.S grade-IV of NHA as per existing rule.
- To make transfer and posting up to N.P.S grade-IV of NHA.
- To be responsible for implementing National Housing Policy within the perview of NHA.
- To represent NHA and where personal representation is not possible, he will select representative on his behalf.

- To be responsible for issuing standing orders laying down the maximum extent of all delegation of powers to the officers serving under him.
- To ensure that all decisions of the board are implemented properly.
- To inspect his office at least once in a month and field offices at least once in a year or as and when required.
- To meet all the officers under him located in the same station from time to time to review cases pending for disposal.
- To be responsible for drawing proceedings for disciplinary case of all class I & II of NHA as per disciplinary rule.
- Any other duties assigned by the Govt.

Secretary

- To act as a Staff officer of the Chairman.
- To be responsible for preparation of agenda, synopsis and minutes of Boards meeting.
- To deal with the correspondence regarding decisions of the Board and follow up the actions of the Boards decision.
- To sign letter on behalf of the Authority in connection with the decisions taken by the Board. However the draft to be initiated by the concerned branch and is to be approved by the Chairman.
- To preserve all reference documents of NHA & supply the same to the board on demand/ requisitions.
- To deal with the public relation works of NHA.
- To deal with publication of Brochure, supplements on the activities of the NHA.
- To deal with publication of Rejoinders and maintenance of publicity documents.
- Such other duties as assigned to him from time to time by the Chairman.

Member (Admin & Finance)

- He will be responsible to the chairman for his works.
- To look after the administrative functions of different sections of NHA.
- To be responsible for processing of placement of fund according to the demand of D.C. for land and structure to be acquired by the NHA.

- To be responsible for preparing training schedule for the officer and staff of the Authority.
- To be responsible for processing disciplinary cases of all officers & staffs of NHA
- To look after the establishment cases of all the employees of the organisation.
- To make correspondences with the Govt. as well as with other organisation on behalf of NHA and also to attend meetings as and when desired by the Chairman.
- To advise the Board and the Chairman on the financial matters and preparation of accounts of NHA.
- To exercise general supervision and control on all financial matters including Budget, Accounts and Audit.
- To scrutinise and offer comments on Audit reports and other financial matters.
- To suggest ways and means for introducing proper system of Accounts for the organisation.
- To be responsible for preparation of Balance sheet of the organisation.
- To be responsible for preparation of Accounts manuals/ Accounts Rule and codes of NHA.
- To perform any other duties assigned to him by the Chairman.

Member (Land & Asset. Management)

- He will be responsible to the chairman for his works.
- To be responsible for overall land & Asset management of NHA.
- To be responsible for proper functioning of land and asset as per acts. Ordinance, rules issued by the government and regulations made by the NHA.
- He will be responsible for allotment of land as per decision of the Board.
- To be responsible for keeping of records of land and structures of NHA.
- To be responsible for engagement of magistrate / police etc. and to take other necessary action for eviction and to recover the properties in case of encroachment, unauthorised use of land, houses, flats and shops etc.
- To be responsible for proper maintenance of records of residential, industrial and commercial estates, rehabilitation zones and shops and markets constructed by NHA.
- To deal with the allotment of plots and buildings etc. of the NHA as per approval of the Board.
- To be responsible for control & supervision in respect of Land & Asset management of NHA including field offices.

- To keep record of realisation of premiums of lands, rents of shops and buildings and service charges etc.
- To deal with all legal matters and civil suits with the help of law officer of NHA.
- To be responsible for issuing clear standing orders laying down the maximum extent of delegation of powers to the officers serving under him subject to the approval of the board.
- To meet all officers under him located in the same station once in a month to review cases pending for disposal.
- To be responsible for time extension, lease deeds, sale permission etc.
- To perform any other duties assigned by the Chairman.

Member (Planning, Design & Special Project)

- He will be responsible to the chairman for his works.
- To be responsible to formulate Housing Development programme for NHA.
- To prepare proposal for acquisition of lands for NHA development schemes to the administrative Ministry and the Ministry of Land.
- To be responsible for preparing Perspective plan, Master plan, Action plan for different projects of NHA.
- To advice the Board and the Chairman regarding all planning matters.
- To be responsible for preparing P.P. & PCP for the NHA schemes/ projects.
- To be responsible for preparing Master plan for each NHA land, apartment, sites & services schemes of NHA.
- To be responsible for preparing Architectural plans, drawings for Building/Apartment schemes.
- To be responsible for preparing structural designs for all NHA schemes.
- To be responsible for planned growth of the urban & rural areas within the perview of NHA objective.
- To deal with the study and preparation of master plan of the urban and rural areas under the jurisdiction of NHA.
- To study and analyse environmental aspects of developments projects.
- To suggest necessary changes in the master plan to suit the change circumstances of the plans prepared by NHA.

- To deal with the neighborhood plans of the urban areas within NHAs jurisdiction.
- To deal with the revision, modification and up-grading of local plans.
- To deal with the survey and study of urban and rural housing throughout the country.
- To conduct research on Housing, planning & building.
- To deal with the correspondence with Government departments and other agencies for collecting maps and data's etc. required for preparation of different types of plans.
- To be responsible for analytical study of the economic activities which effects the use of lands regarding preparation of economic strategies of Housing development projects.
- To deal with the socio-economic survey to form the basis for the preparation of physical development plans.
- To deal with the analysis of the survey data's for the preparation of Housing development plans.
- To deal with the economical and social problems facing in the housing development of urban areas.
- To attend various meeting on behalf of NHA with different Ministries & other agencies.
- To be responsible for all matters pertaining to economic evaluation of projects.
- To organise local and international seminar / workshop etc. in connection with the housing policy of NHA.
- Any other duties assigned by the Chairman.

Member (Engineering & Co-Ordination)

- He will be responsible to the chairman for his works.
- To be responsible for implementing the projects properly and timely under his jurisdiction.
- To be responsible for taking all necessary steps according to rules for acquisition of land for development schemes of NHA.
- To be responsible to meet with Executive Engineers & Superintending Engineers once in a month to review the progress of the projects and remove bottlenecks.
- To take Housing/Apartment project within the perview of National Housing policies.
- To guide and control the preparation of estimates of works, procurements of stores and machinery as per requirement of the organisation.

- To be responsible for co-ordinating both the head quarter & field offices for monitoring the progress of the project.
- To supervise and inspect working sites of NHA as and when required.
- To attend various meeting on behalf of the NHA with the various Ministries/Agencies for implementing the projects.
- To exercise financial power as delegated by the board.
- To perform any other duties assigned by the Chairman.

Superintending Engineer (Planning & Design)

- To be responsible to assist Member (Planning & Design) to perform his duties.
- To be responsible to formulate Housing Development Programme for NHA.
- To be responsible for the preparation of P.P & P.C.P for NHA schemes.
- To be responsible for detail design of buildings & apartment projects and other buildings of NHA.
- To formulate allotment policies of NHA.
- To be responsible for preparation of schedule of rates of different items of works and materials for NHA.
- To be responsible for supervising and guiding the survey works being carried out for preparation of different programme.
- To be responsible for socio-economic survey and collection of data for preparation of Housing development plan.
- To deal with the publication of brochure, supplements on the activities of NHA.
- To deal with the arrangement of seminars, symposium etc. on the affairs of NHA.
- To deal with the photography and documentary films on the activities of NHA.
- To supervise and control the functions of officers and staff working under his control.
- To perform any other duties assigned by the competent authority.

Executive Engineer (Planning & Design)

- To be responsible to S.E (Planning & Design) to perform his duties.
- To be responsible to formulate Housing development programme for NHA.
- To be responsible for the preparation of P.P & P.C.P for NHA schemes.

- To be responsible for detail design of buildings & apartment projects and other buildings of NHA.
- To formulate allotment policies of NHA.
- To be responsible for preparation of schedule of rates of different items of works and materials for NHA.
- To be responsible for supervising and guiding the survey works carrying out for preparation of different programme.
- To be responsible for socio-economic survey and collection of datas for preparation of Housing development plan.
- To deal with the publication of brochure, supplements on the activities of NHA.
- To supervise and control the functions of officers and staff working under his control.
- To perform any other duties assigned by the competent authority.

Deputy Chief Architect

- To be responsible to assist Member (Planning & Design) to perform his duties.
- To be responsible for preparation of master plan of different urban areas and layout plans of different schemes of NHA including architectural plans etc.
- To be responsible to look after the planned growth of the urban areas under NHAs jurisdiction.
- To be responsible for preparing details plan for apartment projects and neighbourhood improvement projects.
- To deal with the revision, modification and up-grading of local plans.
- To be responsible for analytical study of the economic activities which effects the use of lands regarding preparation of economic strategies of Housing development projects.
- To deal with the socio-economic survey to form the basis for the preparation of physical development plans.
- To deal with the economical and social problems facing in the development of urban areas.
- To examine the proposal for land use for residential, commercial and industrial purposes.
- To be responsible for rendering technical advice to the Member (Planning & Design) and preparation of Architectural standards for different residential estates of NHA.
- To prepare models of building for guidance of publicand for the NHA projects.
- To study different aspects of designs of buildings and suggest modification and improvement.

- To be responsible for supervision of works of officers and staff engaged for Architectural works.
- To perform any other duties assigned by the competent authority.

Asstt. Chief Architect

- To be responsible to assist Deputy Chief Architect to perform his duties.
- To be responsible for preparation of master plan of different urban areas and layout plans of different schemes of NHA including architectural plans etc.
- To be responsible for preparing detail plan for apartment projects and neighborhood improvement projects.
- To deal with the revision, modification and up-grading of local plans.
- To be responsible for analytical study of the economic activities which effects the use of lands regarding preparation of economic strategies of Housing development projects.
- To deal with the socio-economic survey to form the basis for the preparation of physical development plans.
- To examine the proposal for land use for residential, commercial and industrial purposes.
- To be responsible for rendering technical advice to the Deputy Chief Architect and to deal with the preparation of architectural standards for different residential estates of NHA.
- To prepare models of building for guidance of public and for the NHA projects.
- To study different aspects of designs of buildings and suggest modification and improvement.
- To perform any other duties assigned by the competent authority.

Director (Administration & Finance)

- To be responsible to assist Member (Admin. & Finance) to perform his duties.
- To be responsible for personnel management & training activities of NHA.
- To be responsible for processing of departmental proceeding of officers & Staffs of NHA.
- He will be responsible for preparing budget, compiling accounts, disbursement of fund to the field offices as per budget provision of NHA.
- To be responsible for preparation of balance sheet and accounts of NHA.
- To be responsible for preparation of Accounts manuals/Accounts Rule and codes of NHA.
- To perform any other duties assigned by the competent authority.

Deputy Director (Finance & Accounts)

- To be responsible for preparation of Balance sheet and accounts of NHA.
- To be responsible for proper maintenance of books of Accounts both revenue and capital.
- To be responsible for monitoring & Keeping records for realisation of premium of lands, flats service charge and rents and other financial matters.
- To be responsible for preparation of bank reconciliation statements of Accounts maintained by the NHA.
- To ensure proper safe custody of cash, saving certificate and other relevant important documents of the accounts of NHA.
- To be responsible to control expenditure on different heads as per provision of the budget estimates.
- To be responsible for preparation of budget estimates for NHA after collecting necessary figures from different sections and divisions to get approval from competent authority.
- To deal with correspondences regarding budget, estimates, loans and grants etc. with the Govt. Deptts. and other agencies.
- To be responsible for collection of broad sheet replies submitted by different Sections and Divisions of NHA on the basis of Audit objection and preparation of necessary papers for submission to Board, Administrative Ministry & Directorate of Audit for disposal.
- To ensure timely submission of replies of audit reports by different sections and divisions.
- To be responsible for co-ordination with the Govt. audit party.
- To be responsible for submission of monthly report on the activities of Finance and Audit sections.
- To write A.C.R. of the officer and staff working under him.
- Any other duties assign by the competent authority.

Deputy Director (Administration & Training)

- To deal with the service matters relating to appointment, promotion, transfers, time scale, resignation, disciplinary action etc. of both officers and staff of the NHA.
- To deal with the increments of all officers and staff of relevant office of the NHA.
- To deal with all kinds of leave of officers and staffs of the NHA.
- To deal with procurement of stationery, forms and office equipments etc for Head office.

- To deal with procurement of liveries of the employees of the head office.
- To maintain stock & issue registers of stationery forms, liveries and office equipments of head office.
- To deal with installation of office equipment of head office.
- Any other duties assign by the competent authority.

LAW Officer

- To be responsible for his duties to the Chairman, NHA.
- To be in charge of the legal cell of the NHA as well as the offices thereunder.
- To advise the Board (NHA) and the offices thereunder on legal matters.
- To prepare para-wise reply of the different court cases filed or to be filed against the Board (NHA) and offices thereunder.
- To attend court as and when required to advise the Attorney General and the G.P. for conducting cases. He will also closely work with the lawyer engaged by the NHA & the Executive Engineers cancer the disposing the court cases.
- To obtain copies of judgments etc. for immediate decision on the matters concerned.
- To keep records of different cases/ suits / legal action against the Board or of the board and make apraisal of the case to the Board for perusal.
- To be responsible for any duties assigned by the Chairman, NHA, the competent authority.

Director (Land & Asset. Management)

- To be responsible for management of land & asset as per decision of Board/ Chairman.
- To assist Member (Land & asset management) in discharging his duties.
- He will formulate policies regarding allotments for approval of the Board.
- To deal with the allotment of residential, commercial and industrial plots, lands, shops & flats etc as per approval of the Board.
- To be responsible for keeping record of permium of lands, service charges, rents from shops & buildings and amount received from lease of lakes, ponds etc.
- To take measures in order to protect land and assets withthe help of field officers from encroacher'sand unauthorized occupants.

- To deal with all the legal matters and civil suits etc. with the help of law officer under the guidance of the concern Member/ Chairman.
- To inspect and supervise the functions of officers and staff of the concerning land & asset management.
- To deal with the execution of lease deeds, sale permission, mortgage, Land allotment, Conversion, Time extension etc. in respect of land and asset of NHA.
- Any other duties assign by the competent authority.

Deputy Director (Land & Assets Management)

- To be responsible to the director (Land and asset management) regarding land and asset of the NHA.
- To deal with the fixation of value of land and structures of NHA in consultation with concerned Executive Engineers and Deputy commissioners.
- To assist Director (L&A) relating to allotment of land & collection of records for realisation of premium and service charges etc.
- To be responsible for maintenance of records for realisation of premiums of lands and service charges and rents etc. within his jurisdiction.
- To assist Director (L&A) for allotment of residential, commercial and industrial plots, flats and shops etc. with the approval of the Board of NHA.
- To act as magistrate for eviction and to recover the properties in case of encroachment, unauthorised use of land, houses, flats and shops etc.
- To deal with the time extension, lease deeds, sale permissions, mortgage, plot allotment, mutation, conversion etc. in respect of land & asset management of NHA.
- To be responsible to conduct survey, inquires and inspections of all categories of units regarding land and asset.
- Any other duties assigned by the competent authority.

Asstt. Architect

- To be responsible for preparation of Architectural design of buildings layout plans and land scape.
- To deal with the Architectural side of building plans for NHA projects.

- To prepare models of building for various Housing options of different income groups of people.
- To study the Architectural design of multistoried and highrise building to be constructed by NHA.
- To supervise the works of Architectural draftsman.
- To perform any other duties assigned by the competent authority.

Private Secretary

- To work directly under the Chairman as staff officer.
- To scrutinise all the files sent to Chairman by different sections and Divisions.
- To deal with matters given by the chairman connecting with the affairs of the NHA.
- To maintain engagement programme for the Chairman.
- To act as protocol officer of the chairman.
- Any other works as assigned by the Chairman.

Programmer

- Programmer of the NHA is responsible to the S.E. (P & D) for the execution and management of all works within NHA.
- He will be responsible directly to all IT related works.
- He will draw standards and specifications of IT related works and prepare schedule of rates for approval of the competent authority.
- He will be responsible to keep all Members acknowledged of all the activities of the Authority within his jurisdiction by submission of reports, statements etc as asked for from time to time for onward transmission to the chairman.
- He will be responsible for planning , design, estimating and implementation of computerization of NHA.
- It will be his duty and responsibility to develop maintenance and up- dating the software as per requirement of NHA.
- He will act as System Analysts & Network Administrator of the MIS system of NHA.
- He will be responsible for procurement , repair and maintenance, trouble shooting, preventive measure and ensuring security of IT related accessories.
- It will be his duty and responsibility to develop and maintain Web Site of NHA.

- He will dispose of such other matters as may be delegated to him by the concern Member (Engineering /P& D).
- He will be responsible for installation, development and maintenance of GIS Unit of NHA.
- He will be responsible to automate the works of NHA through Structural System Analysis & Design.
- Any other duties assigned by the competent authority.

Assistant Programmer

- Asst. Programmer of the NHA is responsible to the Programmer for his work.
- He will be responsible for all IT related works.
- He will draw standards and specifications of IT related works and prepare schedule of rates for approval of the competent authority.
- He will be responsible to keep all Members acknowledged of all the activities of the Authority within his jurisdiction by submission of reports, statements etc as asked for from time to time for onward transmission to the chairman.
- He will be responsible for planning , design, estimating and implementation of computerization of NHA.
- It will be his duty and responsibility to develop maintainance and up- dating the software as per requirement of NHA.
- He will be responsible for procurement , repair and maintenance, trouble shooting, preventive measure and ensuring security of IT related accessories.
- It will be his duty and responsibility to develop and maintain Web Site of NHA.
- He will assist the Programmer for installation, development and maintenance of GIS unit of NHA.
- He will be responsible to automate the works of NHA through structural analysis & design.
- Such other duties as assigned to him by the competent authority from time to time.

Executive Engineer (Electrical & Mechanical)

- Executive Engineer (E/M) of the NHA is responsible to the Superintending Engineer Dhaka circle for the executive and management of all works works within NHA.
- He will, on behalf of the Superintending Engineer control directly the all E/M works.

- He will draw up standards and specifications of E/M works and prepare schedule of rates for approval of the competent authority.
- He will prepare the layout plan of E/M works showing detailed working drawing for implementation of project under Superintending Engineer Dhaka Circle, in consultation with Dy. Chief Architect Dhaka.
- He will be responsible for implementation of all E/M works including quality control, issuing certificate for payment as per rule.
- He will responsible for preparation tender documents, invite tender, issuing work order, implementation and making payments etc. for the E/M works assigned to him as per rule.
- He will prepare all E/M estimates for the work under S.E, Dhaka Circle and scrutinize all E/M estimates submitted by the different circle except Dhaka Circle.
- He will be responsible for procurement, repair and maintenance of all machineries, vehicles etc.
- He will exercise such financial power as may be delegated to him by the board to facilitate quick and timely implementation of work and effective control over expenditure.
- He will be responsible for maintenance of Imprest cash and its account in connection with all E/M repairing works.
- He is responsible to keep accounts as per existing codal rule and submit them punctually to the Authority.
- He will dispose of such matter as may be delegated to him by the competent authority.

Superintending Engineer (Co-Ordination & Development)

- To assist Member (Engineering & Co-ordination) to perform his duties.
- To maintain the attendance register and leave register of officer and staff of Member (Engineering & Co-ordination) & to supervise their work.
- To assist Member (Engineering & Co-ordination) in disposing of estimates, tenders, survey reports etc. referred to Member (Engineering & Co-ordination) to maintain all registers pertaining to these matters.
- To attend various meetings on behalf of Member (Engineering & Co- ordination) in the Ministry of Works, Finance, and Planning commission etc.

- To sign all letters on behalf of Member (Engineering & Co- ordination) when the draft is approved by the Member (Engineering & Co-ordination).
- To co-ordinate with the field offices and H/Q to appraise all the members individually about the progress of works in relevant field.
- To supply all the information needed to the respective members as per their requirement.
- To co-ordinate with all the members in respect of project preparation monitoring, implementation of the development projects.
- To keep inform all the members in respect of day to day activities of the field officers of NHA as and when required.
- To visit and inspect the projects of NHA as and when required to ascertain the progress and quality of works and report to the competent authority for necessary actions.
- Any other duties assigned by the competent authority.

Superintending Engineer (Working & Circle)

- To act as a regional head of the NHA.
- To provide executive and operational guidance to the field staffs and exercise control and supervision over them.
- To ensure over-all efficient management of all works within his jurisdiction.
- To maintain co-ordination with the representatives of different Ministries and agencies of his level within his jurisdiction for the implementation of the respective project.
- To act as Arbitrator in case of dispute arising between the Executive Engineers and the contractors.
- To submit development and establishment budget of Circle.
- To meet all Executive Engineers within his jurisdiction once in a month and S.D.Es /AE's once in a quarter to review progress of development works and remove bottlenecks.
- He will exercise Administrative & Financial power as delegated by the board.
- To grant Earned leave of the staffs of his office.
- The Superintending Engineer should examine the books of Divisional Officers and their subordinates, and see that matters relating to the primary accounts are attended to personally by the Divisional and Sub-Divisional Officers and that the accounts fairly represent the progress of

each work. It will also be his duty to examine the registers of works as and when he considers it necessary. He may require a Divisional Officer to report to him monthly or at longer intervals, on a work slip, the total expenditure to date under each sub-head of work, in contrast with the sanctioned estimate. It will thus be seen that it rests with the Superintending Engineer to investigate excess over sub-heads with a view to deciding whether or not a revised estimate will be required for the work.

- When a revised estimate is required, it will also be the duty of the Superintending Engineer to see that it is submitted in due time to the sanctioning authority.
- To be responsible for maintenance of accounts and receipts of premium of lands, service charges, rents from shops & buildings and amount received from lake, pond etc.
- It will be the duty of the Superintending Engineer to inspect the various works in progress within his circle, and to satisfy himself that the system of management prevailing is efficient and economical, that the different stores are duly verified according to the rules laid down, and that there is no accumulation of stock in any division beyond its requirements. He is also responsible that no delay is allowed to occur in the submission of completion reports. He should, further, so far as may be possible, inspect periodically all important public buildings and other works within his jurisdiction.
- The Superintending Engineer will inspect the divisional offices at least once a year and record the results of such inspection in the prescribed form. He is also required to satisfy himself, from time to time, that the staff employed in each division is actually necessary and adequate for its management.
- The Superintending Engineer is required to make it as his special duty during his tours to see that measurement books are carefully kept and measurements are properly recorded, and that there are complete records of the actual measurements of each kind of work done for which certificates have been granted. He should also see that any orders regarding check measurements are duly observed.
- To perform any other duties as may be assigned by the competent authority.

Executive Engineer (Working & Division)

- To be responsible for the execution and management of all works within his jurisdiction including asset management and all recoveries.
- To maintain co-ordination with the representatives of different ministries and agencies of his level within his jurisdiction for the implementation of the respective projects.
- To meet all Sub-Divisional Engineers / Assistant Engineers within his jurisdiction once in a month to review the progress of the development works and remove bottlenecks.
- To be responsible for proper functioning and discipline of the authority within his jurisdiction.
- To provide executive and operational guidance to the staffs and exercise control and supervision over them.
- He will process the sale permission, mutation, mortgage, conversion, time extension of land and apartment allotted to the public within his jurisdiction outside Dhaka with the approval of Director/ Member Land & Asset management of NHA.
- Executive Engineer will be responsible for personnel management of all officers & staffs under his jurisdiction.
- The Executive Engineer will issue no objection certificate for Building plans for all the plots of NHA under his Jurisdiction.
- To be responsible for implementing Govt. National Housing Policies.
- To be responsible to pass and finalize contractor's bill within his jurisdiction when submitted by the subordinate office after scrutinizing as per rules and guideline laid down in P.W.D account codes.
- Executive Engineer will maintain Bank Accounts for his Division with the approval of competent authority.
- Executive Engineer shall maintain a cash book for his division to incorporate the expenditure.
- He will exercise administrative and financial power as delegated by the board.
- To control and supervise the work of the division.
- To inspect his office at least once in a month and subordinate offices at least once in a quarter in addition to annual inspection.
- To be responsible for maintaining proper security measures for protection of properties under his jurisdiction.

- To be responsible for realising salami, rent, premium and taxes etc of plots, apartments, shops etc. under his jurisdiction.
- To look after the NHA land and the buildings within his jurisdiction and to see that proper measures are taken to preserve these and to prevent encroachment on NHA land under his jurisdiction. He will give all logistic supports to the Member (Land & Asset Management) for all eviction purposes.
- To make systematic arrangements for preservation of stores for the development projects and repair works within his jurisdiction.
- To be responsible for timely verification of all stores and tools and plants under him.
- The Executive Engineer is held primarily responsible for informing in cases of probability of excess of actual over estimated cost of works and should report any such probability to the Superintending Engineer at once, describing the nature and cause of the excess and asking for order (decision).
- To keep on record in his office the following plans, or such of them as are required in his division :-
 - i) Complete plans, sections and elevations of every building or other work under his charge, as actually constructed, any subsequent alteration being carefully noted. The boundaries of the ground attached to any buildings should be distinctly shown.
- Immediately after the work is finished, it is the duty of the Executive Engineer to close the accounts of it and to prepare the completion report and submit to the competent authority. When it is decided to abandon a work, the accounts relating to the work should be closed as soon as possible after such decision is reached.
- Executive Engineer is required to report immediately to the Superintending Engineer of any important accident or unusual occurrence connected with his division and to state how he has acted in consequence.
- It is the duty of the Executive Engineer to administer the grant made for works in his division and with this object, to keep a close watch excess is permitted to occur and that if additional funds are necessary, application for the same is made.
- He will give all possible logistic support to the law officer of the NHA. for disposing the court cases.

Sub-Divisional Engineer (CIVIL & E/M) /A.E Working (Civil/E/M)

- To be responsible for management and execution of works within his jurisdiction.
- To maintain co-ordination with Govt. Office/other agencies within his jurisdiction.
- Preparation and submission of the estimates, both preliminary and detailed development and repair works within his jurisdiction.
- Preservation of stores for both the development and the repair works in his charge including maintaining systematic stock account as per rules.
- Supervision of the works within the jurisdiction of his charge including maintaining site order books, job diary and site account of the materials at site. He will be 100% responsible for the concealed works and for other items of works as per P.W.D account code which are recorded in M.B. for payment to the contractors/ suppliers.
- To look after NHA land and structure within the jurisdiction of his sub-division and to see that proper measures have been taken to preserve the same and to stop encroachment over NHA land.
- To maintain cash accounts for the expenditure incurred from time to time for the works done in his charge and submit the returns punctually.
- To be responsible for maintaining proper security measures for protection of NHA properties.
- To be responsible for timely verification of materials and stores.
- To furnish immediate information to the higher authority on the occasion of every serious accident.
- He will exercise administrative & financial power as delegated by the board.
- To furnish to the Executive Engineer at the beginning of each month a progress report of measurements and calculations of the quantities of work paid for during the previous month, together with a return of all the materials at site on last day of the month. It is the duty of the Sub-divisional Engineer to bring to notice any dilatoriness, bad work, or anything militating against the interests of Government, on the part of contractor, and will be responsible for any neglect in this respect. In the cases of works executed by daily labour, the Executive Engineer may require labour reports, in the prescribed form, showing the number of each class of labourers employed on each work or sub-work to be submitted to him at such intervals as he may direct.

- He will be responsible to handover the plots/ flats etc.after verification of all necessary papers as per instruction of E.E.
- Any other duties assigned to him by the competent authority.

Assistant Engineer(Attached To Working Circles / Divisions As Staff Officer)

- He will act as technical staff officer to the Superintending Engineer and Executive Engineer and perform duties assigned to him by his superior officers.
- He shall contact the concerned Design office and Architectural office on behalf of the Superintending Engineer /Executive Engineer for procurement of architectural and structural drawings of different development project to be executed under the concerned Circle / Division.
- He shall study the architectural and structural drawings as well as finishing schedule of different projects undertaken by the concerned Circle / Division and intimate, appraise the Superintending Engineer / Executive Engineer about confusion, ambiguity etc. if any, that may exist well ahead in time.
- He will contact the concerned planning Circles and planning Divisions to collect the approved PCP & PP of different projects under his Circle /Division and verify whether the work being undertaken conform to the items of works of the approved PCP/PP and report it to the Superintending Engineer/Executive Engineer for taking necessary action.
- On instruction, he may accompany the Superintending Engineer/Executive Engineer to different work sites and shall note down instructions orders etc. issued by the Superintending Engineer/Executive Engineer at site and communicate the same to officers under whom the works are executed throughout the Superintending Engineer/Executive Engineer. He will keep track of the follow up action and keep the Superintending Engineer/Executive Engineer informed.
- As instructed by the Superintending Engineer/Executive Engineer he will inspect ongoing projects on behalf of the superior officer and will supervise special items of works such as R.C.C. casting work, finishing work and other such items of works as and when required.
- He shall verify and compile the monthly progress report including other special reports of projects as wanted time to time carefully and shall place the same to superior officer for disposal and shall remain responsible for timely submission of the same.

- He shall verify tender documents, in respect of rates, quantity, specification, special terms and conditions and as per-construction requirements. He shall check the availability of fund, administrative approval of the projects and subsequent technical sanction of the estimates of proposed work and apprise the Superintending Engineer/Executive Engineer about the status of the project before it is embarked.
- He will be responsible for correctness of the S.T./Excess work statement checked by estimators of the office as assigned to him.
- He will exercise administrative & financial power as delegated by the board.
- He will assist Superintending Engineer to dispose of all files, cases regarding the land and asset management.
- Any other duties assigned by the S.E/ E.E. from time to time.

Assistant Engineer(Attached To Planning & Design Circle Division)

- A. For Planning Engineer:
 1. He will prepare rough estimate and P.P of Schemes/Projects assigned to him on receipt of drawings from Architect's office. He will maintain close liaison with the Architecture branch for obtaining plans.
 2. He will supervise the estimates checked by estimators and submit the same to the Superintending Engineer/Executive Engineer for disposal.
 3. He will be responsible for correctness of the S.T./Excess work statement checked by estimators of the office as assigned to him.
 4. He will visit work-site as and when instructed by the Superintending Engineer/Executive Engineer.
 5. Any other assignment given to him by the Superintending Engineer/Executive from time to time.
- B. For Design Engineer :
 1. He will study the Architectural plans of buildings and other projects to be undertaken by NHA as assigned to him.
 2. He will do all engineering calculations at various stages of preliminary and working drawings.

3. He will prepare complete set of working drawing with structural details duly approved by the Superintending Engineer/Executive Engineer concerned for implementation of projects to be undertaken by the NHA.

4. He may on instruction of Superintending Engineer/Executive Engineer go to the actual site of execution to check and verify whether the works are being executed strictly as per approved design furnished by the Design Circles and also to look into the soundness of the work. He will inform the Superintending Engineer/Executive Engineer about any change that may be required for construction works to keep conformity with other works around the site.

5. Any other assignments given to him by the Superintending Engineer/Executive Engineer from time to time.

Assistant Engineer (Co-Ordination & Development)

- To act. as a staff officer of the S.E(Co-ordination & development) and perform duties assigned to him by the S.E (Cord. & Dev.).
- He shall study the architectural and structural drawing as well as finishing schedule, PCP & PP of all projects and intimate, appraise the SE/Member about confusion ambiguity etc. for taking necessary action.
- He shall verify N.I.T, Tender documents, S.T/Excess work statement, estimates in respect of rates, quantity, specification, special terms and condition checked by the attached Sub-Assistant Engineer.
- He will assist S.E (Cord. & Dev.) to dispose of all files, cases regarding the land and asset management including other financial accounts, statements and registers prefacing to these matters.
- To maintain the attendance register, leave register and to supervise the work of officer and staff under his control.
- Such other duties assigned by the competent authority.

Assistant Director (Land and Asset Management)

- He will deal with land & asset management matters under the guidance of the Director (Land and asset management)

- He will assist Director in connection with allotment of plots, flats, shops, sale permission, mutation, mortgage permission and collection of records of premium of lands, rents, etc.
- He will inspect all housing estate as and when Directed.
- Any other duties assigned to him by Director (Land and Asset Management).

Sub-Assistant Engineer (Civil, E/M) (Attached to field office)

- The Sub-Assistant Engineer shall collect engineering data, prepare preliminary site plan, rough drawing on the basis of surveys conducted by him or surveyor and prepare rough estimate for works. He will supervise the development work assigned to him.
- He shall submit monthly progress report of works within his jurisdiction to his higher authority. He shall also bring to the notice of his immediate higher officer in respect of any bottlenecks, obstruction or difficulty like to hamper the progress of the work.
- He shall take the measurement of all works in his jurisdiction by himself and assist the Sub-Divisional Engineer/Assistant Engineer. He will be 100% responsible for all the record measurement of works in M.B. for payment to the contractor/supplier for payment.
- He shall prepare the running account bill and final bills of all the works and submit the same to the Sub-Divisional Engineer/ Assistant Engineer.
- He shall immediately submit completion plans of all completed works.
- He shall maintain the measurement books issued to him in safe custody and put up the same to the higher authority as and when required.
- In case of stock he shall bear the responsibility of custodian of all stock materials.
- To keep NHA land and property free from encroachments. In case of any encroachment temporary or permanent is apprehended or actually takes place, the matter is to be brought to the notice of the higher authority, law enforcing authority in writings promptly and take all necessary means to protect the NHA land and property free from encroachment and un-authorised occupation.
- To report the incidence of pilferage/theft or loss of NHA property and materials to the sub-Divisional Engineer/Assistant Engineer promptly in writing and take necessary action for prevention, recovery as per Govt. rule.
- He will exercise administrative & financial power as delegated by the board.

- Any other assignment given by the higher authority from time to time.
- He shall maintain the site accounts, T&P accounts and Impressed cash Account on behalf of the sub-divisional/Assistant Engineer and submit Monthly/Quarterly/Half-yearly/Yearly to his higher authority.
- He shall hand over the physical possession of plot/flat to the allottee properly on behalf of the Sub-divisional Engineer/Assistant Engineer and maintaining records properly.

Sub-Asstt. Engineer / Sub-Asstt. Engineer (Civil, E/M) Attached to / Circle / Division)

- He shall scrutinize the estimates, plans, drawings, designs etc. submitted by the subordinate offices and put up the same for approval to the appropriate controlling authority.
- He shall check the rate of the items, verify the market for rates, embodied the estimates, check the specification of the items and also analyses the rates of the items of included in the schedule on the basis of prevailing market rates as instructed by Superintending Engineer/Executive Engineer.
- In case of planning and design he will assist the concerned officer as directed by his superiors.
- He shall prepare the Project Proforma, Rough Estimate etc. on the basis of the collected data from the subordinate offices and submit the same to the appropriate authority as and when required.
- Having been instructed by the superior officer he will draft notice inviting tender, issue notice inviting tender, help the Assistant Engineer/Executive Engineer/Superintending Engineer, as the case may be opening the tender/Bid prepare the opening memo of the Tender/Bids, prepare the comparative statement of Tender/Bids etc. and put up the same to the concerned authority for disposal/approval.
- He will exercise administrative & financial power as delegated by the board.
- Any other assignments given by the higher authority from time to time.

Administrative Officer

- He will be responsible to the Executive Engineer regarding land matters within his jurisdiction.

- He will be responsible for keeping records of lands/plots/flats etc. within the Concerned Housing Estate.
- He will be responsible for collecting premiums from the allottees and keep proper records of revenue collection.
- He will discharge his existing duties under the supervision of Executive Engineer outside Dhaka and process things such as sale permission, plot/ house allocation, mutation, conversion, time extension etc. to the Director/Member (Land and Asset management) through Executive Engineer.
- Any other duties assigned by the Executive Engineer.