

## **Powers and Duties of Officers and Employees:**

### **Technical:**

<b>S.no.</b>	<b>Designation</b>	<b>Particulars</b>
1	Chief Town Planner, Jammu.	General Superintendence; Direction and Management of affairs of the Organization.
2	Sr. Town Planner	To Assist Chief Town Planner in discharge of duties in technical matters, monitor and keep liaison with all subordinate offices.
3	Town Planner	To manage activities of Sub office at district level.
4	Asstt. Town Planner	To Assist Town Planner in discharge of duties.
5	Planning Asstt.	To provide Assistance in Planning activities.
6	Head Draftsman	To manage upkeep of Maps and Building Permission record and assist superiors.
7	Draftsman	To provide assistance in Drafting, Digitizing of Drawings and make site inspection reports of Building Permission Cases.
8	Tracer/Printer	Tracing, Digitizing and Printing of Drawing

### **Engineering Section:**

<b>S.N</b>	<b>Designation</b>	<b>Particulars</b>
1.	Executive Engineer	To Assist Chief Town Planner in carrying out Surveys of different urban areas.
2.	Assistant Executive Engineer	To Assist Executive Engineer in discharge of duties.
3.	Jr. Engineer	To Assist Engineering division in discharge of duties, preparation of site plans etc.

### **Ministerial:**

<b>S.No.</b>	<b>Designation</b>	<b>Particulars</b>
1.	Section Officer	To Assist Chief Town Planner in discharge of duties in ministerial matters and office business.
2.	Statistical Officer	To compile statistical data of different towns
3.	Accountant	To Assist CTP/DDO in financial matters
4.	Heads Assistant	To Assist Administrative Section.
5.	Sts. Assistant	To Assist Statistical Officer in discharge of duties.
6.	Sr. Assistant	To Assist in Administrative Section
7.	Jr. Assistant.	To Assist in Administrative Section