

## **The Powers and Duties of Officers and Employees 4(1) b (ii)**

### **Chief Executive Officer**

- a. Investigating the nature and extents of Waqfs and Waqf properties calling whenever necessary an inventory of Waqf properties and calling from time to time for accounts, returns and information from Muthawallis.
- b. Inspection or causing inspection of Waqf properties and accounts records, deeds or documents relating to.
- c. Doing generally of such acts as may be necessary for the Enquiry Officer under Section 54 for removal of encroachers and under Section 52 for recovery of illegal alienation of Waqf property maintaining and supervision of Waqf.

### **Addl. Chief Executive Officer**

- a. Any other work assigned by the Chief Executive Officer or the Board from time to time.
- b. First Appellate Authority under RTI Act 2005/Competent Authority under Karnataka Public Premises (Eviction of Unauthorised Occupants) Act, 1974.
- c. Issuing orders of Managing Committee, issuing the Certificate of Registration of Waqf properties register in Board.

### **Assistant Secretary (Admn)**

- a. Administration, Development, Computerization & Survey work to higher Officer.
- b. Public Information Officer under RTI Act 2005.

### **Accounts Officer**

- a. To sign all the cheques relating to financial transaction of the Board.
- b. To sign GIA proforma Bills and approval of files.
- c. Maintaining of collection of Waqf contribution.
- d. To sign regular Salary bills and contingency bills.
- e. Budget and Accounts of Waqf Institution.
- f. Supervision of Special grants for Development of Waqf Institution.
- g. Over all supervision of Accounts.

### **Assistant Secretary (F)**

Files relating to:

- a. Preparation of Budget estimate of the Board.
- b. Release of Grants received from Government to Waqf Institution.
- c. Release of Grants to NIS.

- d. All other financial matters.
- e. Matters pertaining to Central Waqf Council & Recovery of loan.
- f. Public Information Officer under RTI Act.

**Accounts Superintendent**

- a. Over all supervision of Accounts Section work.
- b. LA/LC Questions.

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