

DELEGATION OF POWERS FOR VARIOUS CADRE OF ARCHITECTS**CADER-WISE DUTIES AND RESPONSIBILITIES:****I) Additional Chief Architect :**

- a) Important decision and implementation of architectural related work within jurisdiction
- b) Attend meetings with management
- c) Attend important meetings at Mantralaya
- d) Periodical visits at site
- e) Preparation of Board Notes(Adm)
- f) Conduct meetings and take decision on important and difficult issues related with the work.
- g) Internal control and administration within the Section
- h) Co-ordination with internal officers and staff for smooth working
- i) Finalization of conceptual designs
- j) Conducting architectural designing competition.
- k) Preparation of proposal for approval of jury members, declaration of wining architects etc. related with outsourcing job.
- l) Processing of proposals of appointment of Consultant Architects for approval.
- m) Recommendations of proposals, Consultancy fee etc.
- n) Approval of minutes of the meeting.

II) Senior Architect

- a) Preparation of Execution of Agreement with Consultant Architect
- b) preparation of Board Notes within the jurisdiction
- c) Administrative control within the jurisdiction
- d) Attend meetings at Mantralaya
- e) Time to time review of projects within the jurisdiction
- f) Visit at site, collect information and preparation of proposal with recommendation for approval of management.
- g) Important decision and implementation related to architectural work within the jurisdiction
- h) Attend/ conduct meetings related with projects
- i) Formation of budgetary provision
- j) Finalization of Architectural designs
- k) Preparation of design brief, Preparation of EOI, Limited e-bid tender, Scrutiny of applications received etc. related with the outsourced projects.
- l) Publishing of EOI and Limited e-bid tender.
- m) Approval of minutes of the meeting

III) Associate Architect

- a) Assignment of projects to staff
- b) Control and get work done from staff
- c) Finalization of building plan / Design
- d) Preparation of specifications & the preparation of minutes of the meetings
- e) Correspondence with various departments of CIDCO related with projects
- f) Frequent site visits to the buildings under construction, attending meetings at site

- g) Finalization of working drawings, processing of invoice/ bills of consultant architects.
- h) Deal RTI cases and prepare draft reply
- i) Collect the information of Architectural products/ specification for introducing in projects.
- j) Correspondence with other departments.
- k) Monitoring the work/ projects assigned to staff.
- l) Preparation of budget estimate and budget provision.

IV) Assistant Architect

- a) Development of conceptual designs / interior layouts
- b) Preparation and checking of working drawings / details for execution purpose
- c) Checking of submission drawings prepared by F.O. Architects.
- d) Compile all testimonials including required no. of drawings sets and submit to B.P./ A.T.P.O. of concerned authority.
- e) Coordination of structural drawings with architectural drawings for in-house Designed projects
- f) Scrutiny of drawings received from consultant architects appointed for outsourced \ jobs.
- g) Accompany Asso. Architect and Sr. Architect for site visit as and when required.

V) Field Architects

- a) Preparation of preliminary architectural drawings.
- b) Preparation of submission drawing.
- c) Preparation of working drawings, spot detailing etc.
- d) Preparation of marketing and agreement purpose drawings.
- e) Accompany Asstt. Architect, Asso. Architect and Sr. Architect for site visit as and when required.


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