

Appendix : 1

Duties of Officers of Tamilnadu Public Works Department

[Reproduced from the Tamil Nadu P.W. Department Code (para 6 to 49)]

1. Chief Engineer:

6. Each Chief Engineer is the administrator and professional head of that Branch of the department of which he is in charge and is responsible to Government for the efficient working of that branch. He is also the responsible professional advisor of Government in all matters relating to his branch.

7. The Chief Engineer will recommend to the State Government removals, transfers and postings of Superintending and Executive Engineers, as well as the transfers of Assistant Executive Engineers from one Circle to another Circle. The Senior Chief Engineer is empowered to post and transfer Sub-Divisional officers who are officers of the Tamilnadu Engineering Service. One Chief Engineer will be in charge of establishment, but his recommendations to Government will be made in consultation with the others.

All postings and transfers of officers of the Tamil Nadu Engineering Service to divisional charge will be made by Govt.

The Chief Engineer in charge of establishment has powers to appoint and dismiss upper subordinates (supervisors) and electricians sanctioned for the State and all the Chief Engineers have powers to appoint and dismiss the clerical, the drawing and the inferior staff of their offices.

The Chief Engineer (General) has powers to make temporary transfers of subordinates in special cases between the services of executive lower subordinates and draftsmen and to grant them officiating pay in such cases. Permanent transfers from one service to the other should not be made without obtaining the prior sanction of Government.

8. The Chief Engineer will exercise a concurrent, control with the Audit Officer, over the duties of the officers of the department in connection with the maintenance of accounts and will give all legitimate support to the Audit Office in enforcing strict attention to the regulations concerning the disbursement of money, the custody of stores and the submission of accounts. He will have no authority over the Audit Officer in regard to audit matters, but will have a claim on him for assistance and advice in matters relating to accounts and finance. At the same time, the Chief Engineer should arrange that the Audit Officer is kept fully cognizant of all proceedings, proposals, to enable the latter to fulfill his functions.

9. The Chief Engineer will prepare, annually, the portion of the budget estimates relating to the works under his control, and as soon as possible after the close of each year, prepare a report of the progress made during the period on the Public Works under his charge, giving a brief but clear account of the operations of the department. The general supervision and the control of the assessment of such irrigation and navigation revenue as are collected in the Public Works Department will rest with the Chief Engineer, who should frame the necessary estimates and watch the progress of realizations during the year.

10. It will be the duty of the Chief Engineer to see that the budget allotments of the year are fully expended, in so far as is consistent with general economy. He will be responsible for ensuring that any money which is not likely to be needed during the year is promptly surrendered, so as to allow of its appropriation for other purposes by the proper authority. (See Chapter V. Tamil Nadu Public Works Account Code).

11. When any Military Works are placed under the administration of the Public Works Department, questions relating to military details will be referred by the Chief Engineer to the General Officers Commanding Divisions or Brigades. A Chief Engineer may correspond direct with the heads of departments on all matters relating to details of buildings or works appertaining to those departments.

12. The Chief Engineer is responsible for all important structural design and controls of the Central designing offices managed by the Chief Architect, Government of Tamilnadu, Superintending Engineer, Planning and Designs Circle and the Technical Section. Responsibility for the technical features of all designs rests with the office of their origin.

II. Superintending Engineer;

13. The administrative unit of the department is the circle, in charge of a Superintending Engineer, who is responsible to the Chief Engineer for the administration and general professional control of Public Works in charge of officers of the department within his circle.

14. The Superintending Engineer shall inspect the important works in his circle, to satisfy himself that the system of management is efficient and economical, that regulations and regards works, stock and accounts are strictly observed, and that the executive and administrative work of the circle is satisfactorily performed.

Whenever large construction work is sanctioned in a circle for which no special staff is allowed, the Superintending Engineer may, with a view to avoid delay detach one or two subordinates from within his circle for some definite period and put them to the work in question. In other words, there should be elasticity in the sectional and sub-divisional charges and the Superintending Engineer should not hesitate to call upon the services of one or two officers under him for such special work. They should freely resort to those methods in order to accelerate construction work.

Note 1: The Superintending Engineers should review the works in progress periodically at any rate, at intervals of not less than one year from the date of commencement of all works costing Rupees One crore and over and six months in respect of all major works costing less than Rupees One crore.

Note 2 : The Superintending Engineers should specifically state in each case of review which should be submitted to the concerned Chief Engineer whether a revised estimate is necessary or not and whether work is executed economically and in accordance with rules, in case a revised estimate is found necessary, he should make immediate and prompt action to submit it for obtaining revised administrative approval of Government well in advance.

15. It will be his duty to watch and control the rates paid for work and he may require an Executive Engineer, to report to him such details of expenditure as he may desire.

16. It is his duty to satisfy himself that the staff employed is actually necessary and adequate, and that the divisional and sub-divisional officers attend personally to their primary accounts; he will inspect each divisional office once in a year and report thereon to the Chief Engineer.

17. The Audit Officer and Superintending Engineer should assist each other in rendering the management of departmental accounts as perfect as possible. To this end, during his inspections of divisional offices, the Superintending Engineer will examine the divisional registers and other account and measurement books, the mode of preparation of estimates, contractors, accounts and agreements, the system of recording plans and papers and office work generally with Executive Engineers and to advise them in the performance of their duties.

18. The Superintending Engineers are empowered to transfer and post Assistant Executive Engineers and subordinate Engineers within their circles. In the case of office and petty establishments borne on divisional scales, it should be seen that these scales are not exceeded without proper authority. It will also be their duty to recommend removals and transfers of Executive Engineers, Assistant Executive Engineers and Assistant Engineers and Subordinate Engineers from their own circles.

19. All reports on Engineer and subordinate establishments will be noted on by the Superintending Engineer before submission to the Chief Engineer.

He will bring it to notice of the Chief Engineer cases of incompetence or disqualification for public duties. In like manner he will bring prominently forward all instances of extra-ordinary zeal and ability.

He will have power to appoint, dismiss and control the drawing and the ministerial staff of the circle, the inferior servants of his office, Appeals will lie from any order of punishment passed by a Superintending Engineer to the Chief Engineer.

20. The Superintending Engineer should generally prepare designs and have detailed plans and estimates prepared in his office for all original works and improvements likely to cost more than Rs.1,00,000/-. In the case of estimates for improvements to existing structures amounting to over Rs.1,00,000/- where the Superintending Engineer could not undertake the preparation of estimates without being supplied by the Executive Engineer with an amount of data which would make it more convenient if the latter himself prepared the plans and estimates in question, the Executive Engineer should prepare them. The Superintending Engineer will be responsible for the engineering features of all designs prepared by him; his Personal Assistant will be responsible for the calculations and for the accuracy of the rates.

When submitting to the Chief Engineer any report, design or estimate, he will invariably state his own opinion and recommendations.

21. The Superintending Engineer should generally supervise and control the correct assessment and realization of such revenue as is assessed or collected in the Public Works Department- vide paragraph 254. Tamil Nadu Public Works Account Code.

22. A Superintending Engineer is authorized to correspond direct with any of the local authorities, civil or military, within his circle. He will address General Officials Commanding Divisions or Brigades through their Staff Officers and all other officers direct.

23. Under the rules framed under the District Municipalities Act, the Superintending Engineers have statutory powers to inspect municipal works other than road works in their respective jurisdiction. No additional emoluments may be received for these duties.

III. Superintendent of Works ;

24. For any particular work or series of works, too large to form a single executive charge, but requiring the complete attention of an engineer for their efficient supervision a Superintendent of works (with Executive Engineers under him) may be appointed. An Superintendent of works will exercise the powers laid down for Superintending Engineers.

IV. Executive Engineers;

25. The executive unit of the department is the division, in charge of an Executive Engineer, who is responsible to the Superintending Engineer for the execution and management of all works within his division.

26. An Executive Engineer can receive positive orders only from his own departmental superiors the head of the administration, or other civil officers duly authorized, except in the case of works considered urgent by an Officer Commanding a station, who can, in the circumstances explained in Army Regulations, India, issue an order to the Executive Engineer for the execution of the work.

27. The Executive Engineer is responsible that proper measures are taken to preserve all the buildings and works in his division, and to prevent encroachment on Government lands in his charge. He must keep accurate plans of all cantonment or other Government lands borne on the Public Works Department registers and ensure that his subordinates are acquainted with the boundaries.

28. The Executive Engineer should insist on periodical inspection of all vacant lands in charge (i.e lands which were acquired or set apart for particular object and which are still unoccupied, the particular objects not having been fulfilled and lands appertaining to Government buildings which are not enclosed by compound walls or fences) being made by the subordinates in proper time with a view to prevent encroachment thereon. So far as lands pertaining to Public Works Department channels, canals, drains, tanks, tankbeds, road berms and to other Public Works Department, irrigation and road works are concerned, encroachments thereon will be guarded against by the subordinates of the Revenue Department.

All lands should be demarcated, wherever it has not been done, and this work should be carried out by the subordinates, of the Public Works Department in consultation with the officers of the Revenue Department.

29. Every Executive Engineer should immediately report to the Chief Engineer through the Superintending Engineer and the Collector of the District, any serious loss of immovable

property, caused by any accident or unusual occurrence as required by paragraph 299 of the Tamil Nadu Financial Code Volume I – vide also paragraph 192-194.

30.Executive Engineers may transfer Assistants, Junior Engineers (other than Sub-divisional officer) from one station to another within their respective divisions without reference to superior authority. The transfers will be reported in the ordinary course to the Superintending Engineer.

31.An Executive Engineer is prohibited from commencing any work or expending any public funds without, the sanction of competent authority or from making any other than trifling deviations from sanctioned designs in the course of execution, except in case of emergency.

32.Immediately on a work being finished, it will be the duty of the Executive Engineer to close the accounts of it and to prepare the completion report if required by the rules in paragraph 216.

33.The Executive Engineer will submit his accounts punctually to the Audit Office under the rules in force and will exercise efficient control over his divisional accountant. The Executive Engineer is responsible for the correctness of the original record of each and stores, receipts and expenditure and for the submission of complete voucher. The divisional accountant is responsible for the correct compilation of the accounts from the date supplied to him.

34.The Executive Engineer is responsible that the accounts of the division are not allowed to fall into arrears; but if arrears of confusion arises which in his opinion cannot be cleared without the assistance of the Accountant General, he should at once apply for such assistance.

35.The Executive Engineer has a right to seek the advice of the Accountant General in all matters connected with accounts of his division or the application of financial rules and orders concerning which there may be any doubt. It will usually be desirable however that he should first obtain the advice of the Division Accountant who is specially trained for this duty, and this should be done in writing in all cases of importance.

36.The Executive Engineer is primarily responsible for reporting without delay supported if necessary; by a work slip, the probability of any excesses over estimates, all important liabilities not brought to account being noted and for the prompt revision of estimate when necessary.

Note : 1 The Executive Engineer need not submit work slips in case in which he has power to pass finally excesses over estimates but should sanction work slips and keep them on record.

Note : 2 Work slips on agreements after completion are purposeless. However, work slip or revised estimate, as the case may be, got sanctioned before sending completion report.

Note : 3 The provisions of the above paragraph will be relaxed in the case of the famine relief works, but this does not relieve officers from the responsibility of obtaining the necessary sanction to a revised estimate and additional appropriation as soon as they can foresee how far an estimate is likely to be exceeded.

37.The Executive Engineer is responsible for the detailed assessment of such revenue as is collected through the Public Works Department within his division and will maintain such records and accounts for the purpose as may be prescribed vide Chapter IX Tamil Nadu Public Works Account Code.

38. The Executive Engineer is responsible that the surveying and mathematical instruments in his division are properly cared for, and will report on their condition to the Superintending Engineer at the end of each working season. Any damage to the instruments due to neglect or carelessness should be made good at the expense of the officer or subordinate responsible for the damage.

39. The Executive Engineer is responsible for the purchase (subject to the provisions of the Stores Rules Articles 125 & 126, to the Tamil Nadu Financial Code Volume I) manufacture, care and disposal of all stores in, or required for his division (Tamil Nadu Public Works Account Code, paragraphs 177 and 178).

40. The Executive Engineer may dispose of temporary buildings or structures not required for and charged to works-vide paragraph 236.

41. The Executive Engineer will appoint or dismiss and generally control all the inferior and petty establishments authorised for his Division.

He may fill up acting or temporary vacancies of clerks in the last grade and of Assistants, draughtsman in his division and grant leave (other than special disability leave) to temporary, acting and permanent clerks, Assistant Draughtsmen and Draughtsmen. He should, however, report the appointments made and the leave granted to the Superintending Engineer immediately. Appeals will lie from any order or punishment passed by an Executive Engineer to the Superintending Engineer.

42. It will be the duty of the Executive Engineer to furnish Treasury and Sub- Treasury officers after due inspection with the certificate prescribed in article 9(b) of the Resource Manual, as to the security of strong rooms used or proposed to be used for the storage of coin.

43. The Executive Engineer will be required to inspect, report on and suggest measures for the protection of ancient and historical monuments, other than those declared by or under law made by Parliament to be of National importance of buildings of architectural interest, which appear likely to fall into decay-vide entry 12 of List II of Schedule of VII of the Constitution of India.

In the case of monuments which have been declared "Protected" under the Ancient Monuments Preservation Act of 1904 or buildings under the care of the Archaeological Department, the Executive Engineer should arrange in consultation with the Superintendent Archaeologist, Archaeological Survey of India, Southern Circle for a joint inspection, when the former is specially called upon by the latter to decide upon any important repairs that may be required. The cost of such inspection will be borne by the Central Government.

44. The Executive Engineer is ex-officio the professional adviser of all departments of Government and local bodies within the limits of his charge; and it will be incumbent on him to see that no undue formalities are allowed to interfere with the performance of this duty.

45. The Executive Engineer is responsible for the Engineering features of designs and the rates in estimates prepared or sanctioned by him.

46. Executive Engineers may, where the services of an officer of the Military Works Services are not available, be called upon the General Officer Commanding Divisions or Brigades to be members of Committee appointed to select sites and determine general boundaries of cantonments.

47. At stations where there are no ordinance workshops, repairs to ambulance wagons and tongas will be carried out either by the Military Services or by the Public Works Department.

48. Executive Engineers should address Officers Commanding Divisions, Brigades of Stations through their Staff Officers.

V. Assistant Executive Engineers (Sub-Divisional Officers):

49. The division is divided into sub-divisions in charge of Sub-divisional Officer, who may be Executive Engineers, Assistant Executive Engineer or Assistant Engineers, or where no such officers are available, Subordinate Engineers, and who are responsible to the Executive Engineer in charge of the Divisions, for the management and execution of works within their Sub-divisions. No sub-division can be constituted in the first instance without the sanction of the State Government.

Sub Divisional Officers may fill up acting and temporary vacancies in the inferior and petty establishments in their sub-divisions and grant leave (other than special disability leave) to Basic Servant, permanent, temporary and acting upto one month at a time and for not more than one month in a calendar year.

Sub-Divisional Officers may also impose fines on male mazdoors and look and wharf Lascars borne on the work charged establishment up to a maximum limit of 25 percent of their monthly wages. Sub Divisional Officers may also suspend them, submitting a copy of the order of suspension to the Executive Engineer for information. Appeals from orders of sub-divisional officers imposing these punishments will lie to the Executive Engineers.

II. Administrative Officer ;

1. Closing of attendance register and review of late attendance register.

2. Granting of casual leave, compensation leave and permission to the members of the Administrative branch.

3. Drawal of pay and other bills of staff of the Circle Office including contingent bills from Treasury and pay and accounts Office as the case may be and passing of contingent voucher and closing of month and cash books and contingent registers.
4. Review of Personal Registers of the members of the Administrative Branch, as per D.O.M. and to put up to Deputy Superintending Engineer and review all pending files once in a month and arrange for final disposal quickly.
5. Review of all registers pertaining to administrative branch and put up to Deputy to Superintending Engineer.
6. Attesting entries in service book pertaining to all staff of the Circle office.
7. To operate the permanent advance of the Circle Office.
8. To verify stamp account at the time of indent and to place indent supply of service stamps.
9. To sign fair copies of non-technical matters to Chief Engineers and other officers.
10. To check stationary and forms and record certificate of check in the respective register.
11. To keep all personal files. confidential papers of the circle (of technical and non-technical personal matters). A personal register for such has to be maintained and reviewed with reference to DOM by the Superintending Engineer.
12. To be responsible for all tappals for receiving and dispatching.
13. He will attend Budget and other Accounts Conferences.
14. Sanction of arrear claims of all staff in circle office and in the Circle other than Assistant Executive Engineers and Executive Engineers.
15. Purchase of stationery articles-Local purchase.
16. T.A. Bills of all field officers should be checked up with the F.N.P. Rs. and sent for Superintending Engineers approval through P.A. to Superintending Engineer.
17. Approving of Turn Duty list.

Appendix :2 –

Duties and Responsibilities of Engineers

- ☞ When a Doctor fails, a patient dies and when a lawyer fails, an innocent may be hanged, but when a **Engineer** fails the whole generation may perish. This will explain the uniqueness of this profession when the risks and responsibilities are of the highest order.
- ☞ The specified working hours are all for the clerical, administrative and the other non-technical white collared employees, and have no relevance to the Engineering Professionals. For the Field Engineers, dawn to dusk is their work-span and when works like concreting ,etc, have to be carried out non-stop, the work span of the day gets extended into late night. Emergency works like flood fighting etc., where he has to combat against nature's fury, his attendance is required round-the-clock. The same situation befalls an engineer working in the headquarters offices also, who has to co-ordinate and monitor works, receive and pass messages / instructions, etc, during flood seasons and also during the days when assembly and Parliament are in session. But all these tight schedules do not mitigate their responsibility and accountability which remain with him until relieved by death or retirement.
- ☞ The responsibility, accountability, freedom of action and risks imposed on these professionals are all of identical nature, irrespective of their levels in the hierarchical set-up, but will be in varying degrees or proportion depending on their position.
- ☞ The duties and responsibilities of these officers starting from the Assistant Engineer to Chief Engineer are indicated below in brief.

☐ Assistant Engineer

- Survey, investigation, collection and supply of basic data for designing.
- Conception and formulation of Technical Schemes.
- Preparation of design, drawing and cost estimates of schemes.
- Assessing and arranging the quantum and type of materials and labour required for the work and arranging their procurement by purchase or transfer.
- Maintenance of Tools and Plants.
- Organizing and executing works to the specified standards and quality and schedule.
- Recording measurements of work done or materials procured and issued and preparation of contractor's bills, labour bills and recording firm bills.
- Preparation and submission of periodical progress reports, completion reports, cultivation statistics and also other reports.

- Maintaining all Govt. Buildings, Irrigation Structures and protection of all Govt. properties and also public life from natural calamities.
- Preparation of Survey Reports and disposal of unserviceable stores by auction.
- Assisting check measurement and inspection by superiors, joint inspection with other departments.
- Inspecting and issuing of certificates of fitness and stability of public buildings, school buildings, cinema theatres, temple, cars, floats, etc.
- Irrigation water management in the field besides regulation of supplies from the Reservoirs, Channels, Tanks, etc.
- Giving Technical Guidance and spot decisions to his field staff.
- As head of section, solving all administrative and personnel problems of his section staff, processing their personal claims, leave demands, advances, medical bills etc.
- The Assistant Engineer, in the higher offices, attends to the Engineering part of the Projects, preparing the plans, designs, estimates and Schedule of quantities for the major structures, evolving quality control manuals, standardized plans, procedures, etc. He handles the policy matters and Technical correspondence, etc, and assists the respective head of office in meetings, discussions and all other Technical matters.
- Organizing emergency works, arrangements for VVIP visits, etc.

□ Assistant Executive Engineer

- Fixing contracts and agreements for works
- Forecasting the requirement of important construction materials, Tools and Plants and their procurements.
- Inspecting, testing and passing open type foundations of structures, except massive dams structures.
- Personally supervising important items of work like Reinforced Concrete and all concealed items of work.
- Check measuring of work done or materials, procured, passing and payment of contractor's bills, firm bills, pay bills, etc.
- Inspection of all works carried out in the Sub-division.
- Giving guidance to the subordinate Section Officers in their investigation, preparation of design, drawings, estimates and during execution of works.
- Selection of sources for materials, fixing of their leads, etc.
- Responsible for organizing work, maintenance of schedule, standards, quality and progress of works, all in accordance with the policy adopted and design approved.
- Periodical Inspection for godowns, stores, manufacturing yards, workshops and factories to ensure proper accounting and quality of materials, periodical inspection of all tools and Plants.
- Ensuring the storing, protecting preserving of all materials and Tools and Plants.
- Maintenance of Cash Book, Cheque book, Contractor's Register, Tender Register, etc.
- Replying audit, rendering the required accounts to Accountant General and other authorities.

- As head of Sub-Division with 3 to 5 Sections under him, exercise complete administrative control on the sub-divisional staff and solves all their administrative and personal problems, processing their claims and advances, travel bills, medical bills, leave demands etc.
- An Assistant Executive Engineer working in the Planning and Design Offices and Technical Sections of the Chief Engineer's offices are in charge of preparation and scrutiny of Designs, Plans, Estimates and Tenders, standardization and issue of type designs, procedures, quality control manual for projects, planning programming and monitoring of progress of works in the field, all technical correspondence on the project proposals, procurement of steel, cement, attending review meetings, compilation and furnishing of all periodical returns and reports and statements to Govt. as and when called for and assisting the head of office in all technical dealings.

□ Executive Engineers

- He is the king pin of the department playing a pivotal role in its functioning. He is in charge of Division (District) which is the executive unit of the department having a financial target of Rs.150 to 200 lakhs/annum. He is all in all in the field of construction, responsible for the execution and management of all works in the Division, which extends all over the district mostly and for the administrative control of the entire establishment of the division, including transfers and postings. As District officer, he interacts with the District Collector, and other department officials. He is the executive head for Irrigation water regulation in the various Reservoirs and Canal systems under his control. His duties are:
 - Giving complete and financial shape to all proposals coming up from the field and ensuing flawless investigation, preparation of proper design, plans and estimates besides approval of designs and estimates.
 - Scheduling and programming works, fixing targets, both financial and physical, watching expenditure and progress and making contractor's payments.
 - Calling for tenders as per rules, fixing agency, executing agreement and effectively exercising the rules and conditions.
 - Super checking certain important items besides a fixed portion of each work.
 - Inspection of works and giving instructions on every detail of work. This includes periodical inspection of godowns, stores, manufacturing yards, workshop and factories to ensure quality of materials.
 - Preparation of land plan schedule and acquisition of land for the projects and housing schemes.
 - Ensuring proper maintenance of all Irrigation Structures and Buildings in his jurisdiction.
 - Exercising as the disbursing officer of the department regarding the works, supplies made and services rendered under his charge, proper control over the expenditure on these items, and rendering proper accounts to the Accountant General replying to audits, etc.
 - Advising, as member of the District Development Council, on all technical matters related to the District. He is the ex-officio professional adviser of all Govt. and local bodies within the limits of his charge.
 - Operation and regulation of Reservoirs and Canals system for Irrigation in consultation with the Collectors.

- Leasing of Govt. lands, fixing of lease rents, standard rents, etc.
- Maintaining Public Relations, hearing and settling the request of public and people representatives in water regulation, land leasing, development schemes, etc., thus acting as a bridge between public and the Government.
- Responsible for the collection, remittance and proper accounting of P.W.D. revenue realized through the Division.
- Affording protection to the properties, people from damages in the case of emergencies as and when natural calamities occur.
- Issuing structural stability and fitness certificates to the public Buildings, Technical Approval to the proposals under grant-in-aid.
- As head of the Division, solving all administrative and personnel problems, processing the staff claims, advances, travel bills, medical bills, leave demands, etc.
- Initiating legal action whenever necessary and keeping himself conversant to laws of labour, land acquisition, contract, transfer and disciplinary cases.
- Keeping effective liaison with Revenue Department, Municipal authority and district level authorities.
- Organizing works relating to public functions, VVIP visits.
- Carrying out relief and restoration works during natural calamities.
- Deputy Superintending Engineer and Deputy Chief Engineer deputizes the Superintending Engineer and Chief Engineer respectively and reduce their work load in all technical and administrative matters like finalizing project proposals, designs, detailed plans, and estimates, planning, programming and scheduling besides monitoring the progress, deciding tenders, attending meetings with the Secretaries, etc.

□ **Superintending Engineer**

- The Superintending Engineer is in charge of the Circle which is the administrative unit of the department and which has jurisdiction over one or more districts. It may be noted that for such jurisdiction, a post of Regional Chief Engineer exist in TNEB/TWAD.
- He is responsible to the Chief Engineer for the administrative and general professional control of public works in charge of officers of the department within his Circle.
- He has to inspect important works In his Circle to satisfy himself that the system of management is efficient and economical, that regulations as regards works stock and accounts are strictly observed.
- He reviews the works in progress under his control periodically and identify the bottlenecks if any and solve the same at the earliest.
- He has to accord Administrative Approval and Technical Sanction to estimates,
- Invite tenders and settle the agencies for execution.
- He is the sole authority to fix rates for various construction materials, transport cost and various categories of labour for each district every year. He is responsible for the reasonableness and correctness of the rates adopted in all the estimates.
- He has to prepare and approve observed data for items of work not covered in the Data Book.
- He has to plan and arrange supplies of departmental Tools and Plants required for the works within his Circle.

- He is empowered to transfer and post Assistant Executive Engineers, Assistant Engineers and other subordinates (Technical and non-technical) within his Circle.
- He has powers to appoint, dismiss and control lower subordinates of the drawing and ministerial branches of the Circle.
- He is responsible for mobilization of staff at Circle level and divert the staff of his Circle for a definite period to a different work and place.
- He inspects the Division offices and critically reviews the performance of the staff, examines the Divisional Registers, Measurement Books, the mode of preparation of estimates, accounts and agreements, upkeep of the Tools and Plants, Scientific and Mathematical Instruments, compliance of codes and rule.
- He test-checks the design and estimates approved by the Executive Engineers and checks the specifications adopted.
- He advises other departments on Technical matters referred to him.
- He suggests measures for improving the Technical and Administrative efficiency of the department.
- As joint Chief Engineer in the office of the Chief Engineer, he is the head of office, having almost complete Administrative control over the entire department. He signs bills, deputises the Chief Engineer in absence and represent him in all Technical High Level meeting, Public Accounts Committee meeting, Assembly and important forums of policy making.
- Under the rules framed under the District Municipalities Act, the Superintending Engineer has statutory powers to inspect municipal works other than road works in his respective jurisdictions. He is the sanctioning authority of works of Municipality costing more than Rs.1.00 lakhs.

□ Chief Engineer

- Each Chief Engineer is the administrative and professional head of the branch of the department of which he is in charge and is responsible to Government for the efficient working of that branch. He is also the responsible professional adviser of Government in all matters relating to his branch.
- He is the appointing authority for Assistant Engineer, Junior Engineer and all the Clerical and Drawing personnel.
- He is responsible for posting and periodical transfers upto the level of Executive Engineer, promotion and posting of Assistant Executive Engineers, Assistant Engineers, Junior Engineers and other subordinate staff (Technical and non-technical).
- He recommends to the State Government for all transfers and postings of Superintending Engineer.
- He is responsible and accountable for all important structural designs of the Department. He is the appellate authority for most of the establishment matters.
- The Chief Engineer is responsible for all important structural designs and controls of the central designs offices managed by the Designs Circle and Technical Sections.
- The Chief Engineer formulates proposals for new projects, sends the same to Government and suggests measures for the development and growth of the department besides improved efficiency.
- He is responsible for according Administrative Approval and Technical Sanction to all the projects under his control and he decides tenders.

- The Chief Engineer is responsible for the planning, programming and monitoring, the progress of all the projects under his control.
- The Chief Engineer prepares annually the budget estimates relating to the works under his control. It is the duty of the Chief Engineer to see that budget allotments of the year are fully expended in so far as, in consistent with general economy and arrange for the appropriation for other purposes by proper authority.
- He inspects all the major works periodically, issues instructions to the field officers, issues technical circulars and inspection notes.
- The Chief Engineer exercise a concurrent control with Audit Officer over the duties of the officers of the department, in connection with the maintenance of accounts, enforcing strict adherence to the regulations concerning the disbursement of the money, and submission of accounts, etc.
- He is responsible for deputation of staff on foreign assignment, higher studies, trainings, seminars and workshops.
- He hears the demands and grievances of the people and their representatives and solves them.
- He participates in all high level meetings held at National and State level, inter-State and inter-departmental discussions.
- Has to inspect important works In his Circle to satisfy himself that the system of management is efficient.

Appendix :3

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Appendix :4

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