

RIGHT TO SERVICE ACT – Details of duties & responsibilities of staff working in Engineering Department (Civil wing)

Name of the Department : ENGINEERING DEPARTMENT

Name of the Branch Head : ABDUL NAZIR.KK

Designation : UNIVERSITY ENGINEER

Contact Number(Office) : 0494 2407300

Sl.No	ID. No	Name	Designation	Branch/Section	Telephone Number (Office)	Duties and Responsibilities
1	3057	ABDUL NAZIR K.K.	University Engineer	Head of the Department	2407300	Attached below.
2	1977	MOHANDAS T.	Executive Engineer	Branch Head (Civil wing)	2407302	-do-
3	2642	JAYAN PADASSERI	Asst.Exe.Engineer	Sub division III	2407301	-do-
4	3043	SAHEERBABU K.T	Asst.Exe.Engineer	Sub division II	2407304	-do-
5	2861	ADARSH C.S.	Assistant Engineer	Sub division II	2407304	-do-
6	2940	BINI MENACHERY	Assistant Engineer	Sub division III	2407301	-do-
7	2939	FEBI K.A.	Assistant Engineer	Sub division III	2407301	-do-
8	3044	REKHA P.	Assistant Engineer	Sub division II	2407304	-do-
9	2764	RANJITH K.L	Assistant Engineer	Sub division III	2407301	-do-
10	2997	SITHARA SREENIVAS	Head drughtsman	Drawing	2407309	-do-
11	2583	SIVADASAN K.	Assistant Engineer	Sub division I	2407305	-do-
12	2863	TRESA JEEMOL C.J.	Assistant Engineer	Sub division I	2407305	-do-
13	4039	NASEEMA.MK	Overseeer	Sub division III	2407301	-do-
14	2378	JAMES V.U.	Overseeer (Pumping)	Sub division III	2407301	-do-
15	3914	ABDUL RAHEEM. E.K	Pump Operator	Sub division III	2407317	-do-
16	2418	MOHAMMED BASHEER C.	Pump Operator	Sub division III	2407317	-do-
17	3909	ANAS K.	Pump Operator	Sub division III	2407317	-do-
18	3908	REGUNATHAN T.	Pump Operator	Sub division III	2407317	-do-
19	2409	SAHADEVEN T.	Pump Operator	Sub division III	2407317	-do-

20	3913	SATHEESH KUMAR K.	Pump Operator	Sub division III	2407317	-do-
21	3911	SATHEESH P.	Pump Operator	Sub division III	2407317	-do-
22	3912	SUBRAHMANIAN K	Pump Operator	Sub division III	2407317	-do-
23	2457	ARJUNAN.P	Pump Operator	Sub division III	2407317	-do-
24	3910	ANEESH G.	Pump Operator	Sub division III	2460950	-do-
25	3954	DINESAN A.O.	Pump Operator	Sub division III	2460950	-do-
26	4423	PRAVEEN. NP	Pump Operator	Sub division III	2460950	-do-
27	3950	SANOOP T.	Pump Operator	Sub division III	2460950	-do-
28	3915	SUJITH A	Pump Operator	Sub division III	2477559	-do-
29	4020	SUMESH. K	Pump Operator	Sub division III	2477559	-do-
30	3968	ANOOB.M	Pump Operator	Sub division III	2477559	-do-
31	2895	ILYAS M.P.	Plumber	Sub division III	2407301	-do-
32	3896	MUHAMMED KUTTY V.C.	Plumber	Sub division III	2407301	-do-
33	3987	MUHAMMED KUNHI K.K.	Plumber	Sub division III	2407301	-do-
34	3988	NISHAD. AP	Plumber	Sub division III	2407301	-do-
35	3989	SHAJI V.	Plumber	Sub division III	2407301	-do-
36	4052	SHINOY ANTONY	Plumber	Sub division III	2407301	-do-
37	4330	SUJITH, TV	Plumber	Sub division III	2407301	-do-
38	3897	JAYARAJAN.C	Plumber	Sub division III	2407301	-do-
39	4050	SHIBILY.YR	Plumber	Sub division III	2407301	-do-
40	2977	UNNIKRISHNAN P.P	LV Driver	Sub division III	2407301	-do-
41	2500	MARY.KS.	Section Officer -1	S -1	2407303	-do-
42	2150	ABDUL HAKH PALLITHODIKA	Section Officer -2	S -2	2407303	-do-
43	3273	SAJEEV SADANANDAN	Section Officer -3	S -3	2407301	-do-
45	3597	ANIL KUMAR P.	Assistant	S -1	2407303	-do-
46	4096	PRAJITH.v	Assistant	S -2	2407303	-do-
47	4445	SAHEERA. k	Assistant	S -2	2407303	-do-
48	4243	SHINEDAS.Y	Assistant	S -2	2407303	-do-

49	2859	SOBHA. CV	Assistant	S -5	2407301	-do-
50	4080	SUMAYYA ALIAS SIMI.KP	Assistant	S -1	2407303	-do-
51	3683	SHAHANAS.K	Office Superintendent	Office	2407309	-do-
52	3731	JYOTHISHMATHY.M	Computer Assistan	S -2	2407303	-do-
53	3639	REMANI M.P.	Computer Assistant	Office	2407309	-do-
54	4378	JAMES PETER	Office attendant/ watchman	Office	2407309	-do-

The Duties and responsibilities of Engineers :- The duties and responsibilities of Engineers under University Engineer in various grades as stipulated in the PWD manual 2012 is herewith attached. These are the general duties and responsibilities of Engineers and some of these are not applicable or varied considering the special administrative and technical autonomy prevailing in the university.

In addition to the above, the construction and maintenance works related to the following buildings/sections are distributed among Engineers as detailed below.

Sub division -1 Under Assistant Exe. Engineer-1 (vacant), in charge of AEE-III Jayan Padasseri.

Assistant Engineer - I Tressa Jeemol C J

1. Land, Internal Roads and Usufructs, 2. . E Type Quarters, 3. F Type Quarters, 4. J Type Quarters, 5. H Type Quarters, 6. Life Science, Building(Ongoing work), 7. Teachers Hostel, 8. Teachers Flat, 9. Construction of LH under UGC Grant, 10. Language Block, 11. Education Complex and 12. LH (new Construction).

Assistant Engineer -VII, Sivadasan K

1. Press, 2. Statistics, 3. Commerce & Management Studies, 4. Library, 5. EMMRC & Computer Centre, 6. SBT, 7. Post Office, 8. Old Super Market, 9. Manuscript Library, 10. Pareeksha Bhavan Godown, 11. NSS Building, 12. DPE Hostel, 13. School of Distance Education, 14. Administrative Block, 15. People Computer Centre, 16. Philosophy Department (Old Building), 17. Department of Life Long Learning, 18. Senate House.

Sub division - II Under Assistant Executive Engineer- II Saheer Babu K T

Assistant Engineer -II, Rekha P

1. Botanical Garden, 2. University Park, 3. Tagore Nikethan, 4. Open Air Theatre, 5. Arboretum, 6. Cyber spot, 7. Central Composite Block for Science Department, 8. Mass Communication, 9. Women Recreation Centre, 10. Academic Staff College Guest House, 11. Inter University Centre for Plant and Bio-Technology, 12. University Canteen, 13. Science Blocks, 14. USIC 15. G type quarters.

Assistant Engineer- III, Adarsh C S

1. UTEC Chakkittappara, 2. UTEC Malappuram, 3. Academic Staff College, 4. School of Health Science, 5. Health Centre, 6. Centre for Health Sciences, 7. Auditorium, 8. UTEC Kaniyambetta, 9. UTEC Poomala, 10. Chethalayam Centre, 11. Vatakara Centre, 12. Study Centre Calicut, 13. Single Officer's Hostel, 14. Working Men's Hostel, 15. Foreign Students Hostel, 16. Police Station, 17. All outside centres at Wayanad, 18. Students Welfare Office, 19. CUIET Campus.

Sub division III Under Assistant Executive Engineer -III Jayan Padasseri.

Assistant Engineer-V , Bini Menachery

1. Water Supply, 2. A Type Quarters, 3. B Type Quarters, 4. C Type Quarters, 5. Islamic Chair, 6. UTEC Manjeri, 7. Men's Hostel, 8. Engineering Department, 9. Electrical Department.

Assistant Engineer-IV, Ranjith K L

1. Multidisciplinary Museum, 2. Ladies Hostel, 3. Humanities Block, 4. Madhava Observatory, 5. Dr. John Matthai Centre, Thrissur, 6. UTEC, Palakkad, 7. UTEC, Valappad, 8. All outside centres at Thrissur, Palakkad & Valappad, 9. Landscaping and campus development.

Assistant Engineer-VI, Febi. KA

1. Pareeksha Bhavan, 2. D Type Quarters, 3. Guest House, 4. Seminar Complex, 5. Creche, 6. Stadium, 7. Indoor Stadium, 8. Gymnasium, 9. Working Women's Hostel.

The Duties and Responsibilities of Overseers:-

1. To assist the Assistant Engineer for collection of all field data for preparing lay out and preliminary estimate.
2. To assist the Assistant Engineer for preparation of detailed drawings based on field data and approved designs.
3. Prepare detailed estimate as per approved designs, as per instructions of the Assistant Engineer.
4. To supervise the work and see that the plans and specifications are followed in the execution of each item of work. Assist in setting out and in checking setting out of the structure.
5. To assist checking the quality of materials on arrival at site and to see that the materials comply with the specifications while in use.
6. To watch the proportion of ingredients in mortars, concrete and bituminous premix and ensure that they are as per standards specified for the particular item of work concerned.
7. Check and see that the workmanship in the execution of work is good. Ensure that quality is maintained. Ensure the proper curing for cement works. The work of cement concrete/cement concrete with skin reinforcement shall be done under his direct supervision and ensure quality of all items of work.
8. Monitor that the contractor faithfully observes the general conditions of contract.
9. Assist on taking charge of unserviceable dismantled materials obtained during the execution of work and arrange for their disposal as ordered by higher officers.
10. Report the progress achieved at all stages of a work and short fall if any.
11. Supervise reinforcement work as directed by Assistant Engineer and report its completion.
12. Carry out any instruction received from higher offices from time to time regarding proper execution of a work.
13. Assist in taking levels and marking of levels of structures during execution.
14. Plot the cross section and longitudinal section sheets and compute the quantity of earth work.
15. Assist the Assistant Engineer in preparing bills.
16. Prepare draft letters and reports and put up for the approval of the Assistant Engineer and assist the Assistant Engineer in office work.
17. Take measurements: prepare plans and detailed calculations for fixing fair rent and valuation of buildings and collection of details of structures for verifying stability as directed by the Assistant Engineer.
18. Carry out any work assigned to him by his superior officers.

The duties of Pump Operators :-

1. Read the log book carefully to know the directions/information recorded by operators on previous shift and by the higher Officers.
2. Verify whether there is any loose connection in motor, starter, switch board and earth terminals.
3. Verify the oil level of Pump, starter etc.
4. Verify the voltage in three faces and ensure that it is within the prescribed limits
5. After ensuring the above points, start pumping in consultation with the operators of other pump house/water treatment plant.
6. Record the required details in the log book at required intervals.
7. Ensure that there is enough lubricant in the bearings.
8. It is the responsibility of the pump operator to keep the pump house and rest room in neat condition.
9. The Pump Operator shall leave the pump house only after handing over the charges to the operator on duty in next shift. The time of taking over and handing over of charge should be recorded in the log book.
10. The Pump operator has to report the complaints if any occurred to the machineries of Pump House/Water Treatment Plant in writing to the Overseer/Assistant Engineer. Details of complaint such as nature and time of occurrence should be recorded in log book also.
11. When posted in Water Treatment Plant the pump operator has to open and close the valves as and when necessary.
12. The pump operator has to ensure that the quantity of chemicals added is as per the requirement.
13. The Pump Operator should record required details in the log books.
14. The pump operator is responsible to keep the Water Treatment plant in neat condition.
15. The pump operator has to operate the Generator installed at the Pump House during power failure.
16. The Pump Operator should ensure that there is enough diesel for working the Generators and the details regarding working of Generator, stock of diesel etc. shall be recorded in the log book.
17. In addition to the above duties the pump operator has to do all the duties assigned to him by the higher officers for the smooth functioning of water supply system in the campus.

The duties and responsibilities of Plumbers.

1. The day to day complaints should be checked with complaint Register and rectify the same in the priority order of work nature.
2. The maintenance of plumbing installations of the building of the University.
3. Electrification work of replaced damaged pipe lines and fittings.
4. Inspect the inside installation of the buildings before giving connections and submit reports to the plumbing overseer.
5. Do the periodical check up of water supply lines, fittings and other complaints in campus and outstation centres.

6. To arrange the labours for trench work or any other work, with prior permission of the AE.
7. Routine checkup of water supply fittings at hostels flat etc. at every two weeks.

The duties and responsibilities of Section Officer, Assistant, Office Superintendent, Computer Assistant (Typist), Peon/attendant, Driver in Engineering Department are usual as mentioned in the SOM.

In addition to the above, the following duties are also performed by the Section officers and Assistance in S -1 and S -2 sections.

Section - 1 (Smt. Mary. KS, Section Officer)

A -1 Assistant - Vacant, Charge to S - 2 assistant, Smt. Simi Alias Sumayya. KP

1. Maintaining cash book and TR-5 Receipt Book, 2. Preparation of sheet roll and contingent bills of CLR staff, 3. Office P.A, 4. Diesel P.A, 5. Remittance of VAT in Govt. Treasury, 6. Remittance of the cost of tender schedule, 7. Reply to Audit Objection.

A - 2 Assistant - Smt. Simi Alias Sumayya. KP

1. Processing (accounting verification and passing) of the bills of civil works under AE-I, AE-V & AE-VII, 2. TA Bills, 3. Verification report of quarters, 4. Payment of Advisement (Electrical) bills.

A -3 Assistant - Sri. Anilkumar. P

1. Processing (account verification and passing) of the bills of Electrical Section, 2. Engagement of all CLR & Contract staffs, 3. Lease of Usufructs in the campus, 4. Auction of trees and unserviceable goods/articles in the University, 5. Files dealing with survey report, 6. Cutting and removal of trees, 7. All the files dealing with establishment works of Engineering Department, 8. Miscellaneous works.

Section - 2 (Sri. Abdul Hakh Pallithodika. Section Officer)

A - 1 Assistant - Sri. Shinedas.Y.

1. Processing Hand Receipts of all AE's, 2. Sale of Tender Schedule/TC Book, Maintenance of Tender Register, 3. Processing of Advertisement Bills, 4. Drawing/Adjustment of Advance, 5. Maintenance of Appropriation Register, 6. Work Connected with Printing of Register, Bill Forms, M.Books etc., 7. Custody and Distribution of M.Books, 8. Imprest of University Engineer.

A -2 Assistant - Smt. Saheera.K

1. Processing (A/c verification and Passing) of the Bills from AE-II & III, 2. Work connected with Peoples Planning Programme.

A -3 Assistant - Sri. Prajith. V

1. Processing (A/c verification and Passing) of the Bills from AE-IV & VI, 2. Custody of Agreements, 3. Custody and releasing of Security Deposits, 4. Issuing statement of VAT payment (for E-payment and Form No. 20F), 5. Work in connection with forwarding of DD/Letters of KCWWFB, 6. Processing of cases of Power of Attorney, 7. Reply to Audit Objection.

DUTIES & RESPONSIBILITIES OF EXECUTIVE ENGINEER (CIVIL)

The Executive Engineer shall be responsible for the proper execution of all works under his charge. For this purpose he shall take timely action for the following:

- 1) Ensure that the project reports are prepared and sanctioned in time.
- 2) To inspect the sites during scrutiny of estimates for verification of the correctness of the estimates and adequacy of the provisions and give instructions wherever required.
- 3) To move and obtain possession of land required for the execution.
- 4) Invite tenders as per rules and to make contract arrangements.
- 5) To forecast and take steps to procure required materials and tools and plant for departmental work and for meeting departmental obligation in contract work.
- 6) To provide adequate staff as per the operational needs of the Division. To supervise and manage these staff to ensure that they carry out the duties adequately and in a professional manner
- 7) To inspect works during execution and give instructions wherever required.
- 8) To arrange periodical payments and watch expenditure.
- 9) To deal with such other matters as may be found necessary for proper execution.
- 10) To test check 10% of value of all works beyond the TS power of Assistant Executive Engineer and to maintain a register for such check measurements.
- 11) To submit annual proposals for development or new construction, maintenance or repair works under his jurisdiction with all necessary information based on the Budget Manual
- 12) To review progress of works in monthly conferences. His observations shall be recorded in the minutes, which shall be forwarded to all subordinate officers
- 13) To consolidate progress report of works in his division to the Chief Engineer and Superintending Engineer before 15th of every month
- 14) To inspect sites where poor soil conditions exists and decide the number, location and minimum depth of bore holes to be taken.
- 15) To inspect and approve the foundation of works in which agreements are executed by an officer higher than the rank of an Assistant Executive Engineer
- 16) To prioritise the works in his jurisdiction at the start of the financial year
- 17) To prepare the list of items to be stocked for the project with the approval of the concerned Chief Engineer
- 18) To plan in accordance with the schedule of work and to fix the time frame of the project, in respect of contracts entered into by him and Superintending Engineer
- 19) To approve materials, mix design, job mix formulae, etc.
- 20) To check and submit the workable rate for the departmental execution
- 21) To record the comments in the work spot order book and circulate the inspection note to all concerned for follow up action
- 22) To keep on record & update from time to time the basic documents of property right of the Govt./Department i.e., land plans & land records including land given on lease to private parties or corporations and Govt. level approved lease proposals & lease agreements signed by Assistant Engineer.
- 23) To check the logbook of the equipments, machineries, plants and vehicles.

- 24) To report to the Chief Engineer on old curiosities, relics, coins, minerals and any other item of archeological importance found on excavation of any ancient masonry or other old work of interest be opened up, or any religious edifice or relic be involved in removal or destruction in the execution of a work.
- 25) To submit initial social assessment checklist along with all proposals for works to be reviewed by the social cell (preliminary project report).
- 26) To obtain clearance from social cell for all categories of A and B where ever land acquisition and displacement of people is involved, prior to execution of works.
- 27) To facilitate preparation of Land Acquisition Plan in co-ordination with Revenue Department.
- 28) To approve Social Impact Assessment (SIA) reports Land Acquisition Plan and Rehabilitation and Resettlement Plan and submit to HQ for review by Social Cell under Chief Engineer (R&B) along with detailed design report.
- 29) Executive Engineer should ensure that no tendering of works is done before getting encumbrance free land for a project.
- 30) To prepare the annual requirements of instruments based on the shortage arising either from inadequate supply originally or from some of the available instruments being in disorder in Divisions, Subdivisions and Sections
- 31) To propose the disposal of the plants at the place or where it is transferred and to conduct auction as per sanction received from competent authority
- 32) To inspect major buildings /structures periodically under his charge
- 33) To hire vehicles, if department vehicles are not provided, with the approval of concerned Chief Engineer
- 34) To issue permit for displaying boards in government property as per rules.
- 35) He shall be responsible for the proper maintenance and upkeep of all structures under the maintenance charge of the Division. In particular, he shall see that.
 - a. The structures are systematically and carefully inspected by himself or through his subordinates' particularly vulnerable portions thereof.
 - b. Timely action is taken to carry out essential works to prevent deterioration.
 - c. Regular maintenance works are carried out at the appropriate time.
- 36) As the disbursing officer of the Department in regard to works, supplies and services under his charge, he has to exercise proper control over the expenditure on these items in accordance with the rules and orders in force and render proper accounts for the same to the Accountant General in the prescribed manner. His responsibility in this regard is detailed in the Kerala Public Works Account Code.
- 37) The Executive Engineer shall exercise administrative control over the entire establishment of his Division and regulate the establishment expenditure in accordance with rules and orders in force. He shall also conduct periodical inspections of the Subdivision offices under his control at least once in a year with a view to see that the administration of the subdivision is carried on properly in accordance with rules and/or special instructions.
- 38) As an ex-officio member of the District Development Council, the Executive Engineer shall keep the council informed about the progress of works and other activities of his Division and also give technical advice on matters connected with works if called upon. He shall keep the Superintending Engineer informed of the decision of the council in regard to matters concerning his Division.

- 39) In the case of Executive Engineer controlling project and in other special cases, the control of some stores may vest with the Executive Engineer. He shall then exercise all the controls required in the matter of procurement, stocking, issuing and accounting of stores as a Divisional Officer under the control of stores.
- 40) The Executive Engineer is responsible for the collection, remittance and accounting of P. W. D. Revenue realisable through the Division. He has to maintain proper Division Cash Book statements and furnish quarterly statements to the Accountant General. He shall exercise proper control to see that the dues to Government are collected and remitted in time and leakages are prevented.
- 41) In case of emergencies such as serious natural calamities the Executive Engineer shall liaison with the District Collector and other authorities in protecting the life and property under threat or damaged within the limit of his jurisdiction.
- 42) Test check of design, and estimate etc., sanctioned by Assistant Executive Engineer.
- 43) Ensure quality and environmental aspects of all works
- 44) Ensure that the MIS is regularly updated and forwarded to HRD Cell in the Chief Office on a monthly basis
- 45) Adopt the relevant quality control measures to ensure the desired quality of work.
- 46) Ensure proper quality of work as per specifications and for achieving designed life of the structure
- 47) Ensure that approved materials are used in the work
- 48) Wherever necessary the Executive Engineer shall approve the sources or Samples for respective materials.
- 49) Ensure that all mandatory tests have been performed at the stage of each running bill, before payments. Executive Engineer shall verify and ensure availability of the required test equipments for field tests as well as an updated copy of specifications and copies of accepted schedule at sites of works.
- 50) Forward copy of all agreements executed by him and higher authorities to the Executive Engineer Quality Control.
- 51) Prepare list of selected contractors for limited tender.

DUTIES & RESPONSIBILITIES OF ASSISTANT EXECUTIVE ENGINEER (CIVIL)

1. An Assistant Executive Engineer controlling a Subdivision is responsible for the proper execution of all works in the Subdivision. This shall include the following

- i. Arrangement of contracts within his powers following the prescribed rules.
- ii. Forecasting the requirements of important materials to be supplied departmentally and make arrangements to procure them according to prescribed rules.
- iii. Forecast requirements of various tools and plants for departmental execution.
- iv. Check and approve setting out of works.
- v. Inspect and approve foundations of structures with open type foundations, except massive structures as per design.
- vi. Conduct soil tests and other tests wherever necessary as per general or special instructions.
- vii. Personally supervise all works under his jurisdiction.
- viii. Give suitable guidance to subordinates in regard to works under construction.
- ix. Watch and take steps to see that progress as per schedule is maintained.
- x. Administer the contract to ensure that the terms and conditions are adhered to.
- xi. To check measure all concealed item of work and in addition 50% value of item of each work which are not concealed, and measured by Assistant Engineer (High value items in descending order). He shall also super check 50% value of each concealed item of work check measured by Assistant Engineer and 10% value of item of each work check measured by Assistant Engineer which are not concealed.
- xii. Scrutinise, pass bills and make payments as per rules.
- xiii. Obtain timely orders regarding deviations from and additions or deletions to the works as per sanctioned estimates if found necessary during execution and take follow up action by submission of Revised Estimate, Deviation Statement etc.
- xiv. Ensure before the start of the work, initial levels and details of material collection reports are furnished to Chief Technical Examiner's office
- xv. Ensure quality of works and compliance with environmental regulations
- xvi. Ensure compliance with the formalities of R&R policy and LA Act. Prepare all necessary social reports.
- xvii. Adopt the relevant Quality Control measures to ensure the desired quality of work.
- xviii. Ensure proper quality of work as per approved specifications and for achieving designed life of the structure
- xix. Furnish details of mandatory tests verified by him along with running account bill.
- xx. Assistant Executive Engineer should be present in all major RCC works.

2. The Assistant Executive Engineer shall also be responsible for conducting proper investigation and scrutinising plans and estimates for new works in accordance with general and special instructions in his regard. This shall include:

- i. Giving suitable directions to subordinates regarding information to be collected and nature and extent of survey work to be done.
- ii. Checking site surveys, levels, nature of soil, sub soil, result of borings and all field data.
- iii. Verification of the correctness of plans and adequacy of provisions in estimates by site inspection.

3. The Assistant Executive Engineer shall also be responsible for the proper maintenance of structures under his charge and this shall include:

- i. Periodically inspecting all the building/ structures, particularly the vulnerable parts in accordance with general or special instructions in this regard.
- ii. Initiating timely action for special repairs where these are needed to prevent deterioration of structures under maintenance.
- iii. Making arrangements for the execution of maintenance works according to predetermined time table to suit the conditions.
- iv. Wherever any operations are involved as for instance in ferry service or sluice gates etc., ensuring that the operations to be carried out are in accordance with the designed scheme.

4. The Assistant Executive Engineer shall be responsible for the administrative control of the subordinates in his Subdivision and this shall include the following:

- i. See that subordinate staff and labourers are posted in the concerned Sections and if any vacancies exist, take action for the same being filled up while at the same time make interim arrangements for carrying on the work.
- ii. Periodically examine the adequacy or excess otherwise of subordinate executive staff and labour and take action for posting additional staff or for transfer of surplus staff according to circumstances.
- iii. Oversee the work of the subordinate staff and see that lapses in regard to proper discharge of duties by any such personnel are dealt with promptly according to rules.
- iv. See that the subordinate staff and labour are paid their wages/ salary promptly.
- v. Periodically examine whether Government materials, Tools and Plants etc., under control of his subdivision are properly looked after and where necessary take steps to correct inadequacies.

5. Maintaining accounts as per rules and rendering the required accounts to the Accountant General and other authorities as per rules.

6. To check and approve bench marks

7. To consolidate and forward progress report in the prescribed form for budgeted works and for other works to the Executive Engineer before 7th of every month

8. Approve formwork for all works.

9. To plan execution in accordance with the schedule of work and to fix the time frame of the project, in respect of contracts entered into by him

10. To check the reinforcement bars placed before concreting works

11. To scrutinize and submit the workable rate for the entire work for departmental execution

12. To record the comments in the work spot order book and circulate the inspection note to all concerned for follow up action

13. To maintain and update periodically the basic documents of properties of Govt. / Department i.e., land plans & land records including land given on lease to any agency or Corporations

14. To check periodically the log book of the equipments, machineries, plants and vehicles

15. To prepare initial Social Assessment checklist and inventory of private and public properties on the land needed for the departments and prepare LA and R&R Plan as per the PWD R&R Policy for approval by Executive Engineer.

16. To exercise the administrative control of stores.
17. To approve all foundations for which agreement is executed by the Assistant Executive Engineer.
18. To furnish details to PPU for preparing DPR.
19. To furnish details for structural designs / architectural drawings to the respectively.
20. Submit copy of all agreements executed by him to Executive Engineer (QC).
21. Details of works arranged during VVIP visit and details of works arranged on quotation basis waiving tender call to be furnished to Chief Technical Examiner as directed in GOs / Circular issued from time to time.

DUTIES & RESPONSIBILITIES OF ASSISTANT ENGINEER (CIVIL)

An Assistant Engineer posted in control of a Section is responsible for the proper execution of all works in his Section or under his charge. This shall include:

- 1 While setting out works check whether the works proposed are well within the land under the ownership of PWD.
- 2 Setting out works/ checking the same to see that works are carried out according to approved plans.
- 3 Forecasting and reporting the requirements of materials, tools and plant etc. required for works sufficiently early so that they could be arranged for and got supplied in time.
- 4 Taking and recording measurements and assisting in check measurements.
- 5 Scrutinising contractor's bills and recording accounts of materials, if any, issued for works.
- 6 Supervising the progress of works and taking steps to remove bottlenecks, if any.
- 7 Ensuring, in the case of contract works, that all the conditions of contract are properly observed and taking appropriate action if any of these are violated.
- 8 Keeping close watch of departmental works and taking necessary steps for ensuring the effective execution of all works.
- 9 The upkeep and maintenance of structures under his charge.
- 10 Survey, Investigation and collection of all field data necessary for construction of new works or alterations and additions to existing works or maintenance of existing structures which fall within his jurisdiction.
- 11 Preparing preliminary as well as detailed estimates and reports for new works and maintenance works and ensuring its correctness and adequacy.
- 12 Seeing that subordinate field staff are posted in the required places and that these persons are well acquainted with their duties.
- 13 Controlling and overseeing the work of subordinate staff.
- 14 The safe custody and rendering proper account (as per rules) of cash, materials, scientific instruments, tools and plant etc. entrusted to him or which pass through the section accounts.
- 15 Making arrangements for claiming and disbursing pay and allowances etc., for all subordinate staff and laborers as per rules.
- 16 Arranging urgent necessary action in case of an emergency to protect life and Government property.
- 17 Furnishing information required in so far as they relate to his Section, to answer interpellations in the Assembly, Parliament etc.
- 18 Making on the spot enquiries and submitting reports on matters referred to the Assistant Engineer by superior officers.
- 19 Making timely arrangements for disposal of unserviceable or surplus materials, tools and plant, scientific instruments etc.
- 20 Preparing and, submitting valuation report of buildings and structures, as required.
- 21 Adopting the relevant quality control measures to ensure that the quality of work is as per approved specifications so as to achieve designed life of the structure.
- 22 Responsible for carrying out field-tests correctly and timely communication of test results to authorities.
- 23 Incorporate details of mandatory tests done with every running account bill

- 24 To carry out investigation work.
- 25 To obtain the opinions of the officers of the concerned Department in regard to choice of site and features required for the work excluding technical details
- 26 To implement/ communicate to the contractor in writing the instructions and orders issued through the work spot order book by the higher officers
- 27 To forward progress report in the prescribed form for all works on or before the third day of every month
- 28 To approve all foundations for which agreement is executed by the Assistant Engineer
- 29 To plan execution in accordance with the schedule of work and to fix the time frame of the project, in respect of contracts entered into by him
- 30 To ensure taking possession of land for works after the disbursement of compensation and assistances as per the R&R policy of PWD.
- 31 To handover the site to the contractor or the authorised agent within ten days after executing the agreement
- 32 To measure and record the reinforcement bars placed prior to casting concrete
- 33 To check the quality of works and to see that the specifications are properly followed
- 34 To recommend application for extension of time of completion requested by the contractor
- 35 To submit the completion certificate along with drawings to the higher officers for approval
- 36 To take over the completed structure/work from the contractor after ensuring that all debris, balance materials, temporary construction etc., are removed and site cleaned up.
- 37 To hand over the completed works along with a set of completion drawings to the concerned officer of the other department/ agency
- 38 To prepare and submit the workable rate for the entire work for departmental execution
- 39 To arrange for removal/ demolition of inferior quality work if contractor fails to do so and charging the expenses to the contractor.
- 40 To keep on record the basic documents of property right of the Govt. /Department ie, land plans & land records including land given on lease to private agencies or corporations and update it from time to time
- 41 To sign lease agreements
- 42 To fix rent as per the guidelines prescribed and to furnish in the specified proforma as per delegation of powers.
- 43 To inspect all buildings /structures periodically under his charge
- 44 To check frequently the logbook written by the operator-in-charge of the equipments
- 45 Responsible for the verification, receipt, custody and issue of the stock materials and maintenance of initial accounts of all store transactions
- 46 To accord technical sanction for works within the powers of sanction of Assistant Engineer.
47. To check measure all concealed item of work and a minimum 50% value of item of each work which are not concealed for works of TS power of Assistant Engineer. To verify all the measurement recorded by the contractor. Assistant Engineer is fully responsible for all the measurements recorded .

48. Taking and recording measurements of works up to TS powers of Superintending Engineer and assisting in check measurements / super check measurements.

49. To intimate stage of works to EE/ AEE(QC).

50. To obtain quality certificate from EE(QC) before submitting work bill.

51. To prepare detailed programme of execution for projects in consultation with the contractor and ensure its achievements.

52. Petty repairs and maintenance costing up to Rs. 50000/- shall be arranged by the Assistant Engineers directly engaging labour under proper administrative sanction and technical sanction. Payment shall be made through HR claim.