

Chapter - 3 (Manual - 2)

Designation: *CHIEF ENGINEER*

Powers

Administrative

1. Competent authority for appointment, transfers, promotions and departmental enquiries in case of Class-III employees.
2. Competent authority for sanctioning of leave of Class-I and Class-II officers as well as staff working in Head Office.
3. Competent authority to sanction L.T.C. in respect of Class-I and Class-II of the Department and Class-III and Class-IV employees working in Head Office.

Financial

1. Competent authority to allot funds for release of salaries, medical, T.A., Office expenses, POL and telephone bills.
2. Competent authority to reimburse expenses of indoor medical treatment upto an amount of Rs 25000/- in one lot in respect of Class-I, II Officer and Class-III and IV employees
3. Competent authority to sanction time barred claim not more than 2 years of employees relating to arrear of pay, allowances or increments etc.
4. Competent authority to sanction refundable /Non-refundable GPF advance to the officers/employees and to make full and final payment of GPF to the retirees.
5. To issue technical sanction of detailed estimates, approval of tenders / DNIT's upto any amount as per rules.
6. Hiring of building for officials use @ not more than Rs 3000/- per month and all other powers as per rule 8.3 and 15.2 of Punjab Financial Rules.

Duties

As per PWD Code paragraph

- 1.43** The Chief Engineer is the administrative and professional head of the Branch of the Department in his charge, and is responsible for the efficient working of his branch. He is also the responsible professional adviser of Government in all matters relating to his charge or on which his advice may be desired. He is required to bring clearly and faithfully before Government all subjects reserved for its decision or for that of the Central Government.
- 1.44** It is duty of the Chief Engineer to arrange removals, transfers and postings of Superintending Engineer and Divisional officers and transfers of there gazetted officers from one Circle to another.
- 1.45** 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 the accounts and will give all legitimate support to the Audit officer in enforcing strict attention to the regulations concerning the disbursement of money, the custody of stores and the submission of accounts. He has no authority over the Audit officer in regard to audit matters, but has 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 and proposals to enable the latter to fulfill his functions.
- 1.46** The Chief Engineer will prepare annually the portion of the budget relating to the works under his control and as soon as possible after the close of each year, a report of the progress made during that period on the public works under his charge, giving a brief but clear account of the operations of the department. The general

supervision and control of the assessment of revenue from irrigation and navigation works in the Irrigation Branch and from electrical works in the Electricity Branch will also rest with the Chief Engineer, who will frame the necessary estimates and watch carefully the progress of the realization during the course of the year.

1.47

It is 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 and the prevention of large expenditure in the last months of the year for the sole purpose of avoiding lapses. He will ensure that any money which is not likely to be needed during the year is promptly surrendered so as go allow of its appropriation, for other purposes by the proper authority.

1.48

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.

Designation: **SUPERINTENDING ENGINEER**

Powers

Administrative

1. Competent authority to appointment, transfers, promotions and Departmental enquiries in case of Class-III employees.
2. Competent authority for sanctioning of leave of Class-III and IV of Circle Office under his control.
3. Competent authority to sanction L.T.C. in respect of Class-III and IV employees of Circle Office under his control.

Financial

1. Competent authority to disburse salaries, Medical claims, T.A. etc. in respect of staff working in Circle office.
2. Competent authority to reimburse expenses of indoor medical treatment upto an amount of Rs 5000/- in one lot. in respect of Class-III and IV employees working in Circle Office as well as divisional offices under his control.
3. Competent authority to sanction refundable/non-refundable GPF advances to Class IV employees working in Circle Office.
4. To approve tenders upto Rs 2 lac for Providing / New works and issue sanction detailed estimates upto Rs 10 lac and other powers as described in rule No. 10.6 of D.F.R and other rules and regulations of Punjab Government,

Duties

As per PWD Code paragraph

1.49 The administrative unit of the department in 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.

1.50 It is the duty of the Superintending Engineer to inspect the state of the various works within the Circle, and to satisfy himself that the system of management prevailing is efficient and economical that the different articles in stock are duly verified according to the rules laid down, and that there is no accumulation of stock in any division beyond its requirements. He is also responsible that no delay is allowed to occur in the submission of Completion Reports (or Completion Statements) where necessary.

1.51 The Superintending Engineer is required to ascertain and report on the efficiency of the subordinate office and petty establishments, and to see that the staff adequate for its management. He will also examine the condition of surveying and mathematical instruments at the headquarters of divisions. He will inspect each divisional office in his circle at least once in a year to examine initial accounts, accounts of stock, tools and plant and stock manufacture, registers of work and other divisional books, mode of preparation of estimates., contract agreements, contractors accounts, system of according plans and papers, and office work generally.

In the Irrigation Branch the Superintending Engineers

should submit by the 10th of April each year, a copy of the register of inspection of Divisional Offices in a tabular form showing against the name of each Division, the date of inspection, date of last inspection, name of Superintending Engineer and whether the inspection has disclosed any matter which should be brought to the notice of the Chief Engineer. The replies to the last column should be in the words 'yes' or 'no' if the former, reference to the letter with which the report has been sent to the Chief Engineer should be given. If the inspection discloses any serious irregularities or other matters of importance which the Superintending Engineer considers should be brought to the notice of the Chief Engineer or on which orders are required, a separate reference shall be made to the Chief Engineer as soon as possible after the inspections of the Divisional Office has been completed.

In the Buildings and Roads Branch, the Superintending Engineer should submit invariably a report to the Chief Engineer intimating whether the inspection discloses any serious irregularities or other matters of importance, which the Superintending Engineer consider should be brought to the notice of the Chief Engineer, or on which orders are required.

1.52

Although the Audit Officer is required to make inspections of the account offices of disbursing officers, this does not relieve the Superintending Engineer from responsibility for the maintenance of the authorised system of accounts throughout his Circle. The Audit Officer and the Superintending Engineer should assist each other in rendering the management of the accounts of the department as perfect as possible. The Superintending Engineer should also examine the books of Divisional Officers and their subordinates, and see that matters relating to the primary

accounts are attended to personally by the Divisional and Sub Divisional Officers and that the accounts fairly represent the progress of each work. It will also be his duty to examine the registers of works, so as to keep a vigilant watch over the rates of work, and when he considers it necessary, he may require a Divisional Officer to report to him monthly or at longer intervals on a Works Slip PWA Form No 39, the total expenditure to date under each sub-head of a work compared with the sanctioned estimate. It will thus be seen that it rests with the Superintending Engineer to investigate excesses over sub-heads with a view to deciding whether or not a revised estimate will be required for the work. When a revised estimate is required it will also devolve on the Superintending Engineer to see that it is submitted in due time to the sanctioned authority.

1.53

(1) Superintending Engineers are empowered to transfer and post all members of establishment within their circles except Divisional officers, Accountants they may arrange among themselves for transfers of non-gazetted establishment not borne on Circle cadres their respective Circle between and when the arrangements are complete, they will recommend to the Chief Engineers the proposed transfer of such establishment from their Circles, as also those of gazetted officers.

(3) They should see that the Circle and Divisional scales of office and petty establishments are not exceeded without proper authority.

1.54

(1) Superintending Engineers are responsible for the engineering character of every work which they approve and, in submitting any report, design, estimate, or other document to the

Chief Engineer will invariably state their own opinion and recommendations on the subject, in particular as to the suitability of the designs and the reasonableness of the rates. They should also have estimates checked and compared with the drawings.

(2) Superintending Engineers may be required to exercise, in addition to their ordinary duties, supervision over Local Fund expenditure in communication with the Civil Officers.

1.55

Besides regular tours of inspection, it is the duty of Superintending Engineers to proceed to any place in their Circles to report on any important design or work, or any serious accident or threatened danger connected with the works within their charge.

1.57

A Superintending Engineer is authorised to correspond direct with any of the local authorities, civil or military within his Circle. He will address General officers Commanding Divisions or Brigades through their staff officers and all other officers direct.

Designation **EXECUTIVE ENGINEER**

Powers

Administrative

1. Competent authority for appointment Departmental enquiries in case of Class-IV employees. of Divisional Office as well as Class-IV employees in Sub Divisions under him.

2. Competent authority for sanctioning of leave of Class-III and IV employees of Divisional Office as well as of Sub Divisions under his control.

3. Competent authority to sanction L.T.C. in respect of Class-III and IV employees of divisional Office as well as of Sub Divisions under his control

Financial

1. Competent authority to disburse salaries, medical claims T.A. etc. in respect of Staff working in divisional office as well as in Sub Divisions under his control.

2. Competent authority to sanction refundable/non-refundable G.P.F. advances to Class-IV employees working in divisional office and Sub Divisional offices under his control

3. To draw work order for providing works upto Rs 1 lac and approval of bills of the contractors as per approved tenders and other powers as per various rules.

Duties

As per PWD Code paragraph

1.59 The Executive unit of the Department is the Division, in charge of a Divisional office who is usually an Executive Engineer, and is responsible to the Superintending Engineer for the execution and management of all works within his Division. The number of Divisions, permanent or temporary is fixed by the Punjab Government for each Branch of the Department according to its requirements provided always that the interests of any of the existing officers of the Indian Service of Engineers are not adversely affected thereby.

Assistant Executive and Assistant or temporary Engineers may be placed in charge of Divisions, either to fill short temporary vacancies or because no Executive Engineer is available; they exercise the powers and bear the responsibilities of an Executive Engineer while in such charge.

1.60 A Divisional officer can receive positive orders only from his own departmental superiors the head of the Administration or other Civil officers duly authorized.

1.61 Divisional Officers are responsible that proper measures are taken to preserve all the buildings and works in their Divisions, and to prevent encroachment on Government lands in their charge. They should keep accurate plans of all Government lands, take care that their subordinates make themselves acquainted with the boundaries and see that they are maintained.

- 1.62** Every Divisional officer is required to report immediately by telegram direct to the Chief Engineer and also to the Superintending Engineer any serious accident or unusual occurrence resulting in a serious injury to or connected with his Division. The telegram should be confirmed by letter stating the action taken by the Divisional Officers.
- 1.63** Divisional Officer may transfer establishment other than Sub Divisional Officers and Accountants within their respective divisions without reference to higher authority. Such transfer will be reported in ordinary course to the Superintending Engineer.
- 1.64** Divisional Officers are immediately responsible for the proper maintenance of all work in their charge and for the preparations of projects and of designs and estimates, whether for new works or repairs. It is also part of their duties to organise and supervise the execution of works and to see that they are suitably and economically carried out with materials of good quality.
- 1.65** Divisional Officers are strictly prohibited from commencing the constructions of any work or expending public funds without the sanction of competent authority; also from making or permitting any material deviations from any sanctioned design in the course of execution without specific authority, or in case of emergency, when the change should be forthwith reported to the Superintending Engineer (or in the case of Electricity Branch to the Chief Engineer)
- 1.66** Immediately a work is finished, it is duty of the Divisional Officer to close the accounts and to prepare the completion report if required.

1.67

Divisional Officers will take the necessary steps for obtaining cash for the works under their control, and will keep their accounts and submit them punctually to the audit office under the rules for the time being in force. In their arrangements for account keeping they will exercise a thorough and efficient control and check over their Divisional Accountants. They will also, before submitting the monthly accounts, carefully examine the books, returns and papers from which the same are compiled.

1.68

The Divisional Officer is responsible for the correctness, in all respects, of the original records of cash and stores, receipts and expenditure and for seeing that complete vouchers are obtained. The Divisional Accountant is responsible to the Divisional Officer for the correct compilation of the accounts of the Division from the data supplied to him.

The Divisional Officer is responsible that his accounts are regularly posted from day to day and that the Accountant carries out his duties regularly and punctually. The relative position of a Divisional Accountant to the Divisional Officer in respect of accounts is analogous to that of a Sub-Divisional Officer to that of a Sub Divisional Officer to a Divisional Officer in respect of works, and the responsibilities of the latter for the work of the Divisional Accountant are similar to those which attach to him in respect of the execution of works in the charge of other subordinates.

1.70

The Divisional Officer is held primarily responsible for affording information of the probability of excess over the estimated cost of work, and is expected not to allow any delay to occur in reporting any such probability to the Superintending Engineer.

Immediately it becomes apparent that, whether from excess of certain rates or from departure from a design or any other cause, the estimated cost of a work is likely to be exceeded, the Divisional Officer is bound to report the fact forthwith to the Superintending Engineer, describing the nature and cause of the probable excess and asking for orders. This report should be made on the Works Slip PWA Form No 39. The Divisional Officers must also submit the Works Slip, with such explanation as will enable the Superintending Engineer to pass orders on the case, on the occurrence, of the probability of the occurrence, of any irregularity in the rate or cost of a sub-head. All important liabilities not brought to account should also be noted on the Works Slip.

It will not be necessary for the Divisional Officer to submit the Works Slip in cases in which he can finally pass excesses over estimates under Serial No 27 of paragraph 20.15 BFP.

1.71

The Divisional Officer 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 injury to the instruments due to neglect or carelessness should be made good at the expense of the officer or subordinates responsible for the damage.

1.72

It will be the duty of the Divisional Officers to furnish Treasury and Sub- Treasury Officers, after due inspection, with the certificate prescribed in Article 9 of the Resource Manual as to the security of strong rooms used or proposed to be used for the storage of coin.

1.74 The Divisional Officer, in addition to his other duties, will consider himself to be the ex-officio Professional advisor of all departments of the Administration within the limits of his charge. He will transact business of this sort with the chief military or civil authorities within his Division, but it is incumbent on him to see that no undue formalities or comparatively unessential projects are allowed to interfere with the performance of those duties which are necessary or urgent.

1.75 Divisional Officers may, where the services of any officer of Military Engineer Services are not available, be called upon by General Officers Commanding Divisions, or Brigades to be members of committees appointed to select sites and determine general boundaries of cantonments.

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

1.77 Divisional Officers will address Officers Commanding Divisions, Brigades of Stations through their Staff Officers.

Designation **SUB DIVISIONAL ENGINEER**

Powers

Administrative Nil

Financial To issue work order upto Rs 4000/- for works under his control or any other power delegates by Executive Engineer.

Duties

As per PWD Code paragraph

1.78

The Division is divided in to Sub- Division in charge of Sub-Divisional officers who may be Assistant Executive Engineers, Assistant Engineers or where no such officers are available, Engineer Subordinates they are responsible to the Divisional Officer for the management and execution of works within their Sub- Divisions and are his assistants.

No Sub-Division can be constituted in the first instance without the sanction of Government.