

**DR. MCR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF ANDHRA PRADESH : HYDERABAD**



PANCHAYAT RAJ ENGINEERING



Dear Reader,

As part of its endeavour to provide a SMART (Simple, Moral, Accountable, Responsible and Transparent) administration, the State Government of Andhra Pradesh has launched a major Human Resource Development and Training initiative aimed at developing a large human resource base of well informed and responsive functionaries and officials.

The successful and effective implementation of any initiative or programme in government is largely the result of the involvement and efforts put in by its functionaries at all levels. Obviously, the most fruitful way in which to bring this about is to make individual functionaries aware of their role functions and responsibilities. To achieve this, the Human Resource Development Institute of AP, as the apex training institution of the State Government responsible for the overall implementation and co ordination of the state training initiative, has proposed to bring out departmentwise Manuals in two parts, namely

1. Departmental Manual

2. Functionary Manual

The Departmental Manual would indicate the role, responsibilities and functions of the department. The Functionary Manual will detail, as the nomenclature indicates, the functions and responsibilities of the functionaries within the department, at all levels. While doing so, the evolving role of governmental functionaries in being effective managers of change in a welfare state has been delineated. The Departmental Manual also details the department's organisational chart, the rules, regulations, legislations and enactments which govern its functioning and direct its activities and the various interdepartmental interactions it has to perform. The Manual also facilitates a definition of the Department's role in serving the general public as customer while drawing up a vision for its future development in the coming decades.

Local Self Government is the key to fulfil the aspirations of the public and for rural development through democratic decentralisation. After the 73rd Constitution amendment, the role of PR Institutions and functionaries is expected to undergo a significant change to the extent PR Institutions are empowered by the State Legislature. The functionaries need training and change of mindset for discharging the onerous functions. At this juncture, the usefulness of a Manual like this cannot be over emphasized.

The present volumes are in two parts, developed by the **PANCHAYAT RAJ DEPARTMENT**. As is evident, these publications are the outcome of thorough study and analysis of the department's role, functions and procedures. They are intended to serve as useful aids to each and every employee of the department in the effective discharge of his functions. It may be noted, however, that these Manuals do not replace the Codes and Orders on the subject but are, at best, meant to guide and assist functionaries in the effective discharge of their duties.

Any suggestions for the improvement, extension or curtailment of these Manuals may be sent directly to the Director General, Dr. MCR HRD Institute of Andhra Pradesh, Road No. 25, Jubilee Hills, Hyderabad 500 003, for consideration and incorporation in subsequent updations and revisions of the Manuals.

PVRK PRASAD IAS

Director General

Dr. MCR Human Resource Development
Institute of Andhra Pradesh

&

Ex officio Spl. Chief Secretary to Government (HRD)

PREFACE



"The only competitive advantage in the future will be the knowledge, skills and insights of our people. Training can significantly enhance capabilities of public functionaries both individually and collectively, to discharge their duties better. Such capability building is necessary to introduce greater efficiencies within Government, and to improve the quality of Government services delivered to citizens. In this sense training is vital to better governance and to our future well being".

Nara Chandra Babu Naidu
Chief Minister, Andhra Pradesh
and
Chairperson
Board of Governors
Dr. MCR Human Resource Development
Institute of Andhra Pradesh

PREFACE

Changing principles of governance have thrown up challenging demands to departments to prove themselves equal to the tasks of modern day administration. Traditional methods needed thorough review with dynamics of present day administration.

Revolution in the field of engineering and information technology have necessitated steps to harness human resources through training, to enhance the performance of employees through skill up-gradation and knowledge advancement. This is more pronounced in the sphere of civil engineering, where we find the traditional engineering methods yielding place to fast tracking computer-aided analysis design and management. Today's mass movement in all government oriented programmes like Janmabhoomi, Clean and Green, Rain Water Harvesting, Desilting Minor Irrigation tanks and Information technology have only highlighted the basics of "Civil Engineering".

The present set of manuals i.e. Functionary Manual & Departmental Manual will go a long way in assisting all those working in the field and help adapt themselves with ease to the wide range of activities taken up by the department. Panchayat Raj Engineering Department having firm foundations at the Grass Root Level and being in-charge of every activity at village level, needed fresh look at the functions and responsibilities vested with each functionary. It is hoped that these manuals will fill this gap and help functionaries at all levels in more efficient discharge of their duties.

The PRED expresses sincere thanks to Sri P.V.R.K Prasad, IAS, Special Chief Secretary, Director General, Dr. M.C.R.H.R.D.I.A.P. and Mrs. Urmila Subba Rao, IAS, Additional Director General, Dr. M.C.R.H.R.D.I.A.P. for their keen interest and guidance in the preparation of Departmental and Functionary manuals. Thanks are also due to Sri C. Arjun Rao, IAS Special chief Secretary, PR & RD Dept. and Sri S. Ray, IAS, the Principal Secretary to Government RD & RE, Chief Engineers RWS, W&ES, Vigilance, NABARAD, Administration and Executive Director, HRD for their constant support at all stages in the preparation of manuals. We also thank the authors Sri K. Tirupathiah, Chief Engineer (PR) Retired and Sri K. Satyanarayana Murthy, NTPA, PR Dept., Retired and staff of Engineering-in-Chief, Panchayat Raj office for their efforts and co-operation in bringing out these manuals in the present form.

Any suggestions for improvement of the manuals are welcome.

D. BHASKARA RAO
Engineer-in-Chief
Panchayat Raj.

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ABBREVIATIONS

ACR	:	Annual Confidential Report
APARD	:	Andhra Pradesh Academy of Rural Development
ARWS	:	Accelerated Rural Water Supply
AG	:	Accountant General
BWP	:	Bore Well Programme
CPWS	:	Comprehensive Protected Water Supply
CE	:	Chief Engineer
Dy CE/DCE	:	Deputy Chief Engineer
Dy EE/DEE	:	Deputy Executive Engineer
ENC	:	Engineer-in-Chief
EAS	:	Employment Assurance Schemes
EGS	:	Employment Guarantee Scheme
FFWP	:	Food For Work Programme
GOI	:	Government of India
HRD	:	Human Resource Development
IEC	:	Information Education and Communication
JGSY	:	Jawahar Gram Samridhi Yojana
JRY	:	Jawahar Rojgar Yojana
LA	:	Local Administration
LAES	:	Local Administration Engineering Service
LAQ	:	Legislative Assembly Question
LSQ	:	Lok Sabha Question
LF Audit	:	Local Fund Audit
MI	:	Minor Irrigation
NAP	:	Netherlands Assisted Programme
NRWS	:	National Rural Water Supply
NREP	:	National Rural Employment Programme
NABARD	:	National Bank for Agriculture and Rural Development
PAC	:	Public Accounts Committee
PR	:	Panchatayi Raj
PR & RD	:	Panchayati Raj & Rural Development
PRES	:	Panchayati Raj Engineering Services
PHC	:	Primary Health Centre
QC	:	Quality Control
RIDF	:	Rural Infrastructure Development Fund
RWS	:	Rural Water Supply
RLEGP	:	Rural Land Employment Guarantee Programme
SO	:	Section Officer i.e Assistant Executive Engineer, Assistant Engineer
TRC	:	Telangana Regional Committee
UES	:	Unified Engineering Services
UC	:	Utilisation Certificate
ZP	:	Zilla Parishad

ORIGIN OF THE POST

The following details reveal how sanctions accorded, when the **PRES** was first sanctioned and commissioned. The Original sanction of the posts, which were continued all these years only are shown below. The posts sanctioned for specific purpose but later discontinued are not however shown in the following statement.

S.N.	Origin of post	Reasons for creation	Role of the post
1.	G.O. Ms. No. 199, P&LA, dated 1.3.65, Chief Engineer (LA)-One Post	This department, came into existence towards end of 1960. In the begining, there was only one S.E. for the entire department. The Chief Engineer (Buildings & P.H.) was designated as Chief Engineer (LAES) vide G.O. Ms. No. 1519 Plg. & LA, dt. 21.11.1960. Since then the department was going on increasing its strength and it was felt necessary to have a separate & independent post of Head of Dept. Thus the post came into effect from 1.4.1965 with separate office.	Head of the Department, from 1.4.1965 to 9.2.1991. Subsequently as Chief Engineer (Works & Employment Schemes) implements all the programmes under above sectors
2.	G.O. Ms. No. 915, PR, dt. 12.10.1979- Chief Engineer - One Post	The P.R. Engineering Department was looking after all nature of works relating to Rural Development, including Water Supply Schemes. Rural Water Supply was provided by way of (i) B.W.P. (ii) R.W.S. and (iii) comprehensive P.W.S. schemes. Some of the schemes under item (iii) had external aid. It became heavy for one Chief Engineer to give appropriate attention for this wing of development. Hence, a separate post of Chief Engineer was created. But in	Original sanction was for the pupose of looking after R.W.S. works. The purpose was fully served. Due to upgradation of the post as Engineer-in-Chief in the year 1991, the Engineer-in-Cheif became Head of the department to oversee the work of other Chief Engineers. The Rural

S.N.	Origin of post	Reasons for creation	Role of the post
		the year 1991 this post was upgraded as Engineer-in-Chief for the entire department.	Water Supply was however looked after by Engineer-in-Chief.
3.	G.O. Ms. No. 337, PR, dated 30.07.1984-Chief Engineer-One Post	Due to the work load on account of JRY works this post was created	Formulation and implementation of schemes under JRY works
4.	G.O. Ms. No. 225, (PR & RD) dated 30.03.1989	One post of Chief Engineer (Designs) was created.	Formulation and finalisation of Designs
5.	G.O. Ms. No. 8, PR, dated 19.01.1991 - Engineer-in-Chief-One post	There are four posts of Chief Engineers in the department. To coordinate work of all the Chief Engineers and to stream line the work of other Chief Engineers in the department, one post of Engineer-in-Chief was sanctioned.	He works as Head of the Department responsible to the Government for all the activities of the organisation
6.	G.O. Ms. No. 391, PR&RD, dated 30.06.1994-Para No. 8 (1) Chief Engineer-One post (Annexure-I)	The RWS programme was looked after by ENC only. The GOI have sanctioned more works and released heavy grants for RWS. There was a need for a special Chief Engineer for RWS works. Hence sanctioned.	Implementation of R.W.S. Schemes with individual and comprehensive. Implementation and maintenance of Bore well programme and Rural Sanitation
7.	G.O. Ms. No. 391, PR&RD, dated 30.06.1994-Para No.12 Chief Engineer-One post	Upgradation of one existing post of Superintending Engineer (Vigilance and Quality Control) to that of Chief Engineer (V&QC)	To enforce control and exercise vigilance over all works in the department for effective quality implementation
8.	G.O. Ms. No. 391, PR & RS, dated 30.06.1994 - Para No.13 Chief Engineer-One post (Annexure-VA)	To look after works relating to JRY, EAS and EGS.	Formulation and implementation of JRY, EAS, EGS, MI and Water shed programmes.

S.N.	Origin of post	Reasons for creation	Role of the post
9.	G.O. Ms. No. 720, PR & RD, dated 16. 11. 1995 (Para-14) - Executive Director of the rank of Chief Engineer was sanctioned by redeployment	Implementation of N.H.R.D. Programme for R.W.S. and Rural Sanitation sector	Implementation of NHRD Training programmes.

II SUPERINTENDING ENGINEERS

- G.O. Ms. No. 1443, P & LA dated 1.11.1960 - Superintending Engineer-One post (This post was made permanent)

In the beginning i.e., 1960 with a view to take up more developmental scheme in Rural areas. Govt. created one post of Superintending Engineer with head quarters at Hyderabad to supervise the work of 20 Executive Engineers then sanctioned at the rate of one Executive Engineer for each District and also to assist the Chief Engineer (B&PH) who was designated as Head of the new Dept., of L.A.E.S.

Formulation, implementation, monitoring and completion of work programme.
- G.O. Ms. No. 403 P & LA., dt 9.4.64-TWO POSTS Superintending Engineers Out of two posts, one post was made permanent in G.O. Ms. No. 668, PR, dt. 6.12.75

To have effective supervision over 20 Executive Engineers, there was a need to have one Superintending Engineer for each region. Therefore two more posts of Superintending Engineers came into existence at Cuddapah & Eluru (W.G.)

-do-
- G.O. Ms. No. 774 PR, dt. 28.10.71-1 post

Due to increase in work programme one circle was sanctioned with Head Qtrs at Guntur under P.R. Sector

-do-

S.N.	Origin of post	Reasons for creation	Role of the post
	of Superintending Engineer.		
4.	G.O. Ms. No. 98, PR, dated 07.02.1972-One post	Due to increase of work load under P.R. Sector, one circle was sanctioned with Head Qtrs at Warangal.	-do-
5.	G.O. Ms. No. 1045, PR, dt., 18.10.76-One post of Superintending Engineer to work as Dy. CE in the office of the Chief Engineer (PR)	As per the original sanction accorded in G.O. Ms. No. 199, PR dt. 1.3.65, the Chief Engineer was having the assistance of one Dy. Executive Engineer only, which was later upgraded as Executive Engineer to work as Dy. Chief Engineer. Due to increased staff and no. of works, a DCE of a higher level was needed. Hence the post of Executive Engineer (DCE) was upgraded as Superintending Engineer. But due to circumstances, the post of DCE of the rank of Superintending Engineer was shifted as Superintending Engineer (RWS) Hyderabad.	To Assist Chief Engineer (PR)
6.	G.O. Ms. No. 1691, PR, dt. 20.12.77-One post of Superintending Engineer (PR) Vijayawada	Due to tidal wave near Masulipatnam and cyclone in coastal area, several roads and school buildings were greatly damaged. To take up those works several Divisions were formed in December 1977. To formulate proposals for the repairs of those damaged works and execute such works successfully, the service of one Superintending Engineer was found necessary. Hence this post was created.	Formulation, implementation, monitoring and completion Cyclone Relief works programme
7.	G.O. Ms. No. 783, PR, dt. 12.7.78-One	The post of Superintending Engineer (Mechanical) at Hyderabad, was shifted to Warangal as Superintending	Formulation, implementation, monitoring and

S.N.	Origin of post	Reasons for creation	Role of the post
	post of Superintending Engineer (RWS) Warangal	Engineer for RWS programmes	completion of works programmes
8.	G.O. Ms. No. 915, PR, dt. 12.10.1979 - One post of Superintending Engineer (RWS) Vijayawada	Separate SE for RWS programme with headquarters at Vijayawada was sanctioned.	-do-
9.	G.O. Ms. No. 257, PR, dt. 20.05.1980 - One post of Superintending Engineer (RWS) Cuddapah.	Separate SE for RWS programme with head quarters at Cuddapah was sanctioned	-do-
10.	G.O. Ms. No. 394. PR, dated 7.7.1980-One post of SE to works as DCE in the office of CE (RWS) Hyd	To assist the Chief Engineer (RWS) in office work	Assisting the Chief Engineer (RWS)
11.	G.O. Ms. No. 663, PR, dt. 17.10.81 Dy. Chief Engineer posts-2.	Due to increase of work load under RWS, NREP additional staff was sanctioned.	Assisting the Chief Engineers
12.	G.O. Ms. No. 391, PR & RD dated 30.06.1994-13 post (Annexure-I - One post of DCE	Out of 13 posts, two posts were utilised as DCEs to assist the new Chief Engineers as per Annexure-I & VA. The remaining Eleven posts as per Annexure-IV are for new circles to look after RWS works	Formulation, implementation and monitoring etc.

S.N.	Origin of post	Reasons for creation	Role of the post
	(RWS) Annexure-IV-11 Posts of New Circles and Annexure - VA - One post of DCE (W&ES)		
13.	G.O. Ms. No. 280, PR & RD & Relief Dept., dt. 27.06.1996 - One post of SE, Task Force (Head Office) Subsequently converted as SE (RWS) Maha- bubnagar	Vigilance and Enforcement of works and materials	Formulation, implementation and monitoring etc.
14.	G.O. Ms. No. 1453, PR & RD, dt 11.11.97-One post of SE as Member Secretary, Sri Satya Sai Water Supply Board	Maintenance of Satya Sai Project in Ananthapur District and subsequently all RWS programmes in Ananthapur	Formulation, implementation and monitoring etc.
15.	G.O.Ms. No. 196, PR & RD, dt. 11.5.99 by upgrading the post of PA to SE Karimnagar.	For implementation of RWS programme in Adilabad District.	Formulation, implementation and monitoring etc.
16.	GO Ms. No. 143 PR & RD (Estt I) Dept. dated 18.4.2000 Certain Executive	For implementation of RWS programme in the districts of Srikakulam, Nalgonda, Sangareddy, Nellore, Khammam & Eluru districts. The posts of EE (PR) QC, O/o. ENC (PR) EE (PR) O/o. ENC (PR), EE	Formulation implementation & monitoring etc.

S.N.	Origin of post	Reasons for creation	Role of the post
	Engineer posts upgraded as superintending Engineers (RWS) - 6 posts	(RWS) O/o. ENC (PR), EE (RWS) Kurnool, EE (RWS) Khammam and EE (RWS) Vijayawada upgraded as SEO (PR) Srikakulam, Nalgonda, Sangareddy, Nellore, Khammam and Eluru.	

III EXECUTIVE ENGINEERS

1. G.O. Ms. No. 1443, P&LA, dt. 20 posts
Creation of L.A.E.S. with one Executive Engineer for each District
Formulation, implementation, monitoring and completion of works programmes
2. G.O. Ms. No. 362, PR, dt. 5.11.1969 - One post
Due to creation of new district at Ongole, one post was sanctioned.
-do-
3. G.O. Ms. No. 1568, Health, dated 09.10.1972 - One Post
Due to increased work load on account of PHCs-Two divisions were originally sanctioned. Later One division was closed and one division is being continued.
-do-
4. Rigs Organisation G.O. Ms. No. 145, PR, dt. 2.4.70-One Post - Rigs Division at Hyderabad
The UNICEF gifted 42 Rigs, with the help of which bore wells could be drilled to greater depths speedily. So, the State Govt. also purchased some Rigs. There was a fleet of 50 Rigs of various capacities. More borewells (BWP) were drilled throughout the state with the staff sanctioned under these division. To keep the 50 rigs in working condition, a work shop is also set up at Hyderabad by upgrading one Dy. EE post as EE.
Formulation, implementation, monitoring and completion of Bore well programme
5. G.O. Ms. No. 384, PR, dated 26.08.72-Rigs Division, Warangal-One post
-do-

S.N.	Origin of post	Reasons for creation	Role of the post
6.	G.O. Ms. No. 126, PR, dated 28.05.73-Rigs Divn. III at Vijayawada-One post	-do-	
7.	G.O. Ms. No. 290, PR, dated 25.03.77 - Workshop division at Hyderabad-One post	-do-	
8.	G.O. Ms. No. 774, PR, dated 28.10.71 - 5 posts	Due to drought conditions that existed in 1970 onwards in the State, drinking water was in scarcity, particularly in Rayalaseema area and Mahabubnagar district and hence additional divisions were created in the district of (1) Cuddapah (2) Chittoor (3) Kurnool (4) Nalgonda and (5) Mahabubnagar.	Formulation, implementation, monitoring and completion of works programmes
9.	G.O. Ms. No. 764, PR, dt. 23.7.73-One post RWS schemes - Execution in Guntur District.	Separate Division for P.W.S. Schemes in Guntur District was created.	Formulation, implementation, monitoring and completion of works programmes
10.	G.O. Ms. No. 65, PR, dated 28.01.1977-One post-Second Division in Ananthapur District	A second division for Ananthapur District was sanctioned due to heavy work load	Formulation, implementation, monitoring and completion of works programmes
11.	G.O. Ms. No. 1219, PR, dated	Under Centrally sponsored schemes, 3 divisions were created altogether.	Investigating P.W.S. Schemes and

S.N.	Origin of post	Reasons for creation	Role of the post
	03.12.1977-3 Posts	One was located in the office of the Chief Engineer (PR) and the remaining two were located at (1) Rajahmundry and (2) Nizamabad	subsequently utilised for implementation of schemes
12.	G.O. Ms. No. 1084, PR, dt. 29.10.1977-One post Monitoring cell in the office of the Chief Engineer (PR)	The R.W.S. Sector, gained great importance due to forthcoming of external aid and more allocation from Govt. of India under Accelerated R.W.S. Programme. A Monitoring cell was created in the office of the Chief Engineer (PR) under Centrally sponsored scheme.	Monitoring of P.W.S. Programme in the entire State
13.	G.O. Ms. No. 1691, Revenue dt. 3.12.1977 - 7 Posts Tidal wave and Cyclone Damage works (1) Krishna - 3 (2) Rajahmundry - 1 (3) West Godavari-1 (4) Guntur - 1 (5) Ongole - 1	A heavy programme of repairs and restoration of cyclone damaged works in the coastal districts was undertaken with special staff consisting of one SE, 7 EEs with supporting staff	Formulation, implementation, monitoring and completion of Cyclone damaged works
14.	G.O. Ms. No. 783, PR, dated 12.07.1978-One post-PA to SE, Warangal - Subsequently this post was upgraded as SE (RWS) in G.O. Ms. No. 196, PR & RD, dt. 11.5.99	As per the staffing pattern then existing, the post of the P.A. to SE (RWS) Warangal was upgraded from the level of Dy. E.E. to the level of E.E.	To assist the S.E.
15.	G.O. Ms. No. 471, PR, dated	Due to creation of new district of Vijayanagaram one post of EE was	Formulation, implementation,

S.N.	Origin of post	Reasons for creation	Role of the post
	01.05.1979 One Post	- created	monitoring
16.	G.O. Ms. No. 436, PR, dated 19.5.79-5 Posts Strengthening of Circle offices	The Superintending Engineers were having Dy. E.Es as their P.As. Due to increase of work load and responsibilities of P.A.s the level has been increased to that of E.E.	Assisting the S.Es in administering of the concerned circles
17.	G.O. Ms. No. 164, PR dated 27.2.79-One Post	Under Centrally sponsored schemes, one division was created to be located in the office of the Chief Engineer	Investigating P.W.S. Schemes and monitoring
18.	G.O. Ms. No. 624, P.R. dated 19.6.79-2 posts, Cyclone works in Ongole and Nellore	To take up repairs and restoration of cyclone damaged works in Ongole and Nellore districts, two divisions were created at Kandukur and Kavali	Formulation, implementation, monitoring of Cyclone damaged works
19.	G.O. Ms. No. 713, PR, dated 25.7.79-One post-Mahaboobnagar dist.	To take up repairs and restoration of cyclone damaged works at Mahaboobnagar and Nagarkurnool	Formulation, implementation, monitoring of Cyclone damaged works
20.	G.O. Ms. No. 257, PR dated 20.05.1980-One Post	To work as PA to SE (RWS) Cuddapah, one post was sanctioned	To Assist the SE (RWS)
21.	G.O. Ms. No. 121, PR, dt. 19.3.80-4 posts-RWS works	Increase of work load on account of RWS programme, in order to provide one EE for each district, 4 more posts were created	Formulation, implementation and monitoring of R.W.S. works
22.	G.O. Ms. No. 663, PR & RD, dated 17.10.81-16 posts	Two posts to work as P.As to SEs newly sanctioned in the same G.O. and 14 additional divisions were sanctioned as per increased work load in terms of G.O. Ms. No. 1167, T. R&B dated 27.10.1975	Formulation, implementation, monitoring and completion of works programmes

S.N.	Origin of post	Reasons for creation	Role of the post
23.	G.O. Ms. No. 341, dt. 2.8.84-6 posts	Due to heavy work load on account of NREP, RLEGP and JRY works-6 additional posts of E.Es were created	Formulation, implementation and monitoring and completion of works programmes
24.	G.O. Ms. No. 466, PR, dated 24.09.1985-4 Posts	Due to heavy work load on account of NREP, RLEGP and JRY works-four additional posts of E.Es were created	Formulation, implementation and monitoring and completion of works programmes
25.	G.O. Ms. No. 247, PR, dated 17.04.1989-One Post	A maintenance division for Comprehensive Protected Water Supply scheme at Darsi was created	Maintenance of CPWS Scheme at Darsi and Chandavaram
26.	G.O. Ms. No. 391, PR & RD, dt. 30.6.94 - 49 Posts = Annexure-I (1 post) Annexure -II (7 posts) Annexure-IV (11 posts) Annexure-V (1 post) Annexure-VI (29 Posts)	Additional work load on account of JRY Funds, EAS/EGS and IJRY schemes, new posts were sanctioned.	Formulation, implementation and monitoring and completion of works programme
27.	G.O. Ms. No. 720, PR & RD, d a t e d 16.11.1995-One Post (Dy. Director of the cadre of EE)	To Assist the Executive Director (HRD)	To Assist the Executive Director
28.	G.O. Ms. No. 1263, PR & RD, d a t e d 26.12.1997-2 Posts	To implement the new schemes sanctioned by the Royal Netherlands Govt. - two divisions were sanctioned	Formulation, Monitoring and Implementation and completion of works under N.A.P.

S.N.	Origin of post	Reasons for creation	Role of the post
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IV DEPUTY EXECUTIVE ENGINEER

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|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 1. | G.O. Ms. No. 668, PR, dated 06.12.1975 - Permanent posts 83
L.A.E.S. 40
M.I. 4
T.R.C. 12
RWS 9
Special T.R.C 4
Rigs
Organisation 4
Sugarcane 1
RWS Spl.
Investigation 3
C.P.W.S 2
Spl. Sub-division 4
Total 83 | The posts under various sanctions as detailed below accorded from 1960, were made permanent | Formulation, implementation, monitoring and completion of works programmes |
| 2. | G.O. Ms. No. 40, PR, dt. 3.3.69- One post Kondapalli Sub-Divn. | During 1969, the UNICEF gave aid in the shape of material for execution of a PWS scheme for Kondapalli & 14 other villages. To execute the said scheme one sub-division was created | -do- |
| 3. | G.O. Ms. No. 43, PR, dated 19.7.69 - 1+12=13 posts | Numerous works were taken up in Telangana area, with Telangana surplus funds. Therefore each of the nine Telangana Districts was given one post of AE and later made permanent in G.O. 1st cited. The remaining one post in the office of Hyderabad is temporary. | -do- |
- The Spl. Staff for T.R.C works, originally sanctioned (10 sub-divisions) were found insufficient. To cope up with the work load, additional sub-divisions numbering 16 were sanctioned in 9

S.N.	Origin of post	Reasons for creation	Role of the post
		Telangana Districts. 4 Sub-divisions were made permanent and 12 sub-divisions are allowed to continue due to increase of work under all sectors	
4.	Rigs Organisation G.O. Ms. No. 145, PR, dt. 2.4.70-6 posts	The UNICEF gifted some Rigs to this State some of them are capable of going 500' below the ground level. All of them could drill 3 bore wells in 2 days. A good number of bore wells were drilled throughout the State, with those Rigs as well as some new Rigs purchased by the State Govt., to supply drinking water to villages in the summer of each year. Even in Hyderabad city, the Rigs Division-I had drilled several bores for the benefit of the public. Out of 16 posts 4 are made permanent.	Formulation, implementation, monitoring and completion of works programme
5.	G.O. Ms. No. 384, PR, dated 25.08.72-6posts	-do-	-do-
6.	G.O. Ms. No. 126, PR, dated 28.5.73-4 posts	-do-	-do-
7.	G.O. Ms. No. 290, PR, dated 25.3.77 -One post of Dy. EE was upgraded as EE (Work shop) Total : 16-4-1=11	Out of 16 posts shown above one post was upgraded as EE	
8.	G.O. Ms. No. 252, PR, dt. 23.7.71. Additional Sub-Divisions for Kurnool District. One post	One sub-division for Nandyal Revenue Division was sanctioned	-do-

S.N.	Origin of post	Reasons for creation	Role of the post
9.	G.O. Ms. No. 774, PR, dt. 28.10.71-39 posts Strengthening of Designs wing in C.E's office-2 posts - Total=41 posts	By 1971, the work load of the Dept., grew abnormally particularly due to drought conditions in the State and hence more staff was created. Thus 5 divisions for certain drought effected Districts were sanctioned to take up drought relief works	Formulation, implementation, monitoring and completion of works programme
10.	G.O. Ms. No. 62, PR, dated 08.02.72-2 posts	Strengthening of designs wing of CE (PR)	To assist the CE (PR) in the matter of designs
11.	G.O. Ms. No. 1568, Health, dt. 9.10.72-10 Sub-Divns	From the inception of P.R. Institutions, Primary Health Centres used to be constructed with Public contribution. By 1972 more P.H.Cs were taken up and hence additional staff was sanctioned	Formulation, implementation, monitoring and completion of works programme
12.	G.O. Ms. No. 54, PR, dated 2.8.74-3 posts	For speedy execution of No. of ongoing PWS schemes, more staff was necessary, but Govt. accorded sanction for only 3 posts of Dy. E.Es.	-do-
13.	G.O. Ms. No. 400, PR, dt. 2.8.74-20 posts	By 1974, the work load increased and similarly the No. of Section Officers were also increased, but not Dy. E.Es. proportionately. Many works are getting delayed due to non checkmeasurements. So it was decided that the checkmeasuring officer posts should be increased by simultaneous decrease of Section officer posts	Formulation, implementation, monitoring and completion of works programme
14.	G.O. Ms. No. 65, PR, dt. 28.1.77-2 posts for 2nd division at Ananthapur	Addl. Work load in Ananthapur, drought affected district	-do-

S.N.	Origin of post	Reasons for creation	Role of the post
15.	G.O. Ms. No. 875, PR, dt. 08.09.1977-One Post	To assist the Superintendent, Work shop, one post of JE under Rigs Organisation was upgraded	To Assist the Superintendent, Works Shop
16.	G.O. Ms. No. 1219, PR, dated 3. 12. 1977 -3 Posts	Investigation Units for Rural Water supply in the O/o CE (PR) under Central Sponsored Schemes	To investigate RWS Schemes as desired by Govt. of India
17.	G.O. Ms. No. 1691, PR dt. 20.12.77 - 12 posts	To take up urgent repairs to the roads, school buildings and to construct cyclone shelters, additional staff was sanctioned.	Formulation, implementation, monitoring and completion of works programme
18.	G.O. Ms. No. 164. dated 27.02.1979 - 2 Posts	Under centrally sponsored schemes- two posts were sanctioned	Investigation of PWS schemes
19.	G.O. Ms. No. 339, PR, dated 9.4.79 -6 Posts	To attend Cyclone Damages	Formulation, implementation, monitoring and completion of works programme
20.	G.O. Ms. No. 261, PR, dated 23.3.79 - 22 posts	During 1978-79, the Govt. of India has introduced a new scheme by name F.F.W. to create work to the Rural poor. Any new scheme for the development of Rural areas, was entrusted to P.R.E.S. even without any sanction of staff. Similarly the F.F.W. programme had to be attended to by P.R.E.S. Taking into consideration after a long time, finally 22 posts of Dy. E.E's were sanctioned by Govt.	Formulation, implementation, monitoring and completion of work programme
21.	G.O. Ms. No. 624, PR, dated 9.6.79 - 6 sub-divns	Due to heavy damages to works in Nellore and Guntur districts, additional staff was sanctioned	-do-

S.N.	Origin of post	Reasons for creation	Role of the post
22.	G.O. Ms. No. 713, PR, dated 23.5.79 - 3 sub-divns	Due to heavy damages to works in Mahaboobnagar district, additional staff was sanctioned	do-
23.	G.O. Ms. No. 256, PR, dated 19.5.80 - 16 sub-divns	Due to increased activities in RWS Sector additional posts were created	-do-
24.	G.O. Ms. No. 663, PR, dated 17.10.81 - 68 posts	Due to norms on work load specified in the G.O. Ms. No. 1175, T, R&B dated 27.10.1975-additional staff was sanctioned	-do-
25.	G.O. Ms. No. 337, PR, dated 30.07.1984 - 22 posts	Due to increase of work load on account of NREP & RLEGP programmes	-do-
26.	G.O. Ms. No. 341 PR & RD, dated 2.8.84 - 36 posts	Due to increase of work load on account of NERP & RLEGP programmes	-do-
27.	G.O. Ms. No. 466, PR, dated 24.9.84 - 24 posts Out of 24 posts sanctioned. three posts are surrendered to Tribal Welfare Department (24-3=21)	Due to increase of work load on account of NERP & RLEGP programmes	Formulation, implementation, monitoring and completion of works programme
28.	G.O. Ms. No. 247, PR, dated 17.04.1989 - 2 Posts	To Maintain Comprehensive Protected Water Supply Scheme at Darsi and Chandavaram	Maintenance of CPWS scheme at Darsi and Chandavaram

S.N.	Origin of post	Reasons for creation	Role of the post
29.	G.O. Ms. No. 391 PR & RD dt. 30.06.94 Annx 4 posts Annx-III 23 posts Annx-IV 11 posts Annx-VA 3 posts Annx-VB 22 posts Annx-VIIA 220 posts Total :: 283 posts	For implementation of Rural Water Supply Schemes, J.R.Y. IJRY and EAS programme. Additional staff for the office of the Engineer-in-Chief etc.	Formulation, Implementation, monitoring and completion of work programme
30.	G.O. Ms. No. 720 PR & RD, dated 16.11.1995 - 4 Posts-Managers of the rank of Dy. E.Es by redeployment	Implementation of the NHRD programmes for Rural Water Supply and Rural Sanitation Sectors	To Assist Executive Director
31.	G.O. Ms. No. 1023, PR, dated 26.12.1997 - 4 Posts Total : 694 posts	To execute new schemes sanctioned by The Royal Netherlands Govt. Aid	Formulation, implementation, monitoring and completion of works programme

V SECTION OFFICERS (ASSISTANT EXECUTIVE ENGINEER/ASSISTANT ENGINEER)

1.	G.O. Ms. No. 43, LA, dated 18.07.69 - 40 posts	Special works programmes in Telangana Region	To implement and monitoring the Drilling operations of Rigs
2.	G.O. Ms. No. 145, PR, dated 2.4.70-7 posts (Rigs-I)	Special works programmes in Telangana Region	To implement and monitoring the Drilling operations of Rigs
3.	G.O. Ms. No. 774, PR, dated 28.10.71 -	Due to constant drought conditions in this State since 1968, scarcity of drinking water was keenly felt in	Formulation, implementation, monitoring and

S.N.	Origin of post	Reasons for creation	Role of the post
	193 Posts	Rayalaseema districts and in certain other districts. So to expedite execution of P.W.S. Schemes a 2nd division was formed in Rayalaseema districts and 207 posts of Section Officers were created. Later out of 207 posts of S.Os 14 posts were reduced	completion of works programmes
4.	G.O. Ms. No. 62, PR, dated 08.02.72 - 8 posts	To assist CE in the matter of Designs	To Assist Chief Engineer in the matter of designs
5.	G.O. Ms. No. 1568, Health, dated 9.10.72 - 25 Posts	At the beginning of P.R. Institutions, in the year 1960, the construction of P.H.Cs and their maintenance was with this Dept. and hence these posts were sanctioned. Originally 44 posts were sanctioned, later reduced to 25	Formulation, implementation, monitoring and completion of works programmes
6.	G.O. Ms. No. 384, PR, dated 25.08.72 - 33 posts	Supervision of Rigs Programme	
7.	G.O. Ms. No. 126, PR, dated 28.05.73 - 20 posts	To supervise the working of Rigs programme	To implement and monitor the drilling operations of Rigs
8.	G.O. Ms. No. 54, PR, dated 24.01.1974 - 16 posts	Execution of P.W.S. Schemes in the State	-do-
9.	G.O. Ms. No. 668, PR, dated December 75, 996 Posts (Permanent)	The various posts brought under Unified Engineering Service (UES) and other posts which were merged in LAES were made permanent in this G.O.	Formulation, implementation, monitoring and completion of works programmes
10.	G.O. Ms. No. 65, PR, dated	2nd Division for Ananthapur districts to attend to the increased work load	-do-

S.N.	Origin of post	Reasons for creation	Role of the post
	28.01.77 - 10 posts		
11.	G.O. Ms. No. 1084, PR, dated 29.10.77 - 2 posts	Monitoring work in the Chief Engineer's office in respect of P.W.S. Schemes	To assist E.E.
12.	G.O. Ms. No. 1219, PR, dated 3.12.1977 - 4 posts	To attend Designs work in Chief Engineer's office	-do-
13.	G.O. Ms. No. 1691, Revenue or PR, dt. 20.12.77- posts	Due to tidal wave, heavy loss occurred in Krishna district and due to cyclone, heavy damages occurred in coastal districts. To take up repairs & re-construction of damaged public property such as Roads, School buildings & PWS schemes, additional posts were created	Formulation, implementation, monitoring and completion of works programmes
14.	G.O. Ms. No. 164, PR, dated 27.2.79 - 2 posts	Under C.S.S., Investigation units were formed in the office of the Chief Engineer (PR) for looking after P.W.S. Schemes	Formulation, implementation, monitoring and completion of works programme
15.	G.O. Ms. No. 261, PR, dated 23.3.79 - 80 posts	Due to increase of work load on account of F.F.W. programme	-do-
16.	G.O. Ms. No. 783, PR, dated 12.7.78 (2 posts)	To work in the Office of the S.E., later SE (RWS) Warangal	-do-
17.	G.O. Ms. No. 339, dt. 9.4.79 (25 posts)	To attend Cyclone damaged works in certain districts	-do-

S.N.	Origin of post	Reasons for creation	Role of the post
18.	G.O. Ms. No. 624, PR, dated 19.6.79 (20 posts)	Similar situation arose in Nellore and Ongole Districts	-do-
19.	G.O. Ms. No. 713, PR, dated 25.7.79 (10 posts)	Similar situation in Mahaboobnagar District	-do-
20.	G.O. Ms. No. 915, PR, dated 12.10.79 (2 posts)	Additional work load on account of R.W.S. schemes in the office of the Chief Engineer	-do-
21.	G.O. Ms. No. 121, PR, dated 18.3.80 (4 posts)	Increase of work load on account of P.W.S. Schemes	-do-
22.	G.O. Ms. No. 256, PR, dated 19.5.80 (64 posts)	Increase of work load on account of NREP, RLEGP and JRY increased Grant-in-aid from Govt. of India	-do-
23.	G.O. Ms. No. 257, PR, dated 20.05.80 (2 posts)	-do-	-do-
24.	G.O. Ms. No. 697, PR, dated 19.12.1980 (One post)	To assist E.E. Vigilance	Due to work load norms specified in G.O. Ms. No. 1167
25.	G.O. Ms. No. 663, PR, dated 17.10.81 (156 posts)	Due to revised norms of work load specified in G.O. Ms. No. 1167, T, R&B, dt 27.10.75, additional staff was sanctioned.	Formulation, implementation, monitoring and completion of works programmes.
26.	G.O. Ms. No. 337, PR&RD, dt.	Increase of work load on account of NREP, RLEGP and JRY based on	-do-

S.N.	Origin of post	Reasons for creation	Role of the post
	30.07.84 330 posts	- norms laid down as recommended by G.O.I	
27.	G.O. Ms. No. 341, PR, dated 02.08.84 - 198 posts	Increase of work load on account of NREP, RLEGP and JRY based on norms laid down in G.O. Ms. No. 520, PR dated 23.10.1982	Formulation, implementation, monitoring and completion of works programmes
28.	G.O. Ms. No. 466, PR, dated 24.09.84 - 132 Posts Total :: 660 (330+198+132= 660) Further continuation is given for 650 Section Officers only vide G.O. Rt. No. 1126 PR, dt. 26.8.97	Increase of work load on account of NREP, RLEGP and JRY based on norms laid down in G.O. Ms. No. 520, PR dated 23.10.1982	-do-
29.	G.O. Ms. No. 247, PR, dated 17.04.89 - 13 Posts	Maintenance of Darsi PWS Scheme	-do-
30.	G.O. Ms. No. 391, PR dt. 30.06.94 (1004 posts)	Due to increase of Work Load	-do-
31.	G.O. Ms. No. 720, PR, RD & R, dated 16.11.95-Field Officers-8 posts - Data Entry Operators-2 posts (Total 10	Implementation of NHRD programmes for RWS and Rural Sanitation Sectors	

S.N.	Origin of post	Reasons for creation	Role of the post
	Posts) of the cadre of AEEs to HRD Centre by redeployment		
32.	G.O. Ms. No. 1023, PR, dated 26.12.97 - 24 posts	To execute new schemes sanctioned under R.W.S.	-do-
VI	Joint Director, G.O. Ms. No. 759, PR & RD dated 03.07.1992-One post of Sr. Geologist upgraded as Joint Director	Overall incharge of Hydrogeological Wing	Monitoring the progress, Technical advise, Incharge of Cartographic and remote Sensing Cell, Co-ordinate with various Ground water associated organisations at the state Level, Co-ordinate with bilateral agencies, Plan UNICEF training programmes for the Geologists
VII	Covered under G.O. Rt. No. 523, PR & RD, dated 23.03.1999-Senior Geologists - 6 posts	To monitor the working of Junior Geologist in the Zone	Monitoring of Geologists, Technical guidance, Data Base, Co-ordinate with district authorities and various ground water associated agencies, Organise training programme
VIII	Covered under G.O. Rt. No. 523, PR&RD, dated 23.03.1999-	To assess & identify Ground Water Sources for Drinking Water Supply in Rural Areas	Responsible for selection of sources Co-ordinate with executing staff,

S.N.	Origin of post	Reasons for creation	Role of the post
	Junior Geologists - 33 posts		Assess the aquifer characteristics and Maintain Data Base

IX WATER TESTING LABORATORIES

- | | | | |
|----|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 1. | Covered under G.O. Rt. No. 523, PR & RD, dated 23.03.1999- Chemist-1 Post | To have administrative and technical control over all the water testing laboratories | To monitoring the performance of District labs |
| 2. | G.O. Ms. No. 213, PR & RD, dt 17.4.93-Asst. Chemist - 14 posts | To have technical control over the Jr. Water Analyst and supervise the District water testing laboratories | To monitor the district labs |
| 3. | G.O. Ms. No. 213, PR & RD, dt. 17.4.93- Junior Water Analyst-16 posts | Analise the water samples in the divisional laboratories both chemically and bacteriologically | To conduct water analysis |

POSITION WITHIN
THE ORGANISATION

2.1	Origin of post	Responsibility/creation	Role of the post
	Junior Geologists - 23 posts		Assess the aquifer characteristics and maintain data base
	IX WATER TESTING LABORATORIES		
	Covered under G.O. Rt. No. 523 PR & RD dated 23.03.1989- Chemist-1 post	To have administrative and technical control over all the water testing laboratories	To monitor the performance of District Labs
	G.O. Ms. No. 213 PR & RD of 17.4.85- Chemist - 14 posts	To have technical control over the District water testing laboratories	To monitor the district
	G.O. Ms. No. 213 PR & RD of 17.4.85- Junior Water Analyst-16 posts	Analyse the water samples in the divisional laboratories both chemically and bacteriologically	To conduct water analysis
VII	Covered under G.O. Rt. No. 523 PR & RD dated 23.03.1989- Senior Geologists - 6 posts	To monitor the working of Junior Geologist in the Zone	
VIII	Covered under G.O. Rt. No. 523 PR & RD dated 23.03.1989-	To assess & identify Ground Water sources for Drinking Water Supply in Rural Areas	

POSITION WITHIN THE ORGANISATION

Chapter 2

Position within the department and span of interaction within the Dept.

Sl No.	Fundamentalry	Position in the Organisation	Span of Interaction within the Organisation
1.	Engineer-in-Chief	Head of the Organisation	Interacts with Govt. of A.P. and all subordinate officers in the organisation.
2.	Chief Engineer	He is No. 2 in the hierarchy of the organisation. He is a State Level officer.	Interacts with Engineer-in-Chief, Govt. of A.P. and subordinate officers in the organisation.
3.	Superintending Engineer	He is No. 3 in the hierarchy of the organisation. Head of the Circle.	Interacts with Engineer-in-Chief, Chief Engineers and subordinate officers.
4.	Executive Engineer	He is No. 4 in the hierarchy of the organisation. Head of the Division.	Interacts with Engineer-in-Chief, Chief Engineer, Superintending Engineer and subordinate staff. He also interacts with P.R. Institutions.
5.	Dy. Executive Engineer	He is No. 5 in the hierarchy of the organisation. Head of the Sub-Division.	Interacts with Superintending Engineer, Executive Engineer and subordinate staff. He also interacts with P.R. Institutions.
6.	Section Officer	He is No. 6 in the hierarchy of the organisation. He heads the section.	Interacts with Executive Engineer, Dy. Executive Engineer and subordinate staff. He has to interact with P.R. Institutions.
7.	Joint Director	He is No. 7 in the hierarchy of the organisation. He is in-charge of the (J.D.) and Sub-Division.	Interacts with Chief Engineer, Executive Engineer and subordinate staff.
8.	Staff		

POSITION WITHIN THE ORGANISATION

POSITION WITHIN THE ORGANISATION

Position within the department and span of interaction within the Dept.

Sl. No.	Functionary	Position in the Organisation	Span of Interaction within the Organisation
1.	Engineer-in-Chief	Head of the Organisation	Interacts with Govt. of A.P. and all subordinate officers in the organisation.
2.	Chief Engineer	He is No. 2 in the hierarchy of the organisation. He is a State Level officer	Interacts with Engineer-in-Chief, Govt, of A.P. and subordinate officers in the organisation
3.	Superintending Engineer	He is No. 3 in the hierarchy of the organisation. Head of the Circle	Interacts with Engineer-in-Chief, Chief Engineers and subordinate officers
4.	Executive Engineer	He is No. 4 in the hierarchy of the organisation. Head of the Division.	Interacts with Engineer-in-Chief, Chief Engineer, Superintending Engineer and subordinate staff. He also interacts with P.R. Institutions
5.	Dy. Executive Engineer	He is No. 5 in the hierarchy of the organisation. Head of the Sub-Division.	Interacts with Superintending Engineer, Executive Engineer and subordinate staff. He also interacts with P.R. Institutions
6.	Section Officer	He is No. 6 in the hierarchy of the organisation. He heads the section	Interacts with Executive Engineer, Dy. Executive Engineer and subordinate staff. He has to interact with P.R. Institutions
7.	Joint Director	Head of the Hydrogeological wing in the department	Interacts with Engineer-in-Chief, Chief Engineer (RWS), Executive Director (HRD) and Subordinate staff
8.	Senior	Incharge of	Interacts with Chief Engineer (RWS)

Sl. No.	Functionary	Position in the Organisation	Span of Interaction with in the Organisation
	Geologist	Hydrogeological wing in the department	SE (RWS), Joint Director and subordinate staff
9.	Junior Geologist	Incharge of Hydrogeological wing in the RWS Division/ District	Interacts with Superintending Engineer (RWS), EE (RWS) and Dy. EE (RWS)
10.	Chemist	Head of the Water quality Monitoring & Surveillance wing in the department	Interacts with Engineer-in-Chief, Chief Engineer (RWS) and subordinate staff
11.	Asst. Chemist	Incharge of District Water Testing Laboratory	Interacts with Superintending Engineer (RWS) Executive Engineer (RWS), Dy. E.E. (RWS) Chemist and subordinate staff
12.	Jr. Water Analyst	Incharge of Divisional Water Testing Labs	Interacts with Assistant Chemist & Executive Engineer (RWS) and Dy. EE (RWS)

FUNCTIONS TO BE DISCHARGED

Chapter 3

Functions to be discharged by the functionary

Sl. No.	FUNCTIONS		
	Field	Desk	Statutory
1	(1) To inspect and take suitable measures to ensure quality and successful completion of schemes under all programmes.	Overall control over the staff both Ministerial and Technical in his office (including other C.E.s)	He is a responsible adviser to the State Govt. on all matters relating to P.R. & R.R. (Engineering) Department.
2	(2) To review/direct visits with Superintending Engineers and Executive Engineers for sorting out field problems.	By controlling all functionaries in the entire Dept. right from S.E.s, E.E.s, Dy. E.E.s and S.Os including the technical staff of the said offices as per sanctions accorded by Govt. duly maintaining the seniority lists for each category of functionary.	Overall control over the staff both Ministerial and Technical in his office (including other C.E.s) and technical staff in the Department.
3		Maintaining a muster roll register for each category of functionary.	To appoint all the subordinate staff as per the sanctions accorded by Govt.

FUNCTIONS TO BE DISCHARGED

FUNCTIONS TO BE DISCHARGED

Functions to be discharged by the functionary

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory
1	Engineer-in-Chief	(1) To inspect and take suitable measures to ensure quality and successful completion of schemes under all programmes	1 Overall control over the staff both Ministerial and Technical in his office (including other C.Es)	1 He is a responsible advisor to the State Govt. on all matters relating to P.R. & R.R. (Engineering) Department
		(2) To review during visits with Superintending Engineers and Executive Engineers for sorting out field problems	2 By controlling all functionaries in the entire Dept. right from S.Es., E.Es., Dy. E.Es and S.Os including the technical staff of the said offices as per sanctions accorded by Govt. duly maintaining the seniority lists for each category of functionary	2 Overall control over the staff both Ministerial and Technical in his office (including other C.Es) and technical staff in the Department
			3. Maintaining incumbency register for each category of functionary	3. To appoint all the subordinate staff as per the sanctions accorded by Govt.
			4. To initiate action on all the erring officials based on the gravity of the irregularity committed by the	4. To prepare panels for all categories of posts in his office (including those of C.Es) for effecting

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

staff

promotions and to place before the Authority competent for giving promotions to the eligible persons.

5. To take disciplinary action as per A.P. Civil Services (CCA) rules.
6. To select the staff to be sent for trainings in India or for training abroad whenever an occasion arises
7. To initiate proposals for additional staff whenever required
8. To prepare replies to all Audit paras raised by the A.G. on the functioning of his office or subordinate offices
9. Review of super check-measure-

5. To accord promotions to the staff in his office to the extent empowered.
6. To send panels for all posts above the level of Dy. E.Es to the Govt. to effect promotions, whenever due, with his recommendations
7. To obtain & maintain A.C.RS for all Executive staff in the Dept. and communicate adverse remarks if any to the concerned persons
8. To prepare budget for all staff in the department and all works programmes under the purview of the Dept.
9. To draw the salaries and allowances of

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

ments / check-measurements done by S.Es and E.Es as prescribed by the Govt.

staff working in his office by delegating his powers to a subordinate officer (viz) NTPA nominating him as Drawing and disbursing officer

10. Formulation of Projects for obtaining external assistance, such as Bilateral Assistance, World Bank Loan Assistance and NABARD Loan Assistance etc., and obtaining assistance with proper appraisal.

10. To prepare plan of action to be included in Five Year Plan and Annual Plans in respect of all types of works being executed by the Department

11. Formulation of Projects for obtaining grants from Govt. of India.

11. To accord sanction for payment of rent to office buildings located in private buildings

12. Conducting monthly reviews and re-scheduling the programme for timely completion of schemes

12. To get the Departmental figures in respect of salaries reconciled with those of A.G. & furnish monthly certificate to A.G.

13. To evolve new strategies for augmentation of resources

13. To effect transfers upto the cadre of Dy. E.Es within their zone and propose transfer for higher cadre officers

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory
			14. Submission of status reports on all programmes to Govt. of A.P. and G.O.I.	14. To submit replies to P.A.C. paras & to attend P.A.C. meetings
			15. To submit reports on LAQs and assurances on the floor of the Assembly, LSQ and RSQs	15. Submission of U.Cs for the grants received
				16. Submission of Annual Administrative Report of the Dept.
				17. To conduct annual inspection of Circle Office
				18. To sanction annual increments to Chief Engineers, Superintending Engineers and Executive Engineers
				19. Forwarding pension proposals to A.G. from the cadres of Superintending Engineers to Section Officer and for all staff in his office and for Chief Engineers through the Government
				20. To prepare contingent plans

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

whenever drought conditions prevail in the State and get it approved by Govt. and to implement it for the welfare of Rural Population

21. To send information required by Govt. from time to time

22. To guide the SEs & EEs in the matter of works programme

23. Registration of Contractors of Class-I Category

24. To initiate proposals for PR & RD

25. Calling for tenders of works costing more than Rs. 50.00 lakhs

26. Accepting the tenders upto 15% excess over estimated rates

27. To accord sanction for extension of time of agreements

II Chief Engineer	1 To inspect and take suitable measures to maintain quality and	1 Overall control over the staff both Ministerial and	1 Overall control over the staff both Ministerial in his
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Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory
		successful completion of schemes under all programmes	Technical staff in the department	office and technical staff in the department
		2 To review during visits with Superintending Engineers and Executive Engineers for sorting out field problems	2 To initiate action on all the erring officials based on the gravity of the irregularity committed by the staff members	2 Preparation of budget for all works programmes under his purview
		3 Evaluation of works connected with enquiry	3. To initiate proposals for additional staff whenever required through Engineer-in-Chief	3. To accord sanction for payment of rent to office buildings located in private buildings
		4 To inspect site of work before according Technical Sanction to the scheme	4. To furnish replies to all Audit paras raised by the A.G. on the functioning of his office or subordinate offices	4. To submit replies to P.A.C. paras & to attend P.A.C. meetings
			5. To recommend Administrative sanction proposals of ZP costing more than Rs. 10.00 lakhs to the Government	5. Submission of U.Cs. for the grants received
			6. Formulation of Projects for obtaining external assistance, such as Bilateral Assistance, World Bank Loan Assistance & Nabard	6. Submission of Annual Administrative Report of the Dept.

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

loan assistance etc. obtaining assistance with proper appraisal.

7. Formulation of Projects for obtaining grants from G.O.I

7. To conduct annual inspection of Circle Office

8. Conducting monthly reviews and re-scheduling the programme for timely completion of schemes

8. Chief Engineer (Vigilance) has to exercise control over vigilance Divisions & Sub-divisions.

9. To evolve new strategies for augmentation of resources

9. Preparation of contingent plan whenever drought conditions prevail in the State and get it approved by Govt. and to implement it for the welfare of Rural Population

10. The Chief Engineer concerned has to maintain good rapport with World Bank Resident Mission in India

10. Submission of information required by Govt. & Engineer-in-Chief from time to time

11. To guide the SEs & EEs in the matter of works programme

11. To prepare plan of action to be included in Five Year Plan and Annual Plans in respect of all types of works being executed by the Department

(3)

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

12. Chief Engineer concerned is responsible to PMU unit of Fin. & Plg. Dept. for periodical appraisal to World Bank

12. According to Technical sanction to original estimates, revised estimates and working estimates costing above Rs. 50.00 lakhs

13. Chief Engineer concerned has to maintain good rapport with NABARD authorities

13. Calling for tenders of works costing more than Rs. 50.00 lakhs

14. Issue of Inspection reports

14. Accepting the tenders upto 15% excess over estimated rates

15. To submit reports on LAQs and Assurances on the floor of the Assembly

15. Registration of Contractors of class-I category

16. Concerned CE to initiative ACRS of SES

16. Chief Engineers concerned are responsible for ensuring quality of works programmes

17. Chief Engineer (RWS) has to finalise the rates for RWS materials

18. To initiate proposals for the approval of Board of Chief Engineers

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Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

19. To accord sanction for extension of agreement time

20. Dispensing with tenders, entrustment of works on nomination upto Rs. 1.00 lakh

21. Waival of penalty imposed by SE/ E.Es

22. Entrustment of works on nomination to Labour contract Co-op. Societies consisting SC. ST. Waddera communities

(*) Societies upto Rs. 5.00 lskhs

(**) Individual un-employed Engineer from above communities-Rs. 1.00 lakh

Executive Director (HRD) (Chief Engineer

Visit Districts where IEC programme is being implemented & review the progress

1. To evolve and conduct training programme for the personnel of PR&RD Dept.

1. To conduct training courses to sector professionals & grass root level training at field level

To visit offices where

2. He has to monitor

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

		grass root level training programme is being implemented and review the progress	training needs of PR & RD Dept. to evolve training modules.	IEC programme launched by Govt. of India.
			3. He has to maintain liason with Marri Chenna Reddy, I.O.A. and other National Level Training Institutions	3. He has to render accounts to the Govt. of AP and Govt. of India and submit U.Cs to the concerned
			4. He has to explore the possible ways & needs for mobilising for training and awareness programme	4. He has to conduct training of trainees (TOT) at A.P. Academy for Rural Development (APARD)
			5. Preparation of Action plan for training and obtain sanctions from GOI/GOAP	5. He has to liaise the training programme funded by UNICEF
			6. Identification of suitable personnel for all training programmes in India	
			7. Collecting and compilation of personal data of every functionary of PR & RD Engineering Dept.	
III	Superintending Engineer	1. To inspect works and take suitable measures to maintain quality and successful	1. Overall control over the staff both Ministerial and Technical in his office	1. To take disciplinary action as per A.P. Civil services (CCA) rules.

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

completion of schemes under all programmes and all technical staff in his jurisdiction

2. To review during visits with Engineers for sorting out field problems

2. Maintaining incumbency Register for each category of Functionary

2. Preparation of Budget for all staff in the department and all works programmes under his purview.

3. Evaluation of works connected with enquiries

3. To initiate action on all the erring official based on the gravity of the irregularity committed by the staff.

3. Preparation of contingent plan whenever drought conditions prevailed in the State and get it approved by Govt. and to implement it for the welfare of Rural Population

4. Inspection of site of work before according

4. To select the staff to be sent for internal training at H.R.D. and other places.

4. To accord sanction for payment of rent to office buildings located in private buildings

5. To initiate proposals for additional staff whenever required

5. To submit replies to P.A.C. paras & to attend P.A.C. meetings

6. Furnishing replies to all Audit paras raised by the A.G. on the functioning of his office or on the subordinate offices

6. Submission of U.Cs for the grants received

7. Formulation of Projects for obtaining

7. Submission of Annual

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

external assistance, such as Bilateral Assistance World Bank Loan Assistance and NABARD Loan Assistance etc., obtaining assistance with proper appraisal

Administrative Report of the department

8. Formulation of projects for obtaining grants from G.O.I

8. To conduct annual inspection of division offices

9. Maintenance of Amanath Registers & contingent register for his office

9. Payment of salaries to staff working in his office drawn from the treasury by himself or delegating powers to his subordinate

10. Conducting monthly reviews and scheduling the programme for timely completion of schemes

10. Sanction of increments to the staff in his office and upto Executive Engineers

11. To evolve new strategies for augmentation of resources

11. Pass the TA bills of E.Es (PR) under his control

12. To guide the Executive Engineers in the matter of works programme

12. According sanction for purchase of furniture, stationary etc. to the extent of powers delegated to him.

Sl. No.	Function-ary	FUNCTIONS		
		Field	Desk	Statutory

13. Issue of Inspection reports on works

13. Distribution of grants under various programmes among divisions.

14. Reconciliation of departmental figures with those of Treasury/AG and obtain certificate from the treasury and then send the certified figures to Chief Engineer every month

14. He has to attend District Developmental Review Committee Meeting in his jurisdiction and other statutory meetings

15. To submit reports on LAQs and Assurances on the floor of the Assembly and LSQ & RSQ

15. Registration of contractors of Class-II category

16. Obtaining extension of time to the agreement period.

16. Sanction of repairs to vehicles as per his competency

17. He has to maintain seniority list of work charged establishment, BPO, Tracers and D'mans

17. Approval of quarry charts and R.M.Rs.

18. Review checkmeasures and super checkmeasures by EEs and submit report to ENC

18. To checkmeasure works costing above Rs. 10.00 lakhs before final payment

19. To attend annual SSR meetings

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

conducted by SE (Irrigation), SE (R&B) and SE (PH)

20. To prepare plan of action to be included in Five Year Plan and Annual Plans in respect of all types of works being executed by the department under his purview

21. According Technical sanction to original estimates, revised estimates and working estimates costing above Rs. 10.00 lakhs and upto Rs. 50.00 lakhs.

22. Calling for tenders of works costing above Rs. 10.00 lakhs and upto Rs. 50.00 lakhs

23. Accepting the tenders upto 10% excess over estimated rates for the works costing upto Rs. 50.00 lakhs

24. Submission of all information required

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

by Govt. & Engineer-in-Chief & Chief Engineers from time to time

25. To inspect all works before effecting final payment

26. To accord sanction of extension of time for agreement

27. Entrustment of works on nomination upto Rs. 50,000/- for Labour Contract Co-op. Societies

28. He is appellate authority for the penalties & punishment imposed by E.Es on contractors

29. SE as unit officer along with other S.Es of the zone as a committee, finalise the seniority list of Work Inspectors, BPOs, Tracer, D'men and finalise their promotions

30. He has to checkmeasure or

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

supercheck the foundations, reinforcement details of major structures and finishing items such as BT carpet in roads, wearing coat in Bridges, flooring, Doors & Windows of buildings

31. He can accord sanction extension of time of agreements

IV Executive Engineer

technical sanction
1. To inspect and take suitable measures to maintain quality and successful completion of schemes under all programmes

1. Overall control over the staff both Ministerial and Technical

1. To take disciplinary action as per A.P. Civil services (CCA) rules

2. To review during visits with subordinate Engineers for sorting out field problems

2. Maintaining incumbency Register for each category of Functionary

2. Preparation of annual Budget for all staff in the department and all works programmes in his jurisdiction to be submitted to Zilla Parishad.

3. Evaluation of works connected with enquiries

3. To initiate action on all the erring officials based on the gravity of the irregularity committed by the staff

3. To accord sanction for payment of rent to office buildings located in private buildings

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

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|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <p>4. To inspect site of works before according Technical Sanction</p> | <p>4. To select the staff to be sent for internal training at H.R.D./ L.F, AE & centre and other places</p> | <p>4. To submit replies to P.A.C. paras</p> |
| | <p>5. To initiate proposals for additional staff when ever required</p> | <p>5. Submission of U.Cs for the grants received</p> |
| | <p>6. Furnishing replies to all Audit paras raised by the A.G. and L.F. Audit on the functioning of his office or subordinate offices</p> | <p>6. Submission of Annual Administrative Report of the Division</p> |
| | <p>7. Maintenance of Amanath Registers & contingent register for his office</p> | <p>7. To conduct annual inspection of sub-division Offices & sub-divisional officers</p> |
| | <p>8. Reconciliation of departmental figures with those of Treasury and obtain certificate from the treasury and then send the certified figures to Chief Engineer every month</p> | <p>8. Payment of pay and allowances to staff working in his Division</p> |
| | <p>9. To submit statement of expenditure and balances every month to Zilla Parishad and Superintending</p> | <p>9. Sanction of annual increments to the staff in his office, Deputy Executive Engineers and Section Officers</p> |

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

Engineer and shall exercise control over Divisional Accounts Officer

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| <p>10. Registration of M. Books and issue of M. Books and maintenance of account of M. Books</p> | <p>10. All paid vouchers shall be got audited by L.F. Audit Department by producing needed records</p> |
| <p>11. He is responsible for timely adjustment of releases under various schemes and proper accounting utilisation of grants and their revalidation</p> | <p>11. He is responsible for all payments including work bills</p> |
| <p>12. He has to refund the deposits to the eligible contractor</p> | <p>12. Responsible to maintain cash book & cheque book</p> |
| <p>13. Formulation of Projects for obtaining external assistance, such as Bilateral Assistance, World Bank Loan Assistance and NABARD Loan Assistance etc., obtaining assistance with proper appraisal</p> | <p>13. He is responsible for the correctness of the original record of cash and stores, receipts and expenditure and for the submission of complete vouchers. The DAO (W) is responsible for the correct compilation of the accounts.</p> |
| <p>14. Formulation of projects</p> | <p>14. He is the technical advisor to Zilla</p> |

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

obtaining grants from GOI Parishad

15. To submit reports on LAQs and Assurances on the Floor of the Assembly, LSQ and RSQs

15. He has to attend the Zilla Parishad and DDRC meetings

16. Conducting monthly reviews and scheduling the programme for timely completion of schemes

16. He should immediately report to the Chief Engineer through Superintending Engineers and to the District collector, about serious loss of immovable property caused by any accident or unusual occurrence

17. Submission of information required by Govt. & Engineer-in-Chief & Chief Engineers and Superintending Engineer, ZP and District Administration from time to time

17. To prepare plan of action to be included in Five Year Plan and Annual Plans in respect of all types of works being executed by the Department

18. To evolve new strategies for augmentation of resources

18. According Technical sanction to original estimates, revised estimates and working estimates costing above

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory
				Rs. 2.00 lakhs upto Rs. 10.00 lakhs
		19. To guide the Deputy Executive Engineers in the matter of works programme	19. Calling for tenders of works costing above Rs. 2.00 lakhs upto Rs. 10.00 lakhs	
		20. Issue of Inspection reports on works	20. Accepting the tenders upto 5% excess over estimated rates for the works costing upto Rs. 10.00 lakhs	
		21. Obtaining extension of time to the agreement period for the agreement entered into by him or by Superintending Engineers	21. Preparation of contingent plan whenever drought conditions prevail and submit to the Superintending Engineer & Chief Engineer	
		22. Maintenance of all Registers prescribed by the Govt.	22. Registration of Contractors of class III, IV and V	
		23. He has to attend the annual SSR meetings being conducted by SE (Irrigation) SE (R&B) and SE (PH) at his circle	23. According sanction for purchase of furniture, stationary etc. to the extent of powers delegated to him.	
		24. He has to attend the meetings conducted by Railway	24. Enforcing the clauses and conditions of the	

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

authority on Railway affecting tanks. agreement and completion of works in time

25. He has to attend meeting of district authorities on Janma Bhoomi Programme, 20 Points Formula, Drought and Cyclone Relief meetings 25. Sanction of repairs to vehicles according to powers conferred on him

26. To intimate the changes needed if any during execution based on local conditions and preparation of working estimates 26. He can entrust works on nomination upto Rs. 20,000/- dispensing with tenders

27. To maintain quarry charts and Road Metal Road Books 27. He is prohibited from commencing any work or expending any public fund without the sanction of competent authority or from making any (other than trifling) deviation from sanctioned design in the course of execution, except in case of emergency

28. To review check-measures by Dy. EEs monthly 28. After the completion of any work, it is the duty of EE to close the account of it and

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

to prepare a completion report and should be got approved by competent authority.

29. He must satisfy himself about quality and quantity of the work before making final payment for works

30. He is primarily responsible for reporting the probability of excess over estimates for the prompt revision wherever necessary

31. He is responsible for assessment of revenues and for their collection with proper accounts and records

32. Every care should be taken for the safety and convenience of public at the time of execution of work

33. To inspect the works before effecting final payment to satisfy himself as paying officer

Sl. No.	Function-ary	FUNCTIONS		
		Field	Desk	Statutory

34. He has to check - measure foundations, reinforcement details of all major structures and granite chips in respect of BT road

35. He has to supercheck all finishing items of the buildings, roads, bridges, PWS schemes, filter media of slow sand filters, transmission lines of PWS schemes, consolidation of roads and base course of WBM roads

36. He can accord sanction for extension of time of agreement for tenders approved by EE

37. Effective utility and maintenance of T&P & watching the revenue there on

38. He has to initiate ACRS of Dy EEs

39. He is to initiate pension and gratuity proposals of subordinate staff

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory
V	Deputy Executive Engineer	<ol style="list-style-type: none"> 1. To inspect and take suitable measures to maintain quality and successful completion of schemes under all programmes 2. To review during visits with subordinate Engineers for sorting out field problems 3. He has to inspect the sites and conduct detailed investigations needed for preparation of estimates 4. He has to inspect the properties of the Dept. periodically and enforce that they are in tact 	<ol style="list-style-type: none"> 1. Overall control over the staff both Ministerial and Technical working in his sub-division 2. Maintaining incum-bency register for his office and sections, under his jurisdiction 3. To initiate action on all the erring official based on the gravity of the irregularity committed by the staff 4. Furnishing replies to all Audit paras raised by the A.G. and L.F. Audit departments 5. Reconciliation of departmental figures with those of Treasury and obtain certificate from the treasury and then send the certified figures to every month 	<ol style="list-style-type: none"> 1. According Technical sanction to original estimates, revised estimates and working estimates costing upto Rs. 2.00 lakhs 2. Calling for tenders of works costing upto Rs. 2.00 lakhs 3. Accepting the tenders at estimated rates for the works costing upto Rs. 2.00 lakhs 4. Preparation of budget for all staff in the sub-division and all works programmes in his jurisdiction to be submitted to Zilla Parishad 5. Preparation of contingent plan whenever drought conditions prevail and submit to the Executive Engineer

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

6. Formulation of Projects for obtaining external assistance, such as Bilateral Assistance, World Bank Loan Assistance and NABARD Loan Assistance etc., obtaining assistance with proper appraisal

6. Annual verification of Sectional Stores

7. Formulation of projects for obtaining grants from GOI

7. Enforcing the clauses and conditions of the agreement and completion of works in time

8. Conducting monthly reviews and scheduling the programme for timely completion of schemes

8. He is responsible for recovery of dues to the Dept. from the contractors while recommending for payment

9. Submission of information required by Engineer-in-Chief & Chief Engineers, Superintending Engineer, Executive Engineer and Dist. Administration from time to time

9. He is a checkmeasuring officer. Check measures all the works such as Department, ZP, Mandal Parishads and Gram Panchayats in his jurisdiction as a token of acceptance of work

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

both qualitatively and quantitatively.

10. To guide the Section Officers in the matter of works programme

10. All paid vouchers shall be got audited by LF Audit Department by producing needed records

11. Issue of Inspection reports on works

11. Payment of alternate contractors bills not exceeding Rs. 50000/-

12. Obtaining extension of time to the agreement period for the agreement entered into by him and Superior Officers

12. Responsible to maintain cash books & Cheque books

13. Maintenance of all Registers prescribed by the Govt.

13. He has to maintain all account books and responsible for correctness of the account

14. He has to verify the Muster rolls prepared by the Section Officer

14. To prepare plan of action to be included in Five Year Plan and Annual Plans in respect of all types of works being executed in his sub-division

15. To submit replies on

15. To attend meetings

		FUNCTIONS		
Sl. No.	Functionary	Field	Desk	Statutory

LAQs and Assurances on the Floor of Assembly, LSQs and RSQs of ZP, Mandal Parishads and Janmabhoomi

16. He is responsible for preparation of estimates as per the guidelines given in G.O. Ms. No. 195, PR & RD Dept., dt. 10.05.99

16. Sanction of annual increments to the work inspectors, Pump Mechanics and Gang-mazdoors

17. He is responsible for correctness of quarry charts & RMRs and correctness of rates of all materials at site

17. Payment of salaries to staff working in his sub-division, including work charged establishment

18. To verify and maintain the materials at site account

18. To initiate pension and gratuity proposals for work charged establishment

19. To intimate the changes needed if any during execution based on local conditions and preparation of working estimate

19. To submit replies to P.A.C. paras

20. Preparation of annual account of profit & loss of T&P

20. Effective utility and maintenance of tools and plant and watching the revenue there on

21. To submit tour Diaries to EEs

21. To initiate ACRS of SOS

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

VI SECTION OFFICER

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| <p>1. He has to inspect the sites and conduct detailed investigation for preparation of detailed estimates</p> <p>2. He has to give marking for the works and supervise the work to enforce specifications and correct physical dimensions</p> <p>3. To take working levels at the time of execution to confirm the alignment of pipe lines proposed in the sanctioned estimate and Bridge Foundations etc.,</p> <p>4. He has to inspect the properties of the Dept. periodically and enforce that they are intact</p> | <p>1. Exercise control over Work Inspectors, Gangmazdoors and Pump Mechanics</p> <p>2. To initiate action on all the erring official based on the gravity of the irregularity committed by the staff</p> <p>3. Furnishing replies to all Audit paras raised by the A.G. and L.F. Audit departments</p> <p>4. Formulation of Projects for obtaining external assistance, such as Bilateral Assistance, World Bank Loan Assistance and NABARD Loan Assistance etc., obtaining assistance with proper appraisal.</p> <p>5. Formulation of</p> | <p>1. According Technical sanction to original estimates, revised estimates and working estimates costing upto Rs. 25,000/-</p> <p>2. To prepare plan of action to be included in Five Year Plan and/Annual Plans in respect of all types of works being executed in his section</p> <p>3. To submit replies to P.A.C. paras</p> <p>4. Incharge of sectional stores</p> <p>5. Payment of wages to</p> |
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Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

projects for obtaining grants from GOI the labour engaged on Nominal Muster Rolls

6. Conducting monthly reviews with contractors and propose re-scheduling the programme for timely completion of schemes

6. All paid vouchers shall be got audited by L.F. Audit Department by producing needed records

7. Submission of information required by Engineer-in-Chief & Chief Engineers and Superintending Engineer, Executive Engineer, Dy. Executive Engineer and Mandal parishad Development Officer

7. Preparation of Budget for all staff in the section and all works programmes in his jurisdiction to be submitted to Zilla Parishad

8. Submission of proposals for extension of time to the agreements

8. Preparation of contingent plan whenever drought conditions prevail and submit to the Executive Engineer

9. Updating and Maintenance of all Registers prescribed by the Govt.

9. Enforcing the clauses and conditions of the agreement and completion of works in time specified in the agreement

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

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| <p>10. Preparation of Muster rolls and their safe custody</p> | <p>10. He has to maintain cash account for advances and correctness of the account</p> |
| <p>11. He is responsible for preparation of Designs, Drawings and detailed estimates as per the guidelines given in G.O. Ms. No. 195, PR & RD Dept., dt. 10.05.99</p> | <p>11. He is responsible for recovery of dues to the Dept. from the contractor while recommending for payment</p> |
| <p>12. He is responsible for correctness of quarry charts & RMR's</p> | <p>12. He is a recording officer for measurement of works in M. Books executed under his supervision as a token of acceptance of all the works qualitatively and quantitatively</p> |
| <p>13. To prepare and maintain the materials at site account</p> | <p>13. To ensure quality of materials and insisting for ISI mark for certain materials</p> |
| <p>14. Preparation of scheduling for the execution in the stipulated agreement time</p> | <p>14. To attend meetings of Mandal Parishads and Janmabhoomi programmes</p> |
| <p>15. To intimate the changes needed if</p> | |

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

any during execution based on local conditions and preparation of working estimate

16. To prepare bill of quantities and recommend for payment

17. To effect recoveries for the departmental materials and hire charges from the work bills

18. To submit reports on LAQs, Assurances on the Floor of the Assembly, LSQs and RSQs

19. To submit tour diaries to EEs

VII Joint Director

Inspection of critical cases for sources finding and review

1. Finalisation of the reports, Monitoring of Hydrogeological and Remote Sensing activities
2. Evaluation of the reports and monitoring
3. To monitor training programme being conducted with UNICEF Aid

1. Source finding for PWS Schemes in critical situations

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

VIII Senior Geologist

1. Review of Junior Geologist and guidance

Remote Sensing, Hydrogeological, Geophysical data analysis, Preparation of reports & Finalisation of Recommendations, Data Base

1. Source finding of PWS and CPWS schemes

2. Selection of sources for PWS schemes and CPWS Schemes

IX Junior Geologist

1. Integrated surveys for identification of Ground Water Sources, Artificial Recharge Structures, Aquifer Parameters

Remote Sensing, Hydrogeological, Geophysical data analysis, Preparation of reports & Finalisation of Recommendations, Data Base

Source finding for PWS schemes and spot sources

2. Selection of spot sources for Hand Pump Systems

X Chemist

Water Quality monitoring & surveillance & checking quality problems during epidemic outbreaks

To monitor performance of Asst. Chemists and Jr. Water Analysts

1. To identify quality problem habitations supported with test results

2. To ensure periodical testings of all sources in his jurisdiction

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

XI Assistant Chemist	Guide the Jr. Water Analyst	To provide feed back to EE (RWS), DEE (RWS) on water quality	-do-
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XII Jr. Water Analyst	Quality Identification of drinking water sources	To provide feed back to EE (RWS), DEE (RWS) on water quality	-do-
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Ministerial staff

I. N.T.P.A to Engineer-in-Chief	Overall control over the ministerial stall
	To act as a financial advisor to the Engineer-in-Chief on all the matters involving financial implications
	To guide the accounts section in the matters of accounts
	To act as drawing & disbursing officer
	To release budget under plan and non plan schemes as per the instructions of Head of the department
	To review monthly expenditure with reference to release of funds
	To prepare proposals

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

II Divisional Accounts Officer

for supplementary grants / re-appropriation/and to ensure timely preparation of savings and excesses.

To act as a Financial Advisor to Executive Engineer in division on all the matters involving financial implications

Overall control over the Ministerial staff in the division

To guide the accounts section in the matters of accounts

To release budget under plan and non plan schemes

To review monthly expenditure with reference to release of funds

To prepare proposals for supplementary grants / re-appropriation/and to ensure timely preparation of savings and excesses.

III Superintendent

Exercise control over Sr. Assistant, Junior Assistant & Typist

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

Fixation of pay of the employees
Maintenance of the service registers

Scrutinise applications for sanction of loans and advances

To watch the receipt of utilisation certificates by maintaining registers of utilisation certificates.

To assist the DAO and NTPA in maintenance of accounts etc.

IV Sr. Assistant & Jr. Assistant

To assist the Superintendent in maintenance of accounts.

OPERATIONAL JURISDICTION
OF EACH FUNCTIONARY