

S.N.	Origin of post	Reasons for creation	Goal of the post
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Assess the need for  
maintain data base  
characteristics and  
assess the need for  
improvement by

IX W A T E R  
LABORATORIES  
TESTING  
To execute researches and studies of  
S.W.R. in the  
No. 1023, PR, RD, dated 26.12.97

To have administrative and technical  
control over all the water testing  
laboratories  
G.O. Ms. No. 759, PR & RD dated 26.12.97

To monitor the district  
as degraded  
Joint Director  
dated 03.07.92

To conduct water  
analysis  
divisional laboratories both chemically  
and bacteriologically

Analyst (6 posts)

III Covered under  
G.O. Ms. No. 523, PR & RD, dated 23.03.1999  
Senior Geologists  
6 posts  
To monitor the working of junior Geologist in the Zone

IV Covered under  
G.O. Ms. No. 523, PR & RD, dated 23.03.1999  
To assess & identify Ground Water Sources for Drinking Water Supply in Rural Areas

## Chapter 2

# 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)

Dr. M.C.R.H.R.D. Institute of Andhra Pradesh

Sl. No.	Functionary	Position in the Organisation	Span of Interaction with in the Organisation
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Geologist (Hydrogeological wing) (SE (RWS)) Joint Director and subordinate staff in the department

9. Junior Geologist	Incharge of Hydrogeological wing in the RWS Division/District	Interacts with Superintending Engineer (RWS), EE (RWS) and Dy. EE (RWS)	Functionary Position in the Organisation
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10. Chemist Head of the Water quality Monitoring & Surveillance wing in the department

11. Asst. Chemist Incharge of District Water Testing Laboratory

12. Jr. Water Analyst Incharge of Divisional Water Testing Labs

1. Chief Engineer He is No. 1 in the hierarchy of the department

2. Dy. Executive Engineer He is No. 2 in the hierarchy of the department

3. Section Officer He is No. 3 in the hierarchy of the department

4. Joint Director He is No. 4 in the hierarchy of the department

5. Senior He is No. 5 in the hierarchy of the department

6. He is No. 6 in the hierarchy of the department

## Chapter 3

# FUNCTIONS TO BE DISCHARGED

# FUNCTIONS TO BE DISCHARGED

Functions to be discharged by the functionary

Sl. No.	Functionary	FUNCTIONS			
		Field		Desk	Statutory

I 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)

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 c u m b e n c y 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-

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.

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

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

13. To evolve new strategies for augmentation of resources

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

14. Submission of status reports on all P.A.C. paras & to programmes to Govt. attend P.A.C. of A.P. and G.O.I. meetings

15. To submit reports on LAQs and for the grants assurances on the floor of the Assembly, LSQ and RSQs

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 in his

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

successful completion of schemes under all programmes

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

3 Evaluation of works connected with enquiry whenever required through Engineer-in-Chief

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

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

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

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

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 unemployed 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.

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

To visit offices where 2. He has to identify the 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 of India.

3. He has to maintain liason with Marri Chenna Reddy, I.O.A. and other National Level Training Institutions concerned

4. He has to explore the possible ways & needs for mobilising for training and awareness programme (APARD)

5. Preparation of Action plan for training and obtain sanctions from GOI/GOAP

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. 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 incum-bency Register for each category of Functionary

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.

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.

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

7. Formulation of Projects for obtaining 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

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

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

11. To evolve new strategies for augmentation of resources

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

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

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

13. Issue of Inspection reports on works 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

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

16. Obtaining extension of time to the agreement period.

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

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

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 check measure 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. 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 department and all works programmes in his jurisdiction to be submitted to Zilla Parishad.

3. Evaluation of works connected with enquiries based on the gravity of the irregularity committed by the staff

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

4. To inspect site of works before according Technical Sanction 4. To select the staff to be sent for internal P.A.C. paras training at H.R.D./L.F, AE & centre and other places

5. To initiate proposals for additional staff when ever required received

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

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

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

9. To submit statement of expenditure and balances every month to Zilla Parishad and Superintending Section Officers

Sl. Function- No.	FUNCTIONS			
		Field	Desk	Statutory

Engineer and shall exercise control over Divisional Accounts Officer

10. Registration of M. 10. All paid vouchers Books and issue of shall be got audited by L.F. Audit M. Books and Department by maintenance of producing needed account of M. Books records

11. He is responsible for timely adjustment of all payments releases under including work bills various schemes and proper accounting utilisation of grants and their revalidation

12. He has to refund the deposits to the maintain cash book eligible contractor & cheque book

13. Formulation of Projects for the correctness of obtaining external the original record assistance, such as of cash and stores, Bilateral Assis- receipts and tance, World Bank expenditure and for the submission of complete vouchers. The DAO (W) is responsible for the correct compilation of the accounts.

14. Formulation of projects for advisor to Zilla

Sl. Function- No.	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 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 Admini- station 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