

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach higher officer
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Establishment in his sub-division

- b) To initiate action upto the level of AE/AEE
- c) To initiate confidential reports of AE/AEEs
- d) To initiate pension proposals of Work Charged Establishment and AE/AEEs
- e) Invite tenders which are in the technical competency
- f) Acceptance of Tenders at estimated rates for the works costing upto Rs. 2.00 lakhs
- g) Submission of Projects for external Assistance to ENC
- h) Can take all technical decisions in the implementation of various programmes costing upto Rs. 2.00 lakhs and technically sanctioned by him
- i) To conduct detailed investigation for the estimates of any cost.
- j) To prepare and submit detailed estimates with designs and drawings for the works of any cost.
- k) To check measure all the works irrespective of the cost

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach higher officer
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in token of accepting the work both qualitatively and quantitatively

- l) To effect recoveries from the work bills of contractor, all the materials supplied by the Dept., Machinery hired by the dept., and any other dues at the time of payment
 - m) To recommend the work bills of contractors after scrutiny for the payment for all works irrespective of estimate cost
 - n) To verify the Muster rolls and ensure correctness for the works executed departmentally
 - o) Maintain the tools and plants and ensure their running profitably
- 6 Section Officer**
- a) To conduct detailed investigation for the estimates of any cost.
 - b) To prepare and submit detailed estimates with designs and drawings for the works of any cost
 - c) To measure all the works irrespective of the cost in token of accepting the work both qualitatively and quantitatively
 - d) Preparation of all estimated

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach superior officer for higher amounts
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pertaining to Gram panchayats and Mandal Parishads for works of any cost

e) To accord Technical Sanction for works costing upto Rs. 25,000/- To approach superior officer for higher amounts

f) Preparation of Muster rolls and their correctness

g) Disbursement of wages to the labour engaged on Nominal Muster Rolls for any amount of estimate cost

h) Preparation of quarry charts and RMR's

i) Preparation of Materials at site account

j) Incharge of stores and responsible for correctness of accounts of stores

k) To effect recoveries from the work bills of contractor, all the materials supplied by the Dept., Machinery hired by the dept. and any other dues at the time of payment

l) To prepare the work bills of contractors irrespective of estimate cost

and ensure their running

ENACTMENTS, RULES AND REGULATIONS

ENACTMENTS, RULES AND REGULATIONS

Enactments, rules and regulations to be followed

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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1. Engineer-in-Chief

1. Administrative Matters

a) Appointment upto the cadre of AEEs/A.Es
 APPRE Subordinate Service Rules G.O. Ms. No. 296, PR & RD, dt. 20.5.94
 G.O. Ms. No. 15, PR & RD, dt. 8.1.99

b) According promotions upto the category of Superintendents of Ministerial category and upto the category of DEEs in Technical Category
 -do-
 A.P. Ministerial Service Rules, APPRESS Rules and APPR&RD Engineer-ing Service Rules

c) Transfers

Upto the category of Dy. E.Es
 G.O. Ms. No. 15, PR & RD, dt. 8.1.99

d) To arrange for drawal of salaries for all staff working in his office
 A.P. Treasury Code

e) To accord punishment upto the level of Section Officers, Dy. E.Es
 Andhra Pradesh Civil Service (CCA) rules 1991

f) Purchase of Stationary & office equipment as per delegation
 G.O. Ms. No. 389, GAD, dt. 4.9.96

g) Change of Head Quarters upto the level of Dy. E.Es
 Rule 58 and 59 of AP Manual for special pay and allowances

h) Sanction of Earned Leave to A.P. Leave Rules

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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the E.Es., S.Es as per delegation

Sl. No.	Functionary	Function	Fundamental Rules
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i) Sanction of increments upto S.Es level

j) Confidential reports recording of views on C.Rs of AE to Rules C.Es. and communicating adverse remarks, if any intime

k) Forwarding pension proposals of all officers-S.Os to pension Rules 1980 S.Es to A.G.

1) Budget

Preparation of Budget for establishment & for all schemes & distribution to various districts

2) Technical Matters

Can accord administrative approval subject to budgetary provision

G.O. Ms. No. 24, PR & RD, dt. 12.1.96

i) For the works other than residential buildings and electrical

a) Plain Areas-Rs. 10.00 lakhs

Tribal Areas-Rs. 15.00 lakhs

ii) Electrical-1st installation

* Residential Bldgs - Rs. 0.50 lakhs

* Non-residential Bldgs-Rs. 1.00 lakh

iii) Addl. Improvements and alteration

G.O. Ms. No. 24, PR & Rd, dt. 12.1.96

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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* Residential Bldgs-Rs. 0.02 lakhs

* Non-residential Bldgs-Rs. 0.15 lakhs

(i) Can accord technical sanction of civil works costing above Rs. 50.00 lakhs upto any extent upto the limit of Administrative Approval

(ii) Can accord Technical sanction of Electrical works- full powers

G.O. Ms. No. 1007, T&RB, dt. 5.11.76

f) Finalisation of Rate Contracts

g) Calling for tenders

h) Acceptance of Tenders upto 15% excess over estimate rates for the works, costing upto Rs. 100.00 lakhs

i) Submission of Projects for external assistance

j) Can take all technical decisions in the implementation of various programmes

G.O. Ms. No. 195, PR&RD, dt. 10.5.99

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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k) Purchase of Tools and Plants G.O. Ms. No. 24, PR&RD, dt. full powers subject to budget and 12.1.96 provision and clearance by screening committee

l) Entrustment of works on nomination dispensing with tenders Rs. 1.00 lakh G.O. Ms. No. 24, PR&RD, dt. 12.1.96 Subordinate Service

m) To accord sanction for payment of rent of offices located in Private Buildings G.O. Ms. No. 389, GAD, dated 4.9.96

n) To accord sanction for the repairs to the vehicles Departmental procedure
a) LMV-above Rs. 5,000/- G.O. Ms. No. 29 dt 6.1.1975
b) T&P-above Rs. 25,000/- G.O. Ms. No. 565, PR, dt.
c) Rigs-above Rs. 50,000/- 17.11.82

2. Chief Engineer

1. Administrative Matters

a) To initiate action upto the level of Superintending Engineers
b) Purchase of Stationary & Office equipment G.O. Ms. No. 389, GAD, dt. 4.9.96

c) **Work Budget**
Preparation of work budget and distribution and release among districts

2. Technical Matters

Can accord administrative approval subject to budget provision G.O. Ms. No. 24, PR & RD, dt. 12.1.96

i) for the works other than residential buildings and electrical works upto -do-

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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a) Plain Areas - Rs. 10.00 lakhs
Tribal Areas - Rs. 15.00 lakhs

iii) Addl. Improvements and alteration -do-

* Residential Bldgs-Rs. 0.02 lakhs

* Non-residential Bldgs-Rs. 0.15 lakhs

(i) Can accord technical sanction of Civil works G.O. Ms. No. 195, PR & RD, dt. 10.5.99

costing above Rs. 50.00 lakhs upto any extent

(ii) Can accord technical sanction of Electrical works Rs. 1.00 lakh G.O. Ms. No. 1007, TR&B, dt. 5.11.76

e) Registration of contractors- Class-I G.O. Ms. No. 195, PR&RD, dt. 10.5.99

f) Calling for tenders G.O. Ms. No. 195, PR&RD, dt. 10.5.99

g) Acceptance of Tenders upto 15% excess over estimate rates for the works, costing upto Rs. 100.00 lakhs G.O. Ms. No. 195, PR & RD, dt. 10.5.99

h) Submission of Projects for external assistance CPHEO Manual, MOST specifications Relevant codes and IS specifications

i) Can take all technical decisions in the implementation of various programmes G.O. Ms. No. 195, PR & RD, dt. 10.5.99

j) Purchase of Tools and Plants Full powers subject to budget 12.1.96 G.O. Ms. No. 24, PR & RD, dt.

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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-ob- k) provision and clearance by screening committee

-ob- k) Entrustment of works on nomination dispensing with tenders Rs. 1.00 lakh

3. Superintending Engineer

1. **Administrative Matters**
 - a) Appointment upto the cadre of DM and Junior Assistant in his office

b) According promotions upto Superintendent in ministerial category and upto D'man Gr-1

-do-

c) Transfers

d) Upto category of Dy. E.Es within his jurisdiction

e) To arrange for drawal of salaries of all staff in his office including TA bills and office contingent bills

f) To initiate action & accord punishment upto the level of Superintendents

g) To initiate action upto level of E.E.

h) Purchase of Stationary & office equipment as per delegation

i) Change of Head Quarters upto the level of Section Officers

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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i) Sanction of earned Leave to the Dy. EE. and Section Officers as per delegation

j) Sanction of increments upto E.Es level

k) Confidential reports recording of views on C.Rs of AE to E.Es before forwarding to C.E.

l) Forwarding pension proposals of all staff upto the level of D'Man to A.G. directly

Pension code and Revised pension rules 1980

m) Preparation of Budget for establishment & for all schemes and distribution of grants to various divisions in his circle

2. Technical Matters

n) Can accord administrative approval subject to budget provision

o) for the works other than residential buildings and electrical works upto

a) Plain Areas-Rs. 3.00 lakhs Tribal Areas-Rs. 4.50 lakhs

-do-

ii) Electrical-1st installation * Residential Bldgs-Rs. 0.20 lakhs

-do-

* Non-residential Bldgs-Rs. 0.40 lakh

iii) Addl. Improvements and

G.O. Ms. No. 24, PR & RD, dt.

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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alteration 12.1.96

* Residential Bldgs-Rs. 0.01 lakhs

* Non-residential Bldgs-Rs. 0.05 lakhs

b) (i) Can Accord technical Sanction of Civil works costing upto Rs. 50.00 lakhs G.O. Ms. No. 195, PR & RD, dt. 10.5.99

(ii) Can accord technical sanction of electrical works upto Rs. 30,000/- G.O. Ms. No. 1007, T.R & B dt. 5.11.76

c) Registration of contractors- Class-II G.O. Ms. No. 195, PR & RD, dt. 10.5.99

d) Approval of Datas A.P. 'D' code

e) Calling of tenders G.O. Ms. No. 195, PR & RD, dt. 10.5.99

f) Acceptance of Tenders upto 10% excess over estimate rates for the works costing upto Rs. 50.00 lakhs G.O. Ms. No. 195, PR & RD, dt. 10.5.99

g) Submission of Projects for external assistance to ENC IS specifications CPHEO Manual, MOST specifications, Relevant codes and IS specifications

h) Purchase of Tools and Plants Rs. 0.30 lakh subject to budget provision and clearance by screening committee G.O. Ms. No. 24, PR & RD, dt. 12.1.94

i) Powers of nomination dispensing with tenders upto Rs. 50,000/- G.O. Ms. No. 24, PR & RD, dt. 12.1.94

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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j) To accord sanction for rent for office buildings located in private buildings G.O. Ms. No. 389, GAD, dt. 4.9.96

k) To accord sanction for the repairs to the vehicles Circular No. 7330. B5/70, dt. 22.4.70

a) L.M.V. - Rs. 5,000/- G.O. Ms. No. 29, dt. 6.1.75

b) T&P - Rs. 25,000/- G.O. Ms. No. 565, PR (RWS)

c) Rigs upto Rs. 50,000/- dt. 17.11.80

4. Executive Engineer

1. Administrative Matters

a) Appointment upto the cadre of Tracer, BPO and Watchman APPRE Subordinate Service Rules G.O Ms. No. 296, PR & RD, dt. 20.5.94

b) According promotions upto Tracer under Technical category -do-

c) Transfers

Upto the category of AE/AEE within his division G.O. Ms. No. 15, PR & RD, dt. 8.1.99

d) To draw salaries of all staff in the division including TA bills, office contingent bills A.P. Treasury Code

e) To initiate action upto the level of Dy. EE and upto the level of Superintendents and DAO in his office and accord minor punishment A.P. Civil Service (CCA) Rules 1991

f) Purchase of Stationary & Office equipment as per delegation G.O. Ms. No. 389, GAD, dt. 4.9.96

g) Change of Head Quarters upto the level of A.Es/A.Es. Special Pay and Allowances Rule 58 & 59 of AP Manual for

h) Sanction of Earned Leave to A.P. Leave Rules

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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* Residential Bldgs-Rs. NIL
 * Non-residential Bldgs-Rs. 1,000-00

b) (i) Can accord technical sanction of Civil works costing upto Rs. 50.00 lakhs

(ii) Can accord technical sanction of electrical works upto Rs. 30,000/-

c) Registration of contractors- Class-III, IV, V

d) Approval of Datas -do-

e) Calling of Tenders G.O. Ms. No. 195, PR & RD, dt. 10.5.99

f) Acceptance of Tenders upto 5% excess over estimate rates for the works costing upto Rs. 10.00 lakhs

g) Submission of Projects for external assistance to ENC

h) Can take all technical decisions in the implementation of various programmes costing upto Rs. 10.00 lakhs and technically sanctioned by him

i) Purchase of Tools and Plants Rs. 5,000-00 subject to budget provision and clearance by screening committee

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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the staff of his office and upto level of A.E./A.Es in his division including working charged estt.

i) Sanction of increments upto DEE in his Division

j) Confidential reports recording of views on C.Rs of AE/AEEs and initiating CRs of Dy. EEs

k) Forwarding pension proposals of all office staff to A.G./L.F. Audit

l) Preparation of Budget for establishment & for all schemes and utilisation of grants and submission of U.Cs

2. Technical Matters

a) Can accord administrative approval subject to budgetary provision

i) For the works other than residential buildings and electrical

h) Plain Areas-Rs. 0.40 lakhs

ii) Tribal Areas-Rs. 0.60 lakhs

iii) Electrical-1st installation

Non-residential Bldgs-Rs. 5,000/-

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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- j) Powers of nomination dispensing with tenders Rs. 20,000-00 -do-
- k) Entrustment of works on nomination to LLC Societies Rs. 25,000/- consisting to SC, ST, Waddera
- l) To accord sanction for rent of office buildings located in private buildings
- m) To accord sanction for the repairs to the vehicles
- a) LMV - Rs. 3000/-
b) T&P - Rs. 10,000/- p.a.
c) Rigs upto Rs. 25,000/- p.a.

Deputy Executive Engineer

1. Administrative Matters

- a) To initiate action upto the level of AE/AEE
- b) To draw and disburse of salaries of Work Charged Establishment including TA bills
- c) Sanction of Earned Leave to the Work Charged Establishment
- d) Sanction of increments to the Work Charged Establishment
- e) To initiate confidential reports of AE/AEEs
- f) To initiate pension proposals of Work Charged Establishment and AE/AEEs

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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- g) Calling of tenders for works costing upto Rs. 2.00 lakhs
- h) Acceptance of Tenders at estimated rates for the works costing upto Rs. 2.00 lakhs
- i) Submission of Projects for external assistance to ENC
- j) Can take all technical decisions in the implementation of various programmes costing upto Rs. 2.00 lakhs and technically sanctioned by him
- k) To conduct detailed investigation for the estimates of any cost
- l) To prepare and submit detailed estimates with designs and drawings for the works of any cost
- m) To checkmeasure all the works irrespective of the cost in token of accepting the work both qualitatively and quantitatively
- n) To effect recoveries from the work bills of contractor, all the materials supplied by the Dept., Machinery hired by the dept., and any other dues at the time of payment
- o) To recommend the work bills

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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of contractors irrespective of estimate cost.

- p To pay alternative work bills below Rs. 5,000/- A.P. Account Code and AP 'D' code
- q To verify the Muster rolls and ensure correctness for the works executed departmentally A.P. Accounts Code
- r Maintain the tools and plants and ensure their running profitably AP PWD 'D' code and A code
- 6 Section Officer**
- a) Submission of Projects for external assistance to Dy. E.E. Standing procedures
- b) To conduct detailed investigation for the estimates of any cost. CPHEO Manual, MOST Specifications relevant codes & IS specifications
- c) To prepare and submit detailed estimates with designs and drawings for the works of any cost G.O. Ms. No. 195, PR & RD, dt. 10.5.99
- d) To measure all the works irrespective of the cost in token of accepting the work both qualitatively and quantitatively (i) APDSS (ii) IS specifications and (iii) Agreement G.O. Ms. No. 8, PR & RD.
- e) Preparation of all estimates pertaining to Gram Panchayats and Mandal Parishads for works of any cost G.O. Ms. No. 195, PR & RD, dt. 10.5.99
- f) Preparation of Muster rolls D. Code, A Code and Financial Code

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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and their correctness for departmental execution

- g) Disbursement of wages to the labour engaged on Nominal Muster Rolls for any amount of estimate cost and salaries of Work Charged Establishment AP Accounts Code Vol. II and AP PWD 'D' Code
- h) Preparation of quarry charts and RMR's Departmental procedures
- i) Preparation of Materials of site account Departmental procedures
- j) Incharge of stores and responsible for correctness of accounts of stores Departmental procedures
- k) To effect recoveries from the work bills of contractor, all the materials supplied by the Dept., Machinery hired by the dept. and any other dues at the time of payment Agreement, D. code & Financial Code
- l) To prepare the work bills of contractors after scrutiny for the payment for all works irrespective of estimate cost Departmental procedures
- m) To maintain the tools and plants and ensure their running profitably Departmental procedures