

GOVERNMENT OF TELANGANA
ABSTRACT

Panchayat Raj and Rural Development Department - Job Chart to Department Functionaries of all cadres in Panchayat Raj Engineering Department - Orders - Issued.

PANCHAYAT RAJ AND RURAL DEVELOPMENT (Engg.Estt.)DEPARTMENT

G.O.Ms.No.46,

Dated:18.07.2024.
Read the following:-

1. G.O.Ms.No. 18, PR &RD (Engg. Estt) Dept., Dt.23/05/2023.
2. From the Engineer-in-Chief, PR, Hyd. Ir. No./2023, dt. 02-03-2024.

-0-

ORDER:

In the reference 1st read above, Government issued orders for reorganization of Panchayat Raj Engineering Department (PRED) duly creating New offices namely Territorial Chief Engineers (4), New Circles (12), New Divisions (11), and new Sub Divisions (60) for better supervision and monitoring of developmental activities.

2. In the reference 2nd read above, the Engineer-in-Chief, Panchayat Raj, Hyderabad has requested the Government to issue the job chart of the Functionaries of all cadres in Panchayat Raj Engineering Department.

3. Accordingly, after careful examination of the matter, Government hereby issue the job chart for Department Functionaries of all cadres in Panchayat Raj Engineering Department. The details are appended in the Annexure to this order.

4. The Engineer-in-Chief, PR, Hyderabad shall take necessary further action in the matter accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

LOKESH KUMAR D.S.
SECRETARY TO GOVERNMENT(FAC)

To

The Engineer-in-Chief, PR, Hyderabad(w.e).

All the Chief Engineers /Superintending Engineers /Executive Engineers /Deputy Executive Engineers/Section Officers/DAO/CAO/NTPAs thro"E.in.C, PR, Hyderabad.

Copy to:

The PS to Secretary to Government(FAC).

The PS to the Hon'ble M(PR,RD&MB).

SC/SF.

//FORWARDED :: BY ORDER//



A. K. Kumar
SECTION OFFICER

Preamble

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 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 coordination of the state training initiative, has brought out department wise Manuals in two parts, namely Departmental Manual & Functionary Manual in the year 2000. 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.

Further after formation of Telangana State in the year 2014 and reorganization of Panchayat Raj Engineering Department in 2023, there was a need to redefine the functions and responsibilities of the functionaries within the department, at all levels due to the additional posts created and the advancement of Technology. In this juncture a committee has been formed to go through both the manuals prepared in the year 2000 by MCHRDI and modify the functions and responsibilities of the functionaries by combining both the manuals, adding new functions based on the latest technological advancements, removing obsolete functions etc.

The committee constituted met at several times and has come up with modified functions and responsibilities of the functionaries as part of Panchayat Raj Engineering Department endeavor to provide a Smart (Simple, Moral, Accountable, Responsible and Transparent) administration.

Index

S.No.	Description	Page No.
		3
1	Engineer-in-Chief	6
2	Chief Engineer (Territorial)	9
3	Chief Engineer (Designs)	9
4	Chief Engineer (Vigilance & Quality Control)	10
5	Chief Engineer (SQC & HRD)	13
6	Regional Officer (SE)	16
7	Superintending Engineer (Head office-Technical)	17
8	Superintending Engineer (Head office-Admin)	18
9	Superintending Engineer (VQC)	21
10	Executive Engineer – Field (DPRE/PIU)	25
11	Executive Engineer (Office)	27
12	Executive Engineer (VQC)	29
13	Deputy Executive Engineer (Field)	32
14	Deputy Executive Engineer (Office)	34
15	Deputy Executive Engineer (VQC)	36
16	Section Officer (AEE/AE/MEO)	38
17	Section Officer (Office)	39
18	Section Officer (VQC)	40
19	N.T.P.A to Engineer-in-Chief	41
20	Divisional Accounts Officer	42
21	Chief Accounts Officer	43-44
22	Organogram of Panchayati Raj Engineering Department	

JOB CHART

I. Engineer – In – Chief:

- Engineer – In – Chief is the head of the Department and accountable to the Government in all matters relating to Panchayat Raj Engineering Department. He is a responsible advisor to State Govt. on all matters relating to PR Engineering Department.
- Exercises overall control on both administration and technical matters.
- Overall in-charge of the organization for effective formulation, implementation and monitoring of the programs and schemes entrusted to the organization with budgetary control.
- To ensure effective monitoring of road maintenance program as per budget allocation.
- Overall accountability in matters relating to L.F. Audit, A.G. Audit and Public Accounts Committee (PAC).
- Responsible, to adapt the Department to new challenges, for the overall development of human resources.
- To make best possible effort to ensure that budget allotments of the year under various schemes & programs are fully expended
- Responsible to take suitable measures to ensure quality and successful completion of schemes under all programs.
- To ensure real-time work monitoring system in the department.
- To bring new technologies/ Applications to enhance efficiency in the Department.
- Conduct reviews with Chief Engineers, Superintending Engineers, and Executive Engineers for timely completion of schemes duly resolving issues in the field.
- Overall control of the staff in the Dept. right from C.Es, S.Es. E.Es. Dy.E.Es and S.Os including the technical and ministerial staff of all offices.
- Maintains the seniority lists and panels for each category of functionary.

- To sanction annual grade increments to Chief Engineers and to the staff working in office of the Engineer-In-Chief .
- To affect transfers up to the cadre of Dy.Es within their zone/ multi zone and propose transfer for higher cadre officers.
- To initiate or take disciplinary action on erring officials based on the gravity of the irregularity, as per Telangana Civil Services (CCA) rules.
- Leave sanction of Executive engineers and above cadre.
- Leave sanction for Deputy Executive engineers for period exceeding 90 days.
- Leave sanction for AEE/AE and technical officers for period exceeding 180 days.
- Sanction of all special leaves for all functionaries of the department.
- All Advance automatic schemes (SPP) for TO, AEE/AE, DEE and Executive Engineers, SGP & SPP of all staff in Engineer-In-Chief office and all the staff of Q.C
- Casual Leave Sanction of Chief engineers.
- Forwarding pension proposals of TO, AEE/AE, DEE, EE, SE, all staff in their office to AG and of Engineer-In-Chief/ CE to AG through the Government
- Retirement notification for DEEs, Multizonal posts, NTPA, CAO and ministerial staff in the Engineer-In-Chief office.
- Notifying the vacancy status to Government for filling of posts through TSPSC.
- To prepare contingent plans whenever drought/ flood conditions (Natural calamities / Disaster Management) prevail in the State and get it approved by Govt. and to implement it for the welfare of Rural Population
- To send information and initiate proposals required by Govt. and Board of Chief Engineers from time to time
- Registration of Contractors of Special Class and Class-I Category
- Calling for tenders and acceptance as per the Government guidelines prescribed.

- Responsible for the correctness of contract documents, structural designs & drawings prepared/ approved at their level and prepared by consultants if any engaged.
- To inspect and take suitable measures to maintain quality and successful completion of schemes under the programs assigned.
- Conduct monthly reviews with Superintending Engineers, and Executive Engineers, for timely completion of schemes duly resolving issues in the field.
- Evaluation of works connected with enquiry
- To inspect site before according Technical Sanction to the project.
- Issue of Inspection reports.
- To initiate proposals for additional staff whenever required through Engineer-in-Chief.
- To furnish replies to all Audit paras raised by the A.G., PAC, LF Audit.
- Formulation of Projects for obtaining external assistance, such as Bilateral Assistance, World Bank Loan Assistance & NABARD loan assistance etc. obtaining assistance with proper appraisal.
- Formulation of Projects for obtaining grants from G.O.I.
- To evolve new strategies for augmentation of resources.
- To submit reports on LAQs, LCQs, LSQs, RSQs and Assurances on the floor of the Assembly/ Council
- To initiate ACRs of Superintending Engineers working in their jurisdiction.
- To accord sanction for payment of rent to office buildings located in private buildings to the extent empowered.
- Submission of U.Cs for the grants received
- To conduct annual inspection of Circle offices under their jurisdiction.
- Accountable for developing a contingency plan in the event of drought or flood conditions (natural disasters or disaster management) that occur within their jurisdiction. Also responsible for obtaining government approval and implement the plan.



- Submission of information required by Govt. & Engineer- in-Chief from time to time.
- According Technical sanction of estimates, Inviting and accepting of tenders as per guidelines and approval of working estimates, completion reports etc.
- To initiate proposals for the approval of Board of Chief Engineers.
- To sanction annual increments to their office staff and Superintending Engineers.
- To initiate or take disciplinary action on erring officials based on the gravity of the irregularity, as per Telangana Civil Services (CCA) rules.
- Leave sanction for the office staff (except DEEs & EEs) empowered up to 180 days.
- Leave sanction for AEE/AEs and technical officers for period from 90 to 180 days in their territorial jurisdiction.
- Leave sanction for DEEs for period upto 90 days in their territorial jurisdiction.
- Sanction of Advance automatic scheme (SGP @ 6 years) for DEEs, AEE/AEs and Technical Officers under their control.
- Sanction of casual leave to the Superintending Engineers.
- Retirement notification of technical officers and below cadre in their jurisdiction.
- Effective implementation of RTI act with in their jurisdiction.
- To accord sanction for extension of agreement time as per rules in vogue.
- Competent to Waive penalty imposed by SE/ E.Es with due reasoning.
- Shall ensure maintenance of Headquarters by subordinate staff.
- Responsible for updation of information in PRED web application pertaining to his jurisdiction.

III. Chief Engineer (Designs):

- He works under the control of Engineer-in-Chief.
- Overall in charge of designs for projects under all programs of the department in the state.
- Responsible for the correctness of structural designs & drawings prepared/ approved at their level / prepared by consultants if any engaged.
- Conduct periodical reviews with Chief engineers (territorial) Superintending Engineers, and Executive Engineers for timely disposal of designs.
- To bring new technologies/ Applications to enhance efficiency in the Department.
- Finalization of empanelment of consultants for designs.
- To furnish replies to all connected Audit paras raised by the A.G. , PAC, LF Audit as required.
- Submission of information required by Govt. & Engineer- in-Chief from time to time
- To initiate proposals for the approval of Board of Chief Engineers.
- Effective implementation of RTI act with in their jurisdiction.
- To deal with any other subjects assigned by Government / Engineer-In-Chief.

IV. Chief Engineer (Vigilance & Quality Control):

- Works under the control of the Engineer-in-Chief, PR.
- Exercises technical control over the V&QC Circles/ Divisions/sub divisions.
- Exercises regular Vigilance and Quality Control checks in respect of all works under all programs of the Department.
- Should see that regular workshops/training programs are conducted with field engineers, Contractors, Technical agents to ensure improvement of overall quality in the state.
- To ensure real-time work monitoring system in the department.

- To bring new technologies/ Applications to enhance efficiency in the Department.
- Shall ensure Quality audit is done periodically and also propose suitable action against contractors as well as Engineers in charge of work, in case of violation of proper quality standards, reporting the same to Engineer-In-Chief.
- To review and guide the Superintending Engineers and Executive Engineers for sorting out quality issues.
- Conducting of inquiry on Departmental officers assigned by the Government & Engineer-In-Chief and Evaluation of works connected with enquiry.
- Overall control over the staff both Ministerial and Technical staff in their jurisdiction.
- Conducting monthly reviews with V&QC wing.
- Issue of Inspection reports.
- To conduct annual inspection of QC Circle offices in the state.
- To conduct inspection of PR Regional Offices whenever assigned by HOD
- Submission of information required by Govt. & Engineer- in-Chief from time to time
- Monitoring the procurement of Quality Control equipment for field level quality Control Laboratories and district Level Quality Control Laboratories as per the provisions of the Rural Road Manual.
- Taking up of any other task as per Q.C manual.
- Registration of Contractors of class-II category
- To initiate proposals for the approval of Board of Chief Engineers.
- Effective implementation of RTI act with in their jurisdiction.
- To deal with any other subjects assigned by the Government / Engineer-In-Chief.

V. Chief Engineer (SQC & HRD):

- Works under the control of the Engineer-in-Chief, PR.

- Functions as state quality coordinator.
- To ensure real-time work monitoring system in the department.
- To bring new technologies/ Applications to enhance efficiency in the Department.
- SQC (Nodal officer for road safety) shall evaluate / accept ATR on RSA submitted by PIU in OMMAS
- Supervise 1st Tier Quality Mechanism arrangement (uploading of field labs in OMMAS)
- To oversee the satisfactory functioning of quality management mechanism for PMGSY within the state.
- Empanelment/ de-empanelment of State Quality Monitors under 2nd Tier Quality Mechanism as per NRIDA guidelines.
- Co-ordinate and control the activities of State Quality Monitors (SQMs) and ensure completion by PIUs of action on the reports of SQM.
- Performance evaluation of State Quality Monitors (SQMs) every six months as per NRIDA guidelines
- Prepare monthly abstracts of SQM visits and as Annual Quality Report based on the Reports of SQMs and NQMs, identifying systematic and procedural deficiencies in the Quality Management System and submit the Report for the consideration of the SRRDA and the State Level Standing Committee.
- Conduct orientation / training programs to newly empaneled / existing SQMs from time to time in coordination with NRIDA
- Facilitate and co-ordinate the activities of NQMs i.e. 3rd Tier Quality Mechanism
- Submission of Action Taken Reports to NRIDA on works graded SRI /U by NQMs
- Ensuring of compliance by the PIUs on the NQM/SQM Inspection Reports
- Grading of QC Registers for all ongoing & completed PMGSY Projects and uploading in OMMAS as per NRIDA guidelines.

- Acknowledge feedbacks received under Meri Sadak in OMMAS within 7 days (interim reply) and under coordination with PIUs and provide final reply within 60 days of receipt of the feedback.
- Monitoring the procurement of Quality Control equipment for field level quality Control Laboratories and district Level Quality Control Laboratories as per the provisions of the Rural Road Manual.
- Road Safety Audit – SQC (Nodal officer for road safety) shall evaluate /accept/reject ATR on RSA submitted by PIU in OMMAS
- Effective implementation of RTI act within their jurisdiction.
- To initiate proposals for the approval of Board of Chief Engineers.
- Visit Districts where IEC (Information Education & Communication) program is being implemented & review the progress
- To visit offices where grass root level training program is being implemented and review the progress.
- To evolve and conduct training program for the personnel of PR&RD Dept.
- Has to identify the training needs of PR & RD Dept. to evolve training modules.
- Has to maintain liaison with Marri Chenna Reddy HRDI and other National Level Training Institutions.
- Has to explore the possible ways & needs for mobilizing for training and awareness.
- Preparation of Action plan for training and obtain sanctions from GOI/GOTS.
- Identification of suitable personnel for all training programs in India
- Collecting and compilation of personal data of every functionary of PR Engineering Dept.
- To conduct training courses to sector professionals & grass root level training at field level.
- Has to conduct training of trainers (TOT) at Telangana State Institute of Rural Development (TSIRD).

- To deal with any other subjects assigned by the Government / Engineer-In-Chief.

VI. Regional Officer (SE):

- Works under the control of Chief Engineer
- Technical head for Panchayat Raj Circle.
- Controls all technical & non technical staff working under him both technical and administratively.
- Payment of salaries to staff working in his office drawn from the treasury by himself or delegating powers to his subordinate
- Responsible for formulation, obtaining sanction, according technical sanction, fixing up of agency to implement, monitoring, ensuring quality and completion of the schemes under various sectors.
- To monitor the pace of implementation and take suitable measures for timely completion of programs and schemes.
- To ensure real-time work monitoring system in the department.
- To bring new technologies/ Applications to enhance efficiency in the Department.
- To review during visits with Engineers for sorting out field problems
- Evaluation of works connected with enquiries
- Inspection of site of work before according technical sanction
- Has to inspect works and submit inspection report for obtaining technical sanction by Chief Engineer/ Engineer-In-Chief.
- Maintaining incumbency Register for each category of Functionary
- To select the staff to be sent for internal training at H.R.D and other places.
- To initiate proposals for additional staff whenever required
- Furnishing replies to all Audit paras raised by the A.G., PAC, LF audit.
- Formulation of Projects as per the program guidelines for obtaining grants from GOI and external assistance, such as Bilateral Assistance, World Bank Loan Assistance and NABARD Loan Assistance etc.
- Conducting monthly reviews with contractors and Engineers.
- To evolve new strategies for augmentation of resources

- To guide the Executive Engineers in the matter of works program.
- Reconciliation of departmental figures with those of Treasury/AG and obtain certificate from the treasury and then send the certified figures to Chief Engineer periodically.
- To submit reports on LAQs, LCQs and Assurances on the floor of the Assembly and LSQ & RSQ.
- Obtain/accord extension of time to the agreement period as per the rules in vogue.
- Responsible for the correctness of contract documents, structural designs & drawings prepared/ approved at their level and consultants engaged / prepared by consultants if any engaged.
- It is mandatory to check measure the works as per the guidelines stipulated from time to time.
- It is mandatory to check measure certain items of work such as
 - Crust components & major CDs in road works.
 - Excavation of foundations, sub structure and super structure along with reinforcement details with respect to approved designs in Bridge works.
 - Foundations and super structure along with reinforcement details with respect to approved designs in Building works.
- Review check measurement and super check measurement by DEEs & EEs and submit report to Engineer-In-Chief.
- To sanction annual increments to EEs and to their office staff.
- To initiate disciplinary action on erring officials based on the gravity of the irregularity, as per Telangana Civil Services (CCA) rules.
- Leave sanction for their office staff (except DEEs & EEs) upto 90 days.
- Leave sanction for DEEs of their jurisdiction up to 30 days.
- Leave sanction for AEE/AE and technical officers for period upto 90 days in their jurisdiction.
- CL intimation of EEs.
- SE (unit officer) has to prepare and maintain seniority list of zonal cadre posts in coordination with SEs concerned.

- Retirement notification of District cadre posts in their jurisdiction.
- Preparation of Budget for all staff in the department and all works programs under his purview.
- Preparation of contingent plan whenever drought/flood conditions prevailed in the State and get It approved by Govt. and to implement the same.
- To submit proposal for payment of rent to office buildings located in private buildings
- Submission of U.Cs for the grants received
- Submission of Annual Administrative Report of the department
- To conduct annual inspection of division offices.
- According sanction for purchase of furniture, stationary, etc. to the extent of powers delegated to him
- Has to attend District Review Meetings in his jurisdiction and other statutory meetings as and when required.
- Registration of contractors of Class-III & IV category
- To prepare plan of action to be included Annual Plans in respect of all types of works being executed by the department under his purview
- According Technical sanction to original estimates, revised estimates, and approval of working estimates, completion reports. Calling for tenders and accepting the tenders as per Government guidelines.
- Concluding of Agreements for all the works tendered at SE level & above
- Conducting of contract management committee meetings with contractors/ executing agencies periodically for effective execution of works under various programs.
- Submission of all information required by Govt. & Engineer-in-Chief & Chief Engineers from time to time
- He is appellate authority for the penalties& punishment imposed by E. Es on contractors
- Effective implementation of RTI act with in their jurisdiction.

- Shall maintain headquarters and also ensure maintenance of headquarters by subordinate staff.
- Responsible for updation of information in PRED web application pertaining to his jurisdiction.
- To deal with any other tasks assigned by the Government / Engineer-In-Chief / District administration as and when required.

VII. Superintending Engineer (Head office- Technical):

- works under the control of Engineer-in-Chief.
- To advice Engineer - In - Chief, PR regarding all the Technical matters.
- Assisting the Engineer-In-Chief in monitoring of all works under programs assigned.
- Assisting the Engineer-In-Chief in periodical reviews with Chief Engineers, Superintending Engineers, and Executive Engineers for timely completion of projects.
- Assisting in furnishing replies to all Audit paras raised by the A.G., PAC and LF Audit.
- To ensure real-time work monitoring system in the department.
- To bring new technologies/ Applications to enhance efficiency in the Department.
- Assisting in submitting reports on LAQs, LCQs, LSQs, RSQs and Assurances on the floor of the Assembly/ Council.
- Obtaining information from field Engineers required by Govt. & Engineer- in-Chief from time to time and consolidation.
- Responsible for the correctness of various files routed through him and recommends for final approval of Engineer-in -Chief.
- To initiate proposals for the approval of Board of Chief Engineers as per instructions of the Engineer in Chief.
- Ensure for updation of information in the PRED web application pertaining to technical matters.

- Responsible for the correctness of contract documents, structural designs & drawings prepared/ approved at their level / prepared by consultants if any engaged.
- Assisting the Engineer - In - Chief in conducting and finalization of enquiries.
- Effective implementation of RTI act.
- To deal with any other subjects assigned by the HOD.

VIII. Superintending Engineer (Head office- Admin):

- He works under the control of Engineer-in-Chief.
- Overall in-charge of the ministerial staff and last grade services staff next to Engineer in Chief.
- Assisting the Engineer-In-Chief in all administrative, service matters & Legal matters.
- Assisting the Engineer-In-Chief in monitoring of disciplinary cases and subsequent procedure involved.
- Submission of information required by Govt. & Engineer- in-Chief from time to time.
- To ensure real-time work monitoring system in the department.
- To bring new technologies/ Applications to enhance efficiency in the Department.
- Ensure for updation of information in the PRED web application pertaining to all administrative matters in HRMS module.
- Responsible for preparation/maintaining of seniority lists and panels for each category of functionary ,submission to the government for approval with due approval of HOD.
- To obtain & maintain ACRs for all Executive staff in the Dept. and communicate adverse remarks if any to the concerned individuals.
- Ensure sanction of annual increments to Chief Engineers and to the staff working in office of the Engineer-in-Chief with the approval of HOD.

- To affect transfers up to the cadre of Dy.E.Es within their zone/ multi zone and propose transfer for higher cadre officers with the approval of HOD.
- To initiate or take disciplinary action on erring officials based on the gravity of the irregularity, as per Telangana Civil Services (CCA) rules with the approval of HOD.
- Leave sanction of Executive engineers and above cadre for approval of HOD.
- Leave sanction for Deputy Executive engineers for period exceeding 90 days for approval of HOD.
- Leave sanction for AEE/AE and technical officers for period exceeding 180 days for approval of HOD.
- Advance automatic schemes (SGP & SPP etc) for TO, AEE/ AE, DEE and Executive Engineers for approval of HOD.
- Forwarding pension proposals of TO, AEE/AE, DEE, EE,SE,all staff in their office to AG and of Engineer-In-Chief/ CE to AG through the Government with the approval of HOD.
- Retirement notification for multizonal posts, DEE, EE,SE with the approval of HOD.
- Notifying the vacancy status to Government for filling of posts through TSPSC with the approval of HOD.
- Ensures maintenance of all registers of HOD office as prescribed.
- Effective implementation of RTI act.
- To deal with any other subjects assigned by the HOD.

IX. Superintending Engineer (V&QC):

- Works under the direct control of Chief Engineer (V & QC).
- Exercises Administrative & Technical control over Executive Engineers (V& Q.C), Deputy Executive Engineers (V& Q.C) and Section Officers (V& Q.C).
- Drawing and Disbursement Officer for the staff duly delegating powers to his subordinate (Deputy Executive Engineer, O/O the SE,P.R)

- Overall control over the staff both Ministerial and Technical in office and in their jurisdiction.
- Has the authority to conduct random and regular inspections of any work taken up by the department under his jurisdiction in order to ensure quality and adherence to procedures.
- To ensure real-time work monitoring system in the department.
- To bring new technologies/ Applications to enhance efficiency in the Department.
- Inspects works of different categories in his jurisdiction periodically to enforce quantity, quality and correct specification.
- Conducting of inquiry on Departmental officers assigned by the Government /Engineer-In-Chief/Chief Engineer and Evaluation of works connected with enquiry.
- To review with Q.C Engineers for sorting out quality issues and recommend measures for quality assurance.
- To ensure improvement and maintenance of QC laboratories in his jurisdiction.
- To conduct annual inspection of Q.C division offices in their jurisdiction.
- To conduct inspection of PR Division offices whenever assigned by HOD.
- Has to maintain the prescribed registers.
- To select the staff to be sent for internal training at H.R.D and other trainings as required.
- Furnishing replies to all Audit paras raised by the A.G., P.A.C and L.F audit.
- To guide the Executive Engineers of his jurisdiction in the matter of quality assurance.
- Issue of Inspection reports for the works inspected.
- To submit reports on LAQs, LCQs and Assurances on the floor of the Assembly and LSQ & RSQ.
- Review check measurement and super check measurement by DEEs, EEs & SEs and submit report to Chief Engineer (V&QC) periodically.

- Overall control over the staff both Ministerial and Technical in office and in their jurisdiction.
- Has the authority to conduct random and regular inspections of any work taken up by the department under his jurisdiction in order to ensure quality and adherence to procedures.
- To ensure real-time work monitoring system in the department.
- To bring new technologies/ Applications to enhance efficiency in the Department.
- Inspects works of different categories in his jurisdiction periodically to enforce quantity, quality and correct specification.
- Conducting of inquiry on Departmental officers assigned by the Government /Engineer-In-Chief/Chief Engineer and Evaluation of works connected with enquiry.
- To review with Q.C Engineers for sorting out quality issues and recommend measures for quality assurance.
- To ensure improvement and maintenance of QC laboratories in his jurisdiction.
- To conduct annual inspection of Q.C division offices in their jurisdiction.
- To conduct inspection of PR Division offices whenever assigned by HOD.
- Has to maintain the prescribed registers.
- To select the staff to be sent for internal training at H.R.D and other trainings as required.
- Furnishing replies to all Audit paras raised by the A.G., P.A.C and L.F audit.
- To guide the Executive Engineers of his jurisdiction in the matter of quality assurance.
- Issue of Inspection reports for the works inspected.
- To submit reports on LAQs, LCQs and Assurances on the floor of the Assembly and LSQ & RSQ.
- Review check measurement and super check measurement by DEEs, EEs & SEs and submit report to Chief Engineer (V&QC) periodically.

- To review remittance of QC charges from various functionaries of the department in his jurisdiction periodically.
- To submit proposal for payment of rent to office buildings located in private buildings.
- Submission of U.Cs for the grants received.
- To sanction annual increments to their office staff and EEs.
- To initiate disciplinary action on erring officials based on the gravity of the irregularity, as per Telangana Civil Services (CCA) rules.
- Leave sanction for their office staff upto 90 days.
- Leave sanction for AEE/AE and technical officers for period upto 90 days in their jurisdiction.
- CL sanction of EEs.
- To inspect works stage wise as per the guidelines prescribed by the Government and as per QC manual.
- Has to ensure the required number of stage wise inspections by the subordinate offices.
- Calling for tenders and concluding of Agreements for procurement of QC equipment etc as instructed.
- Submission of all information required by The Govt. & Engineer-in-Chief & Chief Engineers from time to time.
- Conduct of Regular workshops/training programs with field engineers, Contractors, Technical agents to ensure improvement of overall quality of works in their jurisdiction.
- Monitoring the status compliance by the PIUs/DPREs on V& QC Inspection Reports and Action Taken Reports from the officers of his jurisdiction.
- Taking up of any other task as per QC manual.
- Effective implementation of RTI act within their jurisdiction.
- Shall maintain headquarters and also ensure maintenance of headquarters by subordinate staff.
- Responsible for updation of information in PRED web application pertaining to his jurisdiction.

- To deal with any other works entrusted by the Government / Engineer-In-Chief / CE / District administration.

X. Executive Engineer – Field (DPRE,PIU/ EE,PR):

- EE is under the technical control of Superintending Engineer (PR)
- EE is the technical & Administrative head of Panchayat Raj Division.
- EE is paying authority for all expenditures including work bills and maintenance of cash book and Cheque Book.
- EE is responsible to inspect, implement, monitor, ensure quality and complete the programs and schemes sanctioned in his jurisdiction under all sectors such as Roads, Bridges, Buildings & works taken up under wage employment scheme.
- Responsible for preparation and implementation of contingent plan for drought situation & Crisis management during Cyclone and floods.
- To monitor the pace of implementation and take suitable measures for timely completion of programs and schemes.
- To ensure real-time work monitoring system in the department.
- To implement new technologies/ Applications to enhance efficiency in the Department.
- Conduct regular site inspections for Technical sanctions as follow up to the instructions from superior officers from time to time.
- To review with subordinate Engineers for sorting out field problems
- To prepare the action plan for maintenance of assets
- Evaluation of works connected with Inquiries
- Overall control over the staff both Ministerial and Technical pertaining to the Division.
- To obtain/ensure all the permissions required from various departments before grounding the work such as Forest/Private lands/ Municipality/ Shifting of utilities etc.,
- Responsible for the correctness of contract documents, structural designs & drawings prepared/ approved at their level and consultants engaged / Prepared by consultants if any engaged.

- It is mandatory to check measure works as per the guidelines stipulated from time to time.
- It is mandatory to check measure certain items of work such as
 - Crust components & major CDs in road works.
 - Excavation of foundations, sub structure and super structure along with reinforcement details with respect to approved designs in Bridge works.
 - Foundations and super structure along with reinforcement details with respect to approved designs in Building works.
- Responsible to ensure check measurement / Super check measurement of Measurement Book Records as per the rules in vogue before submission of bills / Payment of bills.
- To select the staff to be sent for internal training at H.R.D & other places
- To initiate proposals for additional staff whenever required.
- Furnishing replies to all Audit paras raised by the AG, P.A.C and L. F Audit on the functioning of his office or subordinate offices.
- 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
- To submit statement of expenditure and balances every month to Zilla Parishad and Superintending Engineer and shall exercise control over Divisional Accounts Officer.
- To maintain Register of new M. Books and issue of M. Books and maintenance of account of M. Books.
- Responsible for timely adjustment of releases under various schemes and proper accounting utilization of grants and their revalidation.
- Responsible for timely refund of the deposits to the eligible contractor.
- To maintain a register of all remittances viz IT, GST, Seinoage, 0.5 % QC charges, etc.
- Formulation of Projects for obtaining grants from GOI, external assistance, such as Bilateral Assistance, World Bank Loan Assistance

and NABARD Loan Assistance etc., obtaining assistance with proper appraisal.

- To submit reports on LAQs, LCQs and Assurances on the Floor of the Assembly, LSQ and RSQs.
- Conducting monthly reviews and scheduling the program for timely completion of schemes.
- The DPRE is responsible for obtaining, consolidation & submission of information required pertaining to entire District to the District Administration/ Superintending Engineer/ Chief Engineers/ Engineer - In - Chief and Govt. from time to time.
- To evolve new strategies for augmentation of resources
- To guide the Deputy Executive Engineers/Section officers in monitoring and execution of works program.
- Issue of Inspection reports on works wherever necessary.
- According Technical sanction to original estimates, revised estimates, and approval of working estimates, completion reports. Calling for tenders and accepting the tenders as per Government guidelines.
- Obtaining proposals for extension of time for agreement period for all works wherever necessary.
- Maintenance of all Registers prescribed by the Govt.
- EE has to attend meetings of district authorities on various programs.
- To intimate the changes needed if any during execution based on local conditions and preparation of working estimates with due justification.
- To maintain quarry charts and RMR (Road Metal Road) Books
- To review check- measurement by Dy. EEs
- Preparation of annual Budget for all staff in the department and all works programs in his jurisdiction to be submitted to Zilla Parishad/ Government.
- To submit proposal for sanction for payment of rent to office buildings located in private buildings
- Submission of U.Cs for the grants received

- Submission of Annual Administrative Report of the Division
- To conduct annual inspection of sub division Offices
- Payment of pay and allowances to staff working in his Division
- All paid vouchers shall be got audited by L.F. Audit Department by producing necessary records.
- EE 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.
- EE is the technical advisor to Zilla Parishad
- EE has to attend the Zilla Parishad and other meetings as required by the district administration.
- EE should immediately report to the Engineer - In - Chief/ Chief Engineer through Superintending Engineers and to the District collector, about serious loss of immovable property caused by any accident or unusual occurrence
- Registration of Contractors of class V
- Enforcing the clauses and conditions of the agreement and completion of works in time
- Sanction of repairs to vehicles according to powers conferred on him.
- EE is prohibited from commencing any work, 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 and obtain ratification.
- After the completion of any work, it is the duty to close the account, prepare completion report and get approved by competent authority.
- Must ensure quality and quantity of the work before making final payment.
- Primarily responsible for reporting the probability of excess over estimates for the prompt revision wherever necessary
- Proper care should be taken for the safety and convenience of public during the execution of work

- To sanction annual increments to TO, AEE/AE, DEEs, their office staff and District cadre posts pertaining to their jurisdiction.
- To initiate disciplinary action on erring officials based on the gravity of the irregularity, as per Telangana Civil Services (CCA) rules.
- Leave sanction for their office staff upto 30 days.
- Leave sanction for AEE/AE and technical officers for period upto 30 days in their jurisdiction.
- CL sanction of DEEs.
- EE has to initiate ACRs of Dy. EEs & Section officers working under their jurisdiction.
- To initiate pension and gratuity proposals of subordinate staff .
- Effective implementations of RTI act with in their jurisdiction.
- EE, as head of the PIU, is responsible to meet all the requirements prescribed by NRIDA for PMGSY program.
- Shall maintain headquarters and also ensure maintenance of headquarters by subordinate staff.
- To deal with any other works entrusted by Government / Engineer-In-Chief / CE /SE/ District administration.

XI. Executive Engineer (Office):

- Works under the control of office head (Engineer-In-Chief/CE/SE).
- Overall control over the staff both Ministerial and Technical in the absence of superior officer (in SE office).
- To select the staff to be sent for internal training at H.R.D & other places
- Furnishing replies to all Audit paras raised by the AG,PAC and L. F Audit on the functioning of office or subordinate offices.
- To monitor and submit reports on LAQs, LCQs and Assurances on the Floor of the Assembly, LSQ and RSQs with due approval of superior officer.
- Maintenance of Registers for his office.
- To monitor and consolidate program wise reports from all field officers.

- Responsible for monitoring, adjustment of releases under various schemes and proper accounting utilization of grants and their revalidation.
- To ensure real-time work monitoring system in the department.
- To ensure implementation of new technologies/ Applications to enhance efficiency in the Department.
- Monitor the refund of the deposits to the eligible contractor with due approval of superior officer.
- Submission of information required by Govt. & Engineering-in-Chief & Chief Engineers and Superintending Engineer, ZP and District Administration from time to time with due approval of superior officer.
- To monitor and guide the staff in the office in technical & Administrative matters.
- Responsible for the correctness of various files routed through him and recommends for further approval .
- EE designs Responsible for the correctness of structural designs & drawings prepared / approved at their level and prepared by consultants if any engaged.
- EE PMGSY /SQC has to monitor all technical aspects/online website updation prescribed as per NRIDA guidelines
- He has to attend meetings as instructed by Superior officer.
- Drawing & disbursing of pay and allowances to staff working in his office as per instructions of superior.(in SE office/CE territorial offices)
- He should immediately report to the Chief Engineer/Superintending Engineers and District Administration, about serious loss of immovable property caused by any accident or unusual occurrence with the approval of superior officer.
- Responsible for all technical and administrative matters to be approved by superior officer.
- Responsible for monitoring of tendering through e-procurement process with the approval of superior officer.
- Effective implementation of RTI act with In their jurisdiction.

- Responsible for updation of information in PRED web application pertaining to his jurisdiction.
- Shall maintain headquarters and also ensure maintenance of headquarters by subordinate staff.
- To deal with any other subjects assigned by the Head of the Office.

XII. Executive Engineer (V&QC):

- Works under the direct control of Superintending Engineer (V&QC)
- Exercises administrative & technical control over Deputy Executive Engineers (V& Q.C) and Section Officers (V& Q.C). He is also Drawing and Disbursement Officer for the staff working under him.
- Inspect any work of the organization in his jurisdiction to maintain quality & prevention of fraud by making random checks and test checks.
- Overall control over the staff both Ministerial and Technical in his office and all the staff in his jurisdiction
- To ensure real-time work monitoring system in the department.
- To ensure implementation of new technologies/ Applications to enhance efficiency in the Department.
- Responsible to inspect the works of different categories in his jurisdiction periodically and enforce quality and specification.
- Responsible for conducting detailed investigation of cases referred to him and finalization.
- To review with field Engineers for sorting out quality issues and recommend measures for quality assurance.
- To initiate proposals for establishment and operation of territorial QC laboratories in their jurisdiction.
- Maintaining incumbency Register for each category of Functionary
- To select the staff to be sent for internal training at H.R.D & other places through superior officer.

- To initiate proposals for additional staff whenever required through superior officer.
- Furnishing replies to all Audit paras raised by the A.G. on the functioning of his office or on the subordinate offices
- To guide the Field Engineers in the matter of quality assurance.
- Finalization of inspection reports.
- To submit reports on LAQs, LCQs and Assurances on the floor of the Assembly and LSQ & RSQ.
- Review check measurement and super check measurement by DEEs & EEs and submit report to superior officer.
- To review periodically remittance of QC charges and QC recoveries from various functionaries.
- To submit proposal for payment of rent to office buildings located in private buildings to the extent empowered.
- Submission of U.Cs for the grants received
- To conduct annual inspection of QC sub division offices in their jurisdiction.
- To implement PR Subdivision Offices when ever assigned by HOD.
- Payment of salaries to staff working in his office drawn from the treasury by EE or delegating powers to his subordinate
- To sanction annual increments to TO, AEE/AE, DEEs, their office staff and District cadre posts pertaining to their jurisdiction.
- To initiate or take disciplinary action on erring officials based on the gravity of the irregularity, as per Telangana Civil Services (CCA) rules.
- Leave sanction for their office staff upto 30 days.
- Leave sanction for DEE, AEE/AE and technical officers for period upto 30 days in their jurisdiction.
- CL sanction of DEEs.
- It is mandatory to inspect works stage wise as per the government instructions (QC Manual).
- To ensure the required number of stage wise inspection of works by his sub ordinate officers periodically.

- Calling for tenders for procurement of QC equipment as per instructions and concluding of Agreements for the tendered items.
- Submission of all information as required by Superintending Engineer, Chief Engineers, Engineer-In-Chief & by Govt. from time to time
- Conduct orientation / training programs to newly posted / existing subordinate staff as instructed.
- Effective implementation of RTI act within their jurisdiction.
- Submission of status on Action taken reports to SE V& QC.
- Responsible for updation of information in PRED web application pertaining to his jurisdiction.
- Shall maintain headquarters and also ensure maintenance of headquarters by subordinate staff.
- To deal with any other work entrusted by the Government / Engineer-In-Chief / CE VQC /SE VQC and District administration.

XIII. Deputy Executive Engineer (Field):

- Works under the control of Executive Engineer (PR).
- Technical & Administrative head of Panchayat Raj Sub - division
- Responsible for preparation of estimate, scheduling to implement, monitor, ensure quality and complete the works sanctioned under all programs in their jurisdiction allotted and as per the instructions of superior officers.
- Responsible for preparation and implementation of contingent plan for drought situation & crisis management during Cyclone and flood.
- To review with subordinate Engineers for sorting out field problems
- To inspect the work sites and conduct detailed investigations necessary for preparation of estimates
- To ensure real-time work monitoring system in the department.
- To bring new technologies/ Applications to enhance efficiency in the Department.
- Responsible for periodical inspection of assets of the Dept.

- Overall control of the staff both Ministerial and Technical working in the sub-division.
- Maintaining incumbency register for the office and sections, under subdivision jurisdiction
- Responsible for check measurement of Measurement Book and maintain its records as per the rules in vogue before submission of bills.
- Furnishing replies to all Audit paras raised by the A.G, PAC and L.F. Audit departments.
- Reconciliation of departmental figures with those of Treasury and obtain certificate from the treasury and then send the certified figures every month.
- Conducting monthly reviews with section officers (AEE/AE) and scheduling the program for timely completion of schemes.
- Submission of information required by Engineer-in- Chief, Chief Engineers, Superintending Engineer, Executive Engineer and Dist. Administration from time to time.
- To guide the Section Officers in the matter of works program
- Issue of Inspection reports on work
- Responsible for obtaining extension of time to the agreement period for the agreement entered into by him and Superior Officers before lapse of the agreement.
- Maintenance of all Registers prescribed by the Govt.
- DEE has to verify the Muster rolls prepared by the Section Officer.
- To submit replies of LAQs, LCQs and Assurances on the Floor of Assembly, LSQs and RSQs
- He is responsible for correctness of quarry charts & Road Mileage Records (RMRs) and correctness of rates of all items of work pertaining to estimates.
- To verify and maintain the materials at site account.

- To intimate the changes needed if any during execution based on local conditions and preparation of working estimate within agreement period.
- To submit Tour Diaries to EEs.
- CL sanction of AEE/AEs and his staff.
- According Technical sanction to original estimates, revised estimates and approval of working estimates, completion reports. Calling of Tenders and accepting of Tenders as per Government guidelines.
- Preparation of budget for all staff in the sub-division and all works programs in his jurisdiction to be submitted to Zilla Parishad/ District Authority.
- Preparation of contingent plan whenever drought conditions prevail and submit to the Executive Engineer.
- Enforcing the clauses and conditions of the agreement and completion of works in time.
- He is responsible for recovery of dues to the Dept. from the contractors while recommending for payment.
- Responsible for the correctness of contract documents, structural designs & drawings prepared/ approved at their level and consultants engaged.
- He is a check measuring 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 both qualitatively and quantitatively.
- All paid vouchers shall be got audited by LF Audit Department by producing needed records
- Responsible to maintain cash books & Cheque books
- To maintain all account books and responsible for correctness of the account
- Payment of salaries to staff working in his sub-division, including work charged establishment
- To initiate pension and gratuity proposals for work charged staff.

- To initiate ACRs of AEE/AE.
- Effective implementation of RTI act with in their jurisdiction.
- Responsible for updation of information in PRED web application pertaining to his jurisdiction.
- Shall maintain headquarters and also ensure maintenance of headquarters by subordinate staff.
- To deal with any other work entrusted by Government /HOD/CE/SE/EE/ District administration.

XIV. Deputy Executive Engineer (Office):

- Works under the control of Head of the concerned Office.
- Overall control over the sub ordinate Technical staff & Ministerial staff in the absence of superior officer.
- All files pertaining to technical / non-technical matters shall be routed through him as per his jurisdiction.
- Responsible for monitoring and consolidation of all reports required by the superior officer.
- Responsible for the correctness of various files routed through him and recommends for further approval .
- DEE designs Responsible for the correctness of all important structural designs and designs prepared by the consultants, Architects and Technical Sections of his office.
- DEE PMGSY /SQC has to monitor all technical aspects/online website updation prescribed as per NRIDA guidelines
- To select the staff to be sent for internal training at H.R.D & other places with approval of superior officer.
- To initiate proposals for additional staff whenever required with approval of superior officer
- To ensure real-time work monitoring system in the department.
- To bring new technologies/ Applications to enhance efficiency in the Department.

- Furnishing replies to all Audit paras raised by the AG,PAC and L. F Audit on the functioning of his office or subordinate offices with approval of superior officer
- Maintenance of Registers for his office.
- Reconciliation of departmental figures of all grants with treasury, PAO and District Authority with approval of superior officer
- Responsible for monitoring, adjustment of releases under various schemes and proper accounting utilization of grants and their revalidation with approval of superior officer.
- To Monitor the remittance of DDs, refund of the deposits with due approval of superior officer.
- To monitor extension of BG as per the extension of time granted with approval of superior officer
- To monitor and submit reports on LAQs, LCQs and Assurances on the Floor of the Assembly, LSQ and RSQs with due approval of superior officer.
- Submission of information required by Govt. & Engineer-in-Chief & Chief Engineers and Superintending Engineer, ZP and District Administration from time to time with due approval of superior officer.
- To monitor and guide the staff in the office in technical matters with approval of superior officer.
- He has to attend meetings as instructed by Superior officer.
- Responsible for monitoring of tendering through e-procurement process with the approval of superior officer.
- Effective implementation of RTI act with in their jurisdiction.
- Responsible for updation of information in PRED web application pertaining to his jurisdiction.
- Shall maintain headquarters and also ensure maintenance of headquarters by subordinate staff.
- To deal with any other work entrusted by the Government / HOD / CE /SE / EE and District administration.

XV. Deputy Executive Engineer (V&QC):

- Works under the direct control of Executive Engineer (V& Q.C).
- Exercises administrative & technical control over Section Officers (V& Q.C). He is also Drawing and Disbursement Officer for the staff working under him.
- Inspects any work of the organization in his jurisdiction to maintain quality and prevention of fraud by making surprise checks and test checks.
- Responsible to inspect works of different categories in his jurisdiction periodically.
- It is mandatory to inspect works stage wise as per the guidelines prescribed.
- Responsible to enforce quality and correct specification.
- Responsible for conducting detailed investigation of cases referred to him
- To ensure real-time work monitoring system in the department.
- To bring new technologies/ Applications to enhance efficiency in the Department.
- To conduct inspection of works and take suitable measures to maintain quality of works under all programs as per rules in vogue.
- To review with field Engineers for sorting out quality issues and recommend measures for quality assurance.
- To initiate proposals for establishment and operation of territorial QC laboratories in their jurisdiction.
- Conducting and finalization of Inquiries entrusted.
- To conduct workshops on technical and quality control issues to improve awareness among the field engineers to ensure quality assurance.
- Overall control over the staff both Ministerial and Technical in his office.
- Maintaining incumbency Register for each category of Functionary

- To select the staff to be sent for internal training at H.R.D and other places through superior officer.
- To initiate proposals for additional staff whenever required through superior officer
- Furnishing replies to all Audit paras raised by the A.G. on the functioning of his office or on the subordinate offices
- Finalization of Inspection reports.
- To submit reports on LAQs, LCQs and Assurances on the floor of the Assembly and LSQ & RSQ.
- Review check measurement pertaining to Field DEEs.
- To review periodically remittance of QC charges and QC recoveries from various functionaries.
- To submit proposal for payment of rent to office buildings located in private buildings
- Payment of salaries to staff working in his office drawn from the treasury by himself or delegating powers to his subordinate
- To ensure the required number of stage wise inspections.
- Submission of all information required by Executive Engineer, Superintending Engineer, Chief Engineers, Engineer-in-Chief & by Govt. from time to time
- Conduct inspections periodically and also propose suitable action against contractors as well as Engineers In-charge of the work in case of violation of proper quality standards.
- Submission of Action Taken Reports to superior officers.
- Ensuring of compliance by the PIUs/DPREs on V& QC Inspection Reports.
- Effective implementation of RTI act with in their jurisdiction.
- Responsible for updation of information in PRED web application pertaining to his jurisdiction.
- Shall maintain headquarters and also ensure maintenance of headquarters by subordinate staff.

XVI. Section Officer (AEE/AE/MEO):

- AEE/AE is under the control of Deputy Executive Engineer. MEO is under the administrative control of Mandal Parishad and technical control of DEE.
- Controls Work inspectors, Technical Assistants & Gang mazdoors working under him.
- Responsible to prepare estimates, scheduling, ensure quality, supervise and complete the works sanctioned in their jurisdiction under various programs.
- To inspect the sites and conduct detailed investigation for preparation of detailed estimates/ DPRs.
- To give marking for grounding of the works and supervise the works to enforce the standards & specifications as per agreement.
- To ensure real-time work monitoring system in the department.
- To bring new technologies/ Applications to enhance efficiency in the Department.
- To ensure correct physical dimensions as per approved plans/drawings.
- To ensure the progress and completion of works as per approved work program/ milestones.
- To ensure the quality of work by conducting the prescribed quality control tests and maintain stage passing.
- To ensure all the required permissions are received from the competent authority related to work before grounding the works.
- To inspect the assets of the Dept. periodically and enforce that they are intact.
- Furnishing record & replies to all Audit paras raised by the A.G., P.A.C. and L.F. Audit departments.
- Conducting monthly reviews with contractors and propose re-scheduling the work program for timely completion of schemes.
- Submission of information required by superior officer.
- Submission of proposals for extension of time to the agreements.
- Updating and Maintenance of Registers prescribed by the Govt.

- Preparation of Muster rolls and maintain their safe custody wherever required.
- Responsible for preparation of Designs, Drawings, detailed estimates, working estimates, completion reports etc as per the guidelines and rules in vogue.
- Responsible for correctness of leads, quarry charts & RMR's.
- To intimate the changes needed if any during execution based on local conditions and preparation of working estimate with the proper justification and supporting documents.
- To prepare bill of quantities and recommend for payment as per agreement conditions.
- To effect recoveries for the departmental materials and hire charges from the work bills.
- To submit reports on LAQs, LCQs Assurances on the Floor of the Assembly, LSQ s and RSQs
- To submit tour diaries to DEEs.
- Payment of wages to the labour engaged on Nominal Muster Rolls.
- All paid vouchers shall be got audited by L.F. Audit Department by producing necessary records.
- Preparation of Budget for all staff in the section and all works programs in his jurisdiction to be submitted to Zilla Parishad/ District Authority.
- Preparation of contingent plan whenever drought conditions prevail and submit to the Deputy Executive Engineer.
- To maintain cash account for advances and correctness of the account.
- Responsible for recovery of dues to the Dept., from the contractor while recommending for payment.
- Responsible to maintain account for the M.Books in use and books in stock and also responsible to keep record of the movement of the M.Books.
- Responsible to maintain work files and same are to be handed over to their successor.

- Responsible for the correctness of contract documents, structural designs & drawings prepared/ approved at their level and consultants engaged.
- Responsible for check measurement of the superior as per stage passing of the work.
- Responsible to intimate the stage of work to QC authorities for stage passing.
- 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.
- To attend meetings of Mandal Parishads and District administration.
- Effective implementation of RTI acts with in their jurisdiction.
- Responsible for updation of information in PRED web application pertaining to their jurisdiction.
- Shall maintain headquarters.

XVII. Section Officer (Office):

- Works under the control of Dy.EE.
- To attend all files pertaining to technical matters entrusted.
- Responsible for monitoring and consolidation of all reports required by the superior officer.
- Responsible for the correctness of various files routed through him and recommends for further approval .
- AEE/AE designs Responsible for the correctness of all important structural designs and designs prepared by the consultants, Architects.
- AEE/AE PMGSY /SQC has to monitor all technical aspects/online website updation prescribed as per NRIDA guidelines
- Furnishing replies to all Audit paras raised by the AG. P.A.C, and L. F Audit with the approval of the superior officer.
- Maintenance of Registers for his office.

- To Monitor the remittance of DDs, refund of the deposits with due approval of superior officer.
- To monitor extension of BG as per the extension of time granted with approval of superior officer
- To monitor and submit reports on LAQs, LCQs and Assurances on the Floor of the Assembly, LSQ and RSQs with due approval of superior officer.
- To ensure real-time work monitoring system in the department.
- To bring new technologies/ Applications to enhance efficiency in the Department.
- Preparation of information required as instructed by superior officer.
- To attend meetings as instructed by Superior officer.
- Responsible for all technical and administrative matters to be approved by superior officer.
- Responsible for monitoring of tendering through e-procurement process with the approval of superior officer.
- Effective implementation of RTI act with in their jurisdiction.
- Responsible for updation of information in PRED web application pertaining to their jurisdiction.
- Shall maintain headquarters.

XVIII. Section Officer (V&QC):

- Works under the direct control of Deputy Executive Engineer (V&QC).
- To inspect individually or assist superior officer to inspect any work of the organization in their jurisdiction to maintain quality by making surprise checks and test checks under all programs as per rules in vogue.
- Responsible to act as independent surveillance officer in their jurisdiction.
- Responsible to enforce quality and correct specification.
- Assist the superior officer while conducting and finalization of Inquiries entrusted.

- To assist in conducting workshops on technical and quality control issues to improve awareness among the field engineers to ensure quality assurance.
- To ensure real-time work monitoring system in the department.
- To bring new technologies/ Applications to enhance efficiency in the Department.
- Responsible to collect best practices for improving the quality and areas of underperformance and reporting.
- Assist in finalization of Inspection reports.
- To prepare statement of remittance of QC charges and QC recoveries from various functionaries.
- Submission of all information required as instructed by the superior officer.
- Assist the superior officer in preparation of Action Taken Reports to superior officer.
- Effective implementation of RTI act with in their jurisdiction.
- Responsible for updation of information in PRED web application pertaining to their jurisdiction.
- Shall maintain headquarters.

XIX. N.T.P.A to Engineer – in – Chief:

- Overall control over the ministerial staff and last grade services staff.
- To act as advisor to the Engineer-in-Chief on all the matters involving administrative matters.
- To guide and assist in entire service matters of the entire staff of the department to immediate officer in day to day administration and also in charge of examining the status of the administrative matters and is responsible to scrutinize the files submitted by the subordinates in sections while sending to superior officer. To act as drawing & disbursing officer.
- Monitor the entire service matters pertaining to gazetted and non-gazetted, LGS staff of the department with regard to administration/

court matters and all other issues related to administration in his office as well as entire Department.

- Responsible to guide and pursue various court cases of all service matters of the Department as well as updating the status of all court cases in coordination with subordinate officers working under his control and responsible to appraise the matter to the superior officer.
- Responsible to monitor the entire disciplinary cases etc. of their office and also to update the status under intimation to their superiors.
- Effective implementation of RTI act with in their jurisdiction.
- Responsible for updation of information in PRED web application pertaining to the administrative matters.

XX. Divisional Accounts Officer:

- Works under the control of Executive Engineer or DPRE.
- To discharge duties and functions as laid down in Public Works Accounts Code.
- To act as a Financial Advisor to Executive Engineer in division on all the matters involving financial implications.
- Responsible for discharging of duties referred to paragraphs 85 to 86 of Accountant General Code.
- As Accountant i.e., as the compiler of the accounts of the Division in accordance with the prescribed rules and from the data provided to him.
- As Internal Checker, responsible for applying of certain preliminary checks to the initial accounts, Vouchers, bills etc.
- To guide the accounts sections in the matters of accounts.
- Responsible for the release of 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.

- To watch the receipt of utilization certificates by maintaining registers of utilization certificates.
- Responsible for review, maintaining of BG registers and their timely renewal.
- Responsible for successful conduct of LF & AG Audit.
- Effective implementation of RTI act with in their jurisdiction.
- Responsible for updation of Information in PRED web application pertaining to the accounts matters.

XXI. Chief Accounts Officer:

- Works under the control of Engineer – In – Chief, PR.
- Responsible to overall control over the Budget / Accounts matters and also responsible for AG Audit audit Paras and responsible for all reconciliation of their budget and Accounts.
- Responsible to act as Financial Advisor to the Engineer-In-Chief and all matters involving Financial implications
- Responsible to guide the Accounts Section in the matters of the Accounts as DDO and Income Tax matters.
- Responsible to assist his subordinates for preparation / release of the Budget under Plan and Non-Plan Schemes as per the instructions of the Superior Officers
- Responsible to review with reference to the Funds released from time to time.
- Effective implementation of RTI act with in their jurisdiction.
- Responsible for updation of Information in PRED web application pertaining to the administrative & accounts matters.

LOKESH KUMAR D.S.
SECRETARY TO GOVERNMENT(FAC)

//FORWARDED :: BY ORDER//

A. Sankar
SECTION OFFICER