

HIMACHAL PRADESH
PUBLIC WORKS DEPARTMENT

No. PWE-115-DU-Supervisory Asso/89-ES-III- 12868-967 Dated :- 25-3-2021
From :-

To
Engineer-In-Chief,
The Engineer-In-Chief,
HPPWD., Shimla.

All the Superintending Engineers,
All the Executive Engineers,
in HPPWD.

Subject: - Nature of duties/function and responsibilities of Supervisory Staff.

I am to say that the instructions/guideline regarding duties, responsibilities and job-profile of the Supervisory staff, in HPPWD, were issued vide this office letter No. PWE-115-DU-Supervisory Asso/89-ES-III- 16166-16250 dated 15.11.89 followed by subsequent instructions vide letter of even file No. 12122-261 dated 16.11.2017.

The duties and responsibilities of the Supervisory Staff, in HPPWD, has now been reiterated as per "Annexure" enclosed and the same are being circulated for information and guidance to the field units of the Department which may be adhered to strictly and implemented meticulously. Non adherence to the instructions and guidelines shall be viewed seriously.

(Er. Laht Bhushan)
Engineer-in-Chief,
HPPWD., Shimla-2.

Copy forwarded to the following for information and necessary action to :-

1. The Additional Chief Secretary (PW), to the Government of HP Shimla.
2. All the Chief Engineer(s), HP.PWD.
3. The Executive Engineer (IT) in this office.
4. Guard file.

(Lobzang Namgyal)
Registrar,
HP.PWD., Shimla

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Duties and functions of Junior Technicians (Work Inspectors)

Duties and functions of Junior Technicians (Work Inspectors) are supervisory in nature and they are employed in Himachal Pradesh Public Works Department for general supervision of works in the field to assist the Junior Engineers. They are not employed to work in offices. Their duties and responsibilities as enumerated below are only indicative and not exhaustive.

General Duties and Responsibilities:-

Junior Technicians(Work Inspectors) are required to perform the following duties:-

- 1) All Junior Technicians (Work Inspectors) in a section will be under the overall control of the Junior Engineer- in- charge of the section and each will perform the duties assigned to him by the Junior Engineer from time to time or from day to day basis, as the case may be, to his entire satisfaction. He is to take instructions from the Junior Engineer and is also duty bound to obey and to convey the instructions of the Superior officers to the Junior Engineer immediately and judiciously. He is the representative of the department at the site of work when no other Superior officer is present at site and is expected to conduct himself with humility and dignity while dealing with the public, contractor(s) and officer(s)/official(s) of any department/organization at site of work.
- 2) He will supervise the work of contractor(s) and departmental labour, whenever required to do so, with a view to ensure high quality of workmanship and any defect therein will be brought to the notice of the Junior Engineer without delay.
- 3) It is his duty to check the attendance of departmental labour and to put his initials on the Muster Roll to ensure punctuality and progress. Whenever he visits the site of work, he should see that the labour is equipped with proper tools and it turns out the desired amount of work of specified quality.
- 4) To maintain a record of daily work done by labour working within his jurisdiction and to allocate piece jobs to each of the group of workmen.

Annexure -A

- 5) To prepare and submit daily report of labour working with him.
- 6) To keep proper quantity account of daily consumption of materials received at site by various groups of departmental workmen or by the contractor at each work site under his supervision.
- 7) To maintain all mandatory record at each site of contractor under his supervision such as labour register, machinery register, cement and steel register, hindrance register, site order book etc. in prescribed manner.
- 8) To arrange and supervise during laying of cement concrete, cement mortar and bituminous work etc.
- 9) He will take samples of mortar, concrete, bituminous work and of other material like sand, aggregate etc. from the site for testing and will be responsible to test all such samples collected in the laboratory set up at site. In case of samples which cannot be tested at site; he will get these tested at appropriate time in the laboratory assigned to him by his superiors.
- 10) It is the duty of Supervisory staff to deploy the labour in such a way that injury to workmen is avoided while they are at work. In case any accident occurs, they shall ensure that first aid is provided to the injured and they are shifted to the nearest hospital as early as possible. He is required to take all precaution and preventive measures to avoid danger to human life and property and to see that soil erosion is not accelerated, whenever blasting operations or disposal of excavated material downhill site are undertaken.
- 11) Any loss to Govt. or danger to Govt. property by theft, fraud, accident or any natural calamity should be reported by the concerned Supervisory staff to the Junior Engineer immediately.
- 12) To be conversant with the use of commonly used survey instrument such as dumpy level, plain table, prismatic compass, measuring tapes and chains etc. and should be able to make temporary and permanent adjustment to leveling instruments. He will be responsible for their proper upkeep and storage.
- 13) He will keep proper check on any illegal construction activity/encroachment over the acquired as well as control width of the PWD roads falling under his

supervision and will immediately issue notice to the concerned party after noticing of such activity along the road side/ over Govt. land as per provisions of the Himachal Pradesh Road Infrastructure Protection Act 2002 and will intimate the Junior Engineer concerned without delay.

- 14) He will assist the Surveyor/Junior Engineer in carrying out the survey of new road proposals and will carry out periodic checks on reference pegs installed over the alignment of new road proposals as per survey finalized in order to avoid litigation during execution stage.
- 15) He is required to ensure that all road side drains and culverts are through for clearing water at all times particularly before onset of rainy season. In case of contractor's maintenance work under PMGSY/NABARD/STATE scheme, he will ensure that maintenance activities are executed as per required frequency.
- 16) He will carry out and maintain record of all mandatory field tests as required to check and exercise proper quality control over all the works under execution whether departmentally or through contractor. In case of non-conformity of any field test to the required standard, the matter will be reported to the Junior Engineer/Assistant Engineer concerned immediately.
- 17) In case of Contractor's work, he will check that no illegal dumping of excavated material/other material is being done by the contractor. In case of default, the matter will be reported to the Junior Engineer concerned immediately.
- 18) In case of any road accident, he will immediately record and report all relevant site details of the chainage of road accident to the Junior Engineer for its verification and requisite entry on RADMS portal of the Govt.
- 19) He will prepare and keep updated the road inventory in respect of roads falling under his supervision by collecting all descriptive data and statistical data in order to facilitate various reporting within the department and in all certification of public roadway mileage.
- 20) He should be well conversant with standard procedure of works as per relevant codes such as IRC, NBCC and BIS etc.