

Himachal Pradesh Public Works Department

JOB PROFILE

DUTIES AND RESPOSIBITLITES

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6. Patwari
7. Chainman
8. Processor Server

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1. Senior Research officer
2. Research officer
3. Asstt. Research officer.
4. Research Assistant/
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6. Lab Attendant
7. Asstt. Lab Attendant

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1. Planning Assistant
2. Circle Head Draughtsman
3. Head Draughtsman
4. Draughtsman
5. Junior Draughtsman
6. Ferro Printer
7. Ferro Khallasi
8. PPMO

Ministerial Cadre

21-27,29

1. Registrar
2. Vigilance officer
3. Superintendent Gr.I
4. Superintendent Gr.II
5. Senior Assistant
6. Clerk/Jr.Assistant
7. Peon
8. Frash
9. Daftri
10. Jamadar
11. Restorer
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32

1. Dy.Distt. Attorney
2. Law Officer

Steno Cadre

27-28

1. Private Secretary
2. Personal Assistant
3. Sr.Scale Stenographer
4. Steno Typist.

IT wing

1. Junior Engineer (IT)

Finance Wing

25-27

1. Joint Controller(F&A)
2. Financial Controller(PMGSY)
3. Deputy Controller9F&A).
4. Divisional Accountant

State Road Project

1. Project Director-cum-Chief Engineer (RIDC)
2. Superintending Engineer (SRP)
3. Executive Engineer(SRP)
4. Assistant Engineer(SRP)
5. Junior Engineer(SRP).

Industrial and Non Industrial

Industrial Class-III

1. Driver
2. Operator Gr.II
3. Road Roller Driver
4. Bulldozer Driver
5. Foreman Gr.I (Mech.)
6. Carpenter Gr.III
7. Auto Electrician
8. Mason Gr.II
9. Lab.Assistant
10. Plumber Pipe Fitter Gr.II
11. Painter Gr.II
12. Pump Operator
13. Blacksmith Gr.II
14. Mech.-cum-Fitter Gr.II
15. Welder Gr.II
16. Mech.-cum-fitter Gr.I
17. Painter Gr.I
18. Welder Gr.I
19. Carpenter Gr.II
20. Granthi
21. Rock Driller-cum-batsman
22. Foremen Gr.I, Electrical
23. Electrician Gr.I
24. Excavator Operator
25. Turner Gr.II
26. Plumber pipe fitter Gr.I
27. Mason Gr.I
28. Blacksmith Gr.I
29. Assistant Driller
30. Turner Gr.I
31. Carpenter Gr.I
32. Junior Research Assistant

33. Electrician Gr.II
34. JCB operator

Non Industrial Class-III

1. Work Inspector
2. Store Clerk
3. Receptionist
4. Water Works Clerk
5. Surveyor

Industrial Class-IV

1. Beldar
2. Mali
3. Cleaner
4. Boat man
5. T-mate
6. Mate
7. Up holster
8. Carpenter Gr.IV
9. Helper

Non Industrial Class-IV

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1. Chowkidar
2. Cook
3. Sweeper

Abstract of Posts

Class-I posts	617 Nos.
Class-II posts	359 Nos.
Class-III posts.	3795 Nos.
Class-IV posts	1390 Nos.
Industrial Class-III	4970 Nos.
Non Industrial Class-III	2670 Nos.
Industrial Class-IV	27615 Nos.
Non Industrial Class-IV	1303 Nos.

Total **42719 Nos.**

Duties and powers of Departmental Officers

- 5.1. Complete enumeration of each and every duty attaching to all the posts in the B&R Branch cannot obviously be condensed in this chapter. Efforts have been made to enumerate important duties and powers of some of the important posts. For the posts not covered in this chapter or the duties and powers not enumerated herein, provision made in various books of reference like PWD, Code, D.F.R., HP.F.R., C.S.R. etc. etc. holds good. In addition the higher authority can always entrust particular assignments to his subordinate officer in the interest of public service.

Engineer-in-Chief

- 5.2. The Engineer-in-Chief is the administrative and professional head of the branch of the department in his charge, and is responsible for the efficient working of his branch, the duties of Engineer-in-chief as issued by the Govt. of Himachal Pradesh vide letter No.1-89/72-PWD dated 15.9.83 are as under.

1(a) The Engineer-in-Chief shall be responsible for coordination among the Chief Engineers. He shall be in overall charge of entire planning and budgeting of the various wings of the department as such as B&R, Designs and Codes.

(b) He shall deal with all matters concerning the policy of the department including creation of posts and offices, recruitment and promotion rules etc.. Where the posts, offices or rules, as the case may be, however, pertain to a wing of which the is not Chief Engineer, he shall invariably consult the Chief engineer concerned.

(c) He will be the Chairman of D.P.C.'s held at Chief Engineer's level for promotion, confirmations regularization etc.. He shall also head any committee of Chief Engineer's constituted for various purpose by the Government.

Chief Engineer

2. All Chief Engineers shall exercise their administrative, financial, technical and other powers as per the public Works Department code and other Rules and Instructions that may be issued from time to time by the Public Works Department with the prior concurrence of the Personnel and Finance Departments.

3. In matters of transfer and posting the concerned Chief Engineer shall be competent to order the transfer of class III & IV staff within his respective zone or wing. In cases of inter-zonal transfer the Engineer-in-Chief shall be the competent authority but he should invariably order such transfer in consultation with the Chief Engineer concerned.

(b) The Chief Engineer is the administrative and professional head of the branch of the department in his charge, and is responsible for the efficient working of his branch. His duties are given in Paragraphs 1.43 to 1.48 of the P.W.D.Code. A statement of financial and miscellaneous powers of the Chief Engineer is given in paragraphs 5.30 and 5.31 of P.W.D. Code and also circulated vide Engineer-in-Chief, Himachal

Pradesh, PWD., Shimla-1 letter No.PWE-Misc/72-ES-II-4736-76 dated 5.6.1987 as under: -

- (i) Planning and Monitoring and all correspondence connected therewith.
 - (ii) Passing of T.A. Bills and Medical claims of all Gazetted Officers in Engineer-in-Chief's office.
 - (iii) Leave cases of Gazetted Officers of Design cell and Architect cell.
 - (iv) Sanction of enhancement of daily wage rates and correspondence connected therewith.
 - (v) Meeting and correspondence connected therewith, with other departments and Government level.
 - (vi) All correspondence relating to sanction of estimates and according of Technical sanction and Administrative approval to estimates within his competence, under guidance of Engineer-in-Chief.
 - (vii) G.P.F. cases of Gazetted & non-gazetted establishment of Head office.
- (c) The Chief Engineer is the administrative and professional head of the branch of the department in his charge, and is responsible for the efficient working of his branch. His duties are given in Paragraphs 1.43 to 1.48 of the P.W.D.Code. A statement of financial and miscellaneous powers of the Chief Engineer is given in paragraphs 5.30 and 5.31 of P.W.D. Code and also circulated vide Financial Commissioner-cum-Secretary (PW) to the Govt. of HP Shimla-2's notification No.PW (B) 3(Misc)/90-loose dated 15.7.93 as under.

He will look after the planning, design, execution and monitoring the National Highway Wing and will also reporting /reviewing officer of Superintending Engineers and Executive Engineers dealing with National Highway.

(d) The Chief Engineer is the administrative and professional head of the branch of the department in his charge, and is responsible for the efficient working of his branch. His duties are given in Paragraphs 1.43 to 1.48 of the P.W.D.Code. A statement of financial and miscellaneous powers of the Chief Engineer is given in paragraphs 5.30 and 5.31 of P.W.D. Code.

Superintending Engineer

5.3. The Superintending Engineer is responsible to the Engineer-in-Chief for the administrative and general professional control of public works in charge of officers of the department within his circle of Superintendence. His duties are enumerated in paragraphs 1.47 to 1.57 of PWD Code and are supplemented below :-

(a) He will transfer and post all members of Establishment within his circle except Divisional officers, Assistant Engineers, Circle office, Superintendent, Circle Head Draughtsman and Accountant subject to approval of the Govt. as well as prior sanction of the Engineer-in-Chief is necessary.

(b) Superintending Engineer shall exercise close supervision over the works of officers subordinate to him and shall impart, from time to time instructions and guidance to them in the discharge of their duties.

(c) Superintending Engineer should ensure that all the periodical reports and returns due to Chief Engineer/ Engineer-in-Chief are submitted in time.

(d) Superintending Engineer is required to right annual reports of Divisional Officers working in his Circle and his own office establishment end to submit the former along with the R.R. of the technical staff and his office Superintendent to the Headquarters office .

(e) Superintending Engineer shall see that the instructions in regard to matter of General Administration issued by him or by the Engineer-in-Chief/ Govt. from time to time are faithful compiled with by the officers and offices under him

(f) During his stay at the Headquarter of the Division, the Superintending Engineer should with the Executive Engineer concerned review the position of the Divisional Accountant. He should examine whether the Divisional Accountant are being kept in good order or are being allowed to fall in arrears. He should pay particular attention to the items under various suspense heads like purchase, stock, miscellaneous advances etc. and should also examine the contractor ledger to see if sufficient effort is being made to clear these items as quickly as possible. In case he notices any serious delay or negligence on the part of the Divisional staff he should send a report to the Chief Engineer/ Engineer-in-Chief.

(g) The Superintending Engineer should call a meeting of representative of the contractor and labour co-operative societies working in a particular Division at the Divisional Headquarter once in every six months. In this meeting he should ascertain the up to date position of running and final bills of the contractor and societies and should give patient hearing to their difficulties, which he should try to solve. If any serious point comes to the notice of Superintending Engineer during these meetings, he should send a self-contained report to the Chief Engineer/ Engineer-in-Chief.

Executive Engineer

5.4. (1) **The duties of Executive Engineer of B&R Brach** have been setout in PWD Code paras 1.59 to 1.77 and are further supplemented as below.

(a) While the Executive Engineer has a right to seek the advice of the Accountant General in all matters connected with the accounts of his Division or the application of financial rule and orders concerning which there may be any doubt it will usually be desirable that he should first obtain the advise of the Divisional Accountant who is specially trained for this duty, and this should be done in writing in all cases of importance. To unable the Divisional Accountant to discharge his duties efficiently the Executive Engineer should see that the former is allowed access to all relevant records.

(b) (i) Executive Engineer have responsibilities and duties under the Indian Boilers Act, 1923 vide sections 8,22,25 and 33. It is important that every facility be given to

Chief Boiler Inspector with regard to registration and inspection of Boilers in charge of the B&R Branch. Intimation of transfer of Boilers should be sent to Chief Boiler Inspector.

(ii) Whilst the examination of the mechanism of steam road rollers is not a duty of the Boiler Inspector under the act, an arrangement has been made whereby the Boiler Inspector will conduct such examination simultaneously with the statutory inspection of Boilers.

(c) (i) It is the duty of the Executive Engineer to prepare lists showing the civil districts, all the building, roads etc. in his Division and responsible for their maintenance viz., PWD Districts boards etc. These lists need give nothing more than the name of the building or group of building, name of roads etc. For instance, Tehsil and Thana Shimla, Munsiffs, Court Shimla road for Shimla to Solan etc., and in the remarks column the department etc. responsible for there upkeep.

(ii) The lists shown be as brief and concise as possible, their sole object being to show at a glance in whose charge any building or load is supposed to be. This object is best pertained by grouping together all properties maintained by each agency, i.e. all building, roads, etc., under the PWD then those under the district board etc.

(iii) The list, which be kept up to date and reprinted when necessary should be printed and supplied by the Executive Engineer to his Assistant Engineer and by the latter to their subordinates for guidance. Copies of these lists should also be supplied to Deputy Commissioner concerned and hung up, in all the PWD offices.

(d) It is the duty of the Executive Engineer to inspect each sub Division office in his Division at least once a year and submit his report to the Superintending Engineer on prescribed form. This form, which is a memorandum to assist the Executive Engineer, is not sufficiently extensive to cater for all possible variations in the circumstance of Sub Division. The inspecting officer should therefore expend it when necessary, if convenient inspecting officers remarks may be written on separate sheets of papers instead of the form itself and in such cases a blank space should be reserved in each sheet for the orders of Superintending Engineer. The inspection office should also refer to the previous inspections report and bring prominently to notice items on which instructions have been issued, but not attended to. The inspection report should also as a rule, show briefly what steps have been taken to remedy the defect previously noticed. A sub Division in which laxity of supervision on the part of Assistant Engineer comes to his notice should be inspected more frequently.

(e) It is the duty of Executive Engineer to see that the instructions contained in appendix 5-A in regard to the use and upkeep of measurement books are strictly observed. In the course of his inspection he should himself see that the Assistant Engineer and other strictly follow these rules.

(f) Executive Engineer should make himself quite conversant with the use and working of the steam and diesel road rollers, concrete mixers, transport vehicle and all other machinery likely to be used on the works. He should himself develop mechanical mindedness and foster it in his subordinates. All departmental machinery must be

properly manned and adequate arrangements assured for its safe housing and proper upkeep and periodical overhauling on scientific lines.

(g) The Executive Engineer should test check a reasonable quantity of work which should not be at least less than 10 % of the measurement recorded and checked by him subordinate and accept the responsibility for the general correctness of the bill and a whole.

(h) Executive Engineer is responsible that proper arrangement is made throughout his division for proper custody of public property. He must be careful to keep all the tools and plants in efficient order, arrange to protect surplus stock from deterioration, and must take proper precautions to prevent the loss of public stores.

(i) The Executive Engineer should exercise close supervision over his Assistant Engineers and should impart, from time to time, instructions and guidance to them in the discharge of their duties.

(j) The Executive Engineer of B&R branch is responsible to achieve co-ordination with the Executive Engineer (Elect.) and Executive Engineer (Public health) concerned in the execution of building project under his charge. While submitting an estimate for sanction to Superintending Engineer he should endorse one copy of his letter to Executive Engineer (Elect) concerned and another to Executive Engineer (Public Health) in whose jurisdiction the work falls, supplying copies of plans to enable these officers to prepare their estimate and get them sanctioned in time. While commencing the actual construction, the Executive Engineer (B&R) should again inform the concerned Executive Engineer (Elect.) and Public health intimating to them the probable date of completion of the building and requesting them to plan their works in such a manner that the Elect. And sanitary installation is provided ahead of the schedule date. When action as detailed above has been taken by the Executive Engineer (B&R) the responsibility for delay of electric and sanitary installation beyond the scheduled date of completion and consequent delay in completion of the building as a whole will be that of the concerned Executive Engineer (Elect.) or Public Health as the case may be.

(k) The executive units of the department is the Division, in charge of a Executive Engineer, who is responsible to the Superintending Engineer for the efficient execution and management of all works within his Division. It is therefore, part of his duties to organize and supervise the execution of works and to see that they are suitably and economically carried out with materials of good quality.

(l) Subject to the orders of the Superintending Engineers an Executive Engineer may transfer establishment (other than Assistant Engineer) from one station to another within his Division.

(m) The Executive Engineer, as the primary disbursing officer of the division is responsible not only for the financial regulatory of the transaction of the whole Division but also for the maintenance of the accounts of the transaction correctly. He is, therefore required to take the necessary steps for obtaining cash for the works under his control to keep account and to submit them punctually to the AG office under the rules for the time being in force. He is responsible for the arrangements for account keeping in

which matter he will be assisted by the divisional Accountant and he must see that his accounts are posted from day to day and that the account carries out his duties regularly and punctually. The responsibility for the correctness in all respects, of the original record of cash and stores receipts and expenditure as also for seeing that complete vouchers are obtained rests with the Executive Engineer who will before submitting the monthly accounts carefully examine the books, returns and papers from which the same are compiled.

(n) The Divisional Accountant is responsible to the Executive Engineer for the correct compilation of the Accounts of the division from the data supplied to him. The relative position of the Divisional Accountant to the Executive Engineer in respect of Account is analogous to that of an Assistant Engineer to a Executive Engineer in respect of works and the responsibilities of the latter for the work of the Divisional Accountant are similar to those which attach to him in respect of the execution of works in the charge of his other subordinate.

(i) The Executive Engineer should see that he is given the fullest opportunity of becoming conversant with the sanctions, orders and proceeding. To enable him to discharge his duties efficiently, the Divisional Accountant is treated as the senior member of the office establishment of the Division though his position is analogous to that of Assistant Engineer.

(o) The Executive Engineer will render the compiled accounts to AG office. They will incorporate these accounts in the accounts of Govt.. The cheques drawn by the Executive Engineer will be accounted for under the head “8782-cash remittances etc.-PW remittances-11 cheques”.

The remittance made by the PW officers in to the bank will be classified in Divisional Accounts under the head “8782-cash remittances etc.-PW remittances-11 cheques” in to the bank.

Under the existing procedure, expenditure incurred by the Executive Engineer on behalf of the other departments, is booked against relevant final head in the compiled accounts of the Division concerned rendered by him to the AG in the revised set up, such expenditure will be booked under suspense head “8658-Suspense Account-Cash Settlement Suspense Account”. The department concerned will be informed of the monthly expenditure through the bills duly supported by the schedule of works except form HPWA-64 and would be required settle the account by sending cheques / draft to the concerned Executive Engineer who on receipt of the cheque/ draft will clear the suspense head in his books. The vouchers, however, will be sent, not to the department on whose behalf work is done but to the AG to whom the Executive Engineer renders the account. At the end of the year a statement of expenditure covering all works executed during the year on behalf of each department will be sent by the Executive Engineer to the AG who will certify the figures as correct and forwarded it to the department concerned.

The Executive engineer posted in Designs in E-in-C Office, Zones and circle office where he will look after the work of Design Code and specification etc. etc. In Divisional office the Executive Engineer is overall in charge of the Division.

Assistant Engineer

In Sub-divisional level assistant Engineer is overall in charge of sub division. He is responsible to Executive Engineer for the management and execution of works with in his sub Division. His main functions are summarized below: -

(a) To arrange and supervise the actual execution of all works in the sub division in accordance with sanctioned estimates, specifications and drawings. In case of original works he should invariably check all Nissans himself and see that they have been correctly given in accordance with sanctioned plans. He is to check the foundations of all important bridges and buildings and ensure that they are sound and to record the measurements in the measurement book in his own hand. He should also check all the under groundwork before it is buried.

(b) To check the property in his charge including buildings and roads and keep them in a proper state of repairs by timely action and wise utilization of govt. funds, with the sanction of the competent authority.

(c) To maintain all initial accounts for expenditure in respect of works in his charge and to submit them every month to the Divisional office punctually

To take measurement of works and to check measure works, measured by his Junior Engineers according to the provision made in measurement books. Such measurement i.e. those required by the subordinates should however be test checked to the extent of at least 50% (judged by their money value) by the Assistant Engineer himself in each case, and he will be responsible for the correctness of the bills.

(d) To care fully check the muster roll in respect of labour employed on works executed departmentally, as per instructions contained in para 10.9 of this manual and to make payment to the labour in his presence.

(e) To see that all public building in his charge including provincial properties transferred to local bodies for maintenance are duly inspected at least once a year as per instructions contained in paragraph 9.4 this manual.

Similar annual inspection of bridges and culverts in his charge should be carried out by him and result of inspection recorded in the register of bridges and culverts and submitted to the Executive Engineer for orders.

(f) It is the duty of Assistant Engineer to see that their subordinates thoroughly understand and strictly adhere to the details of the estimates for work of which they are engaged. Detailed instructions should be freely and patiently imparted on all points regarding which a subordinate has any doubts and he should be encouraged to ask for information on such points.

(g) To report immediately to the Executive Engineer any serious accident or unusual occurrence resulting in serious injury to or death of any person or damage to any work or crop in his charge.

(h) To keep a vigilant control over expenditure and to report progress of work periodically as may be ordered by Executive Engineer or higher authorities.

- (i) To personally examine all the standard measurement books of the sub Division once a year as laid down in paragraph 5(a) of appendix 10(c) of this manual.
- (j) Assistant Engineer will personally check all the stores in his sub Division twice a year and the T&P articles once a year. The provisions under paras 4.31 and 4.35 of PWD Code should be carefully borne in mind for compliance. He will also carry out the check of all the materials borne on road metal, return at least once a year and record his check in the measurement book.
- (k) To exercise proper care over safe custody of Govt. cash etc., stored in the Government Chest or held as a temporary imp rest.
- (l) (i) The Assistant Engineer is required to maintain the initial account records of cash and stores under his charge for each work in progress in the Sub Division under the rules for the time being in force. He should insure the all accounts returns are submitted punctually to the Executive Engineer and are correct in all respects.
- (ii) The Assistant Engineer is responsible that the value of stores sold to the private parties under the orders of competent authority is recovered in cash in advance. He is also responsible for the clearance from works accounts of all outstanding against the contractors on account of the recoverable value of material issued and service rendered by them by cash of works.
- (iii) When stores of any kind are sold on credit, their value (plus, if recoverable, the supervision charges referred to in the HPFRSR volume III) should be debited to miscellaneous. PW advance under the sub head scale on credit, so that account of stock of works from which the materials are issued may be kept correctly, and the recovery of the value from the private parties may be watched through regular accounts.
- (iv) The Assistant Engineer in the PWD is required to ensure that all materials received are properly counted for in bin cards after taking /accounting the same in goods received sheet.

Junior Engineer

The smallest working unit in the B&R Branch is known as 'Section' in the charge of a Junior Engineer whose principal functions are as under:-

- (i) To prepare petty requisitions and plans and estimates for special repairs and additions and alterations.
- (ii) To give Nissans for works to be done in his section.
- (iii) To carry out survey and leveling work when required to do so.
- (iv) To supervise the actual execution of building and road work and repairs in his section done through the contractor by daily labour and to see that they are executive in accordance with the plans and specification approved by the competent authority for the said work with sound materials. He shall also maintain the register of progress and instruction in all measure works at present to all inspecting officer on their visits for recording their orders, if any.

- (v) To make arrangements for adequate strength of labour and economical rates within the sanction rates when a work is required to be done departmentally.
- (vi) To maintain accounts of all the stock and T&P in his charge, their receipts and issues and to maintain register of materials at sight.
- (vii) To take measurements of works and to assist the Assistant Engineer or Executive Engineer in the measurements of check measurements of works.
- (viii) To record, in time, the measurements of small works below foundations. In case of large works to get the work measured up, in time, from the Assistant Engineer before such works get covered over.
- (ix) To prepare running bills of all works and final bills of such works as cost less than 1 lakh of Rupees and to submit them to the Assistant Engineer.
- (x) To put up measurement books regularly to his Assistant Engineer for order of payment at least twice a month.
- (xi) To supervise labour employed on daily wages and to submit labour reports daily to the Assistant Engineer and to supervise the regular gangs and to check their attendance on his visits to record under the charge.
- (xii) To keep a vigilant control over expenditure and report progress of work to his Assistant Engineer either daily or periodically as may be ordered.
- (xiii) To report to the Assistant Engineer immediately occurrence of any serious accidents etc. in his section and to ensure that no damage takes place to the Govt. property in his charge.
- (xiv) To check the visitors register of all rest houses in his charge at least once a month and to receive collections of rents etc. from chowkidar of rest houses for depositing them in the sub Divisional office.
- (xv) To keep Govt. land property free from encroachments and to promptly bring to the notice of his Assistant Engineer in writing when any encroachment temporary or permanent threatened or actually takes place.
- (xvi) To check (count, weigh or measure, as the case may be) each half year, all the stores in his charge and to prepare half yearly distribution list for stock and yearly for T&P showing the closing balance and to certify distinctly that he has checked the stores, recording the result of such a check.
- (xvii) To check, measure all the roadside material at least one in six months and record his check in the measurement books.
- (xviii) To submit survey report for all unserviceable stock and T&P.
- (xix) When holding an imp rest, the junior Engineer is responsible for the exercise of proper care in the custody of cash and in case loss the onus of proof that proper care was exercised will be on him.
- (xx) To carry out annual inspection of buildings and report the result to Assistant Engineer for entry in the Register of Buildings as laid down in paragraphs 9.4 of this manual. He shall in addition, be answerable for the general condition of all building and roads under his charge and for bringing to notice structural weaknesses if any.

- (xxi) Junior Engineer instead of keeping separate diary showing their visit to various works, under their charge, should show all their journeys or beyond 8 KMs of their headquarters in the monthly TA bills.

Chief Engineer (Elect.): -Prior to 2-4-1971, the date of formation of H.P. State Elect City Board, the work of Electric installations in buildings constructed or supervised by PWD, was carried out by the MPP and Power Deptt. On the creation of the Board, the board has brought to PWD authorities to make their own arrangement for the Electric installations in Govt buildings and their maintenance, it was accordingly necessary to have a separate electrical organization in the PWD for the performance of these functions, further the charges of such jobs if performed by the state electric city Board were quite heavy and financially, it was more economical to have a separate Electrical Wing in the Deptt. The Chief Engineer (Elect.) of this department is overall incharge of Elect. Circle. The principal duties of Chief Engineer (Elect.) are as under: -

He is overall administrative and profession head of the branch of the department in his charge, and is responsible for the efficient working of his circle. His duties are given in PWD Code. A settlement of financial and misc. Powers of the Chief Engineer is given in Para 5.31 of PWD Code.

Superintending Engineer (Elect.): - As above.

Executive Engineer (Elect.): - Executive Engineer (Elect.) is in charge of the Elect. Division and is responsible to the Superintending Engineer for the efficient, smooth and proper working of the Division. The Principal duties of an Executive Engineer (Elect.) is as under:-

(i) He will be incharge of the execution and maintenance of Elect. Installation works including maintenance of Refrigerators, sterilizers, geysers, incubators and other special heating and cooling appliances under the HPPWD under his jurisdictions.

(ii) He will arrange that: -

- (a) The lightening conductors on the buildings under the charge of PWD are tested once a year and a report is submitted to Superintending Engineer concerned.
- (b) The lightning conductors on Police Magazines are tested once a year and test certificates are issued to Superintendent of Police concerned.
- (c) The Elect. Installations in the jail buildings are tested once a year and test certificates are issued to Superintendent, Jail with a copy of Superintending Engineer concerned.
- (d) The Elect. Installation in all administrative offices are tested quarterly and certificates are issued to the offices concerned.

(iii) He will also ensure that every electrical work installed by the department is inspected at least once a year by an officer not below the rank of Junior Engineer.

(iv) The duties of Assistant Engineer and Junior Engineers working under him will be similar to the once laid down for their counter parts in HPPWD.

Superintending Engineer (Mech.): - The Superintending Engineer (Mech.) of this department is overall incharge of Mech. Circle. The principal duties of Superintending Engineer (Mech.) are as under: -

He is overall administrative and profession head of the branch of the department in his charge, and is responsible for the efficient working of his circle. His duties are given in PWD Code. A settlement of financial and misc. his duties are enumerated in paragraphs 1.47 to 1.57 of PWD Code.

I CHIEF ARCHITECT

1. The Chief Architect, being administrative and professional head of Architectural Wing in the State is responsible for the efficient working of his wing, shall exercise all administrative and financial powers as adjoined upon the Heads of the Department in Himachal Pradesh Government.

2. He is responsible for discussions and presentations about the architectural works of the Department with the Government or with other Heads of Department and Chief Engineers of various disciplines.

3. He shall guide and approve schematic planning and macro level designing of major projects/schemes/land use plans etc.

4. He shall or depute any other Officer/Architect to inspect the sites from time to time and see to it that the overall construction activities are as per architectural drawings and specifications. In case of discrepancy necessary instructions are given to the field staff or to appropriate authority.

5. He shall look after the overall administrative, financial and planning expects of the Architecture Wing. He may take up with the Government augmentation of necessary staff if required.

6. He shall upgrade the working capability of the Department by introducing latest technology, software and training programme inside and outside the Department.

7. He shall act as coordinator for the various services relating to construction activities such as civil works/air conditioning/electrical layouts/ acoustics, fire fighting etc.

8. He shall look after the quality improvement of the staff of Architecture Wing by way of sponsoring them for conferences / seminars.

9. He shall submit to the Government budget and appropriation proposals in consolidated form for the whole Department for consideration and approval.

SENIOR ARCHITECT

1. The Senior Architect shall assist the Chief Architect in the performance of his duties and responsibilities. He will be responsible for getting finalized all the establishment and financial matters in the (H.Q.).

2. He is overall incharge of his Zone with regard to Technical works/Establishment matters.
3. He shall be required to give Architectural concepts of major projects.
4. He shall guide & approve projects prepared by the Architects working under him.
5. To visit various sites wherever necessary before taking up planning work in hand.
6. He shall undertake periodical inspection of the works under construction relating to his charge and to satisfy that the buildings are being constructed according to the drawings supplied by the Architect Wing. In case of any discrepancy, he will bring the matter to the notice of the Engineers and the Chief Architect.
7. He shall hold meeting with client Departments to get the buildings designed according to the norms being set by the Government from time to time and distribute the job to the Architect.
8. He shall hold meetings for clarification of proposed Architectural drawings with Site Engineers, Design engineers & Electrical Engineers.
9. He shall scrutinize all the plans prepared by the Architects working under him before these are sent to Engineers for execution at site.

III. ARCHITECTS

1. The Architect shall assist the Senior Architect in the performance of his duties & responsibilities.
2. To collect information regarding building programme and other data from the client Departments for whom the building is to be designed.
3. Meeting with client Departments/Engineers from time to time in absence of Senior Architect & Chief Architect.
4. To prepare the preliminary design concepts of the projects and also to get prepare the sketch design, working drawings and details of the buildings along with broad specifications from the staff under his control.
5. To call for structural, public health, sanitary and water supply scheme and electrical installation from the respective Engineers for the designs being done by him.
6. He will be incharge of computer section, scanning, and printing & photocopy machines installed in the office.
7. He will be incharge of vehicles of the department/wing & their up keep and maintenance.
8. To visit the site of construction wherever necessary and to send commentary to Engineers as to the quality of work carried out by the Engineers (in case of faults). He may correspond directly with Engineers in case of any deviation being made from Architectural plans at site with intimation to Senior Architect/ Chief Architect.

9. To be overall incharge of the working group such as Assistant Architects, Architectural Assistant, Head Draughtsman, Senior Draughtsman, Junior Draughtsman, Ministerial staff and peons in (field offices).

10. In case of additional duties in the Head Office the Architect will assists the Chief Architect in financial matters (Drawing and Disbursement), Administration, procurement of stationery, drawing instruments, furniture, books, modeling equipment, exhibition, decoration materials, printing and drawing record etc.

IV. ASSISTANT ARCHITECTS

1. To be next Assistant to the Architect/Senior Architect for helping him in the preparation of sketch designs and working drawings, detail etc. and to help the Architect/Senior Architect in the discharge of duties assigned to him.

2. He is responsible to get the work done from the staff scrutinize the drawings for further approval of the Architect, Senior Architects and Chief Architect.

3. To supervise the work and instruct the working of Architectural Assistant.Senior Draughtsman/Junior Draughtsman as per instructions of the Architect/Senior Architect.

4. In short absence of the Architect, to be responsible for the working of the group under the direct guidance of the Senior Architect.

5. To be responsible for proper up-keep and handling drawing record of the group.

6. To be responsible to maintain discipline/punctuality and working atmosphere.

7. To assists the Architect/Senior Architect with regard to site inspection and keep proper visit so that the work at site is carried out according to the design and specifications supplied by him.

8. He will assist the Architect in running the computer section and scanning machine installed in the office.

9. To submit monthly progress report of the group to the Architect.

10. He will look after the caretaker job and also assists the Architect for D.D.O. responsibilities.

V. ARCHITECTURAL ASSISTANT

1. To help the Architect/Senior Architect and Assistant Architect in the preparation of working drawings, details etc. under preparation in the group.

2. To be responsible for the cleanliness of the room and to maintain discipline & order in the group being the senior most members in the Hall.

3. To take instructions from his Assistant Architect/Architect/Senior Architect and produce drawings accordingly.

4. In the short absence of the Assistant Architect to be responsible for the working of the group.

VI. HEAD DRAUGHTSMAN (ARCH)

1. To help the Assistant Architect/Architect/Senior Architect in preparation of working drawings details etc. under preparation in the group.
2. To be responsible for the proper up-keep of the drawing being prepared by him.
3. In the absence of Architectural Assistant be responsible for cleanliness of the room and to maintain discipline and order in the group.

VII. SENIOR DRAUGHTSMAN (ARCH)

1. To help the Assistant Architect/Architect/Senior Architect in preparation of working drawings, details etc. under preparation in the group.
2. To be responsible for the proper up-keep of the drawings being prepared by him.
3. To be incharge of the library, stationery articles, and mathematical instruments and to maintain proper account of receipts and issues, if entrusted with handling of these jobs.

VIII. JUNIOR DRAUGHTSMAN (ARCH)

1. To help the Assistant Architect/Architect/Senior Architect in preparation of working drawings, details etc. under preparation in the group.
2. To be responsible for the proper up-keep of the drawings being prepared by him.
3. To be responsible to maintain drawing record in Central Drawing Record in the group under the overall control and supervision of an Architect. To make necessary entry for issue of each drawing from Central Drawing Record and then to retrieve the drawing.
4. To trace out drawings neatly from the originals of the drawings.

IX. FERRO PRINTER

1. To take care of the originals and be responsible for its proper handling.
2. To be incharge of the printing section and to take out prints of ensure that prints are supplied as early as possible to the respective groups.
3. To be responsible for the proper up-keep of printing machine and to bring to the notice of the Architect immediately in the event of any defect.
4. To maintain account of receipts and issue of Azzo Ammonia paper/Ferro Printing paper received in printing section for taking out prints.

Planning Assistant: - In the public works debarment Head office and subordinate attached to various section Planning Assistant heads drawing in head office. There is no distinct line of demarcation of duties between various categories of branch. Every staff member will perform duties assigned by head of the branch/ section to the best of his ability. However the following types of duties are assigned to be performed in a

drawing branch of head office as well as in field office there are only indicative and not exhaustive.

- (1) Work of technical nature connected with preparation, revision and monitoring of annual/ five year and other plans of the deptt. Preparation/ updating of all types of masters plans, inventories and traffic censes data.
- (2) Work of technical nature connected with the finance commission, PMGSY, NABARD, World Bank as well as deposit work.
- (3) Work of technical nature connected with preparation, revision and monitoring of centrally sponsored/ internal funded/ deposit/ foreign aided schemes and projects.
- (4) To compile, processes, maintain and supply statistical data in the desired form concerning periodic and cumulative achievement under various activities of the deptt. For completion of report/ replies to AQ to supplying information to the Govt./ Planning Commission and other commissions and committees of the central and state Government and legislatures.
- (5) To evolve, check, compile, process periodic progress reports from the subordinate offices for updating the above data bank.
- (6) Work connected with preparation and revision of manuals, standing instructions, Standards, codes, specifications, schedule of rates, Analysis of rates, Yard sticks & Cost indices.
- (7) Work connected with preparation, checking, and approval/ acceptance of tenders.
- (8) Work connected with preparation & checking of preliminary working, detailed and revised estimates.
- (9) Work connected with preparation, checking, and recording of detailed working, structural drawings, and standard plans.
- (10) To check all types of claims of contractors received from the subordinate offices.
- (11) To prepare/ process, rent assessment cases, survey reports of building, materials & machinery etc.. Evaluation cases and completion reports.
- (12) To maintain & up-date the register of villages connected by roads and similar register for completed bridges etc.
- (13) To maintain including keep proper account of drawing & mathematical instruments.
- (14) To properly maintain & record standard drawing, topographical survey sheets, books etc. received in the branch for future use and reference.

Circle Head Draughtsman: - In all Circle offices there is a drawing branch headed by Circle Head Draughtsman attached to Planning & Design section. The head of the branch is under the overall control, guidance and supervision of the Executive Engineer (Design). Listed below are duties assigned to the branch. The list is only indicative and not exhaustive.

In addition to the functions assigned to drawing branches in the head office, drawing branch in a circle office is generally required to perform the, following functions: -

- (1) To maintain proper files of all technical circulars issued by the Engineer-in-Chief/ Chief Engineer, M.O.S.T. Government of India and deal cases accordingly.
- (2) To deal with cases, reference, representations etc. received from other branches, which may or may not involve technical matters but require checking with reference to provision in the estimates. Such cases may be received from work supply budget or any other section of circle office.

Head Draughtsman: a Head Draughtsman heads -Drawing branch in a divisional office. The drawing branch in the divisional office normally performs the following functions.

- (1) Preparation of all preliminary and detailed estimates of all original works under the charge of the division, on the basis of site data received from sub-divisional officers drawings received from Architect/ Circle head office.
- (2) Preparation/ checking of special/ annual repairs or other related estimates for all type of work in the division.
- (3) Timely action to initiate revision of cost indices and yard sticks for construction & maintenance of buildings, roads & bridges.
- (4) Preparation of schedule of Quantities, Comparative statements, justifications for call/ processing of tender cases. Processing of extra/ substituted items/ deviation statements & claims of all type of contracts. Checking of work orders and consumption of material issued from stores for works both done departmentally or on contract basis.
- (5) It is the duty of the Head Draughtsman to see the following registers are maintained and kept updated in his branch: -
 - (a) Building register of the division on the prescribed form with the completion plan of the building and road appurtenant thereto.
 - (b) Road land with authenticated road land map on the prescribed form.
 - (c) Register of bridges & Culverts.
 - (d) Register of A/A & E/S for all type of works.
 - (e) Register of technical sanctions.
 - (f) Register of submitted estimates.
- (6) To assist the Executive Engineer in preparing and updating C.P.M. network diagrams/ PERTCHARTS for important projects in the Division.
- (7) To check the standard M.B's.
- (8) Preparation of simple drawings & sketches.

The Head of branch will assign the duty and work to be done by the Draughtsman and other drawing staff posted in his branch on day-to-day basis and any slackness

on their part will be brought to the notice of head of the section or office as the case may be. The head of the branch will supervise and check all work done by the subordinate staff. He will himself deal with all important and complicated cases.

Junior Draughtsman: -Junior Draughtsman is the junior most members of the drawing staff. He is generally entrusted with the work of tracing maintenance of record and registers and other routine jobs of checking etc. while other cases are dealt with by Draughtsman who are more experienced. This is however a guideline and does not stop the head of branch from assigning any job to his subordinate staff.

Head of section: - Under this heading are included Supdt.Gr.I and Supdt.Gr.II in Engineer-in-Chief office. Besides supervision of the work of the staff in his section the head of section is also responsible for the primary handling of important confidential and intricate cases. His supervisory duties include: -

- (i) Distribution of work among his staff as evenly as possible.
- (ii) Checking and correcting the work of Assistant before passing it on to the branch officer.
- (iii) Training, helping and advising the staff.
- (iv) Coordination of the work in the section.
- (v) Prompt and efficient disposal of work in the section and processing of cases.
- (vi) Timely submission of arrears statements and other periodical returns.
- (vii) Proper maintenance of section diary and file register, Assistant case register and indexing and recording of files.
- (viii) Strict compliance of the instructions regarding treatment and safe guarding of top secret and secret papers.
- (ix) To enforce punctuality in attendance and to him-self set an example.
- (x) Maintenance of reference books, office orders, general notebook of sections, etc. up to date.
- (xi) Maintenance of order and discipline in the section.
- (xii) Keeping the section, neat and tidy.
- (xiii) Disposing of independently certain cases and taking routine intermediate action on all cases.

Superintendent Grade-I: -The Supdt.Gr.I is overall incharge of circle office and is required to assist the Superintending Engineer in running the office in an efficient manner. The Supdt.Gr.I is also responsible for the work of such dealing assistants as are placed directly under him and in this respect his duties are the same as defined for the head of section in the Engineer-in-Chief office. As overall incharge of the office he has to perform certain additional duties, which are listed below.

- (1) To ensure that every member of the office establishment marks his attendance in the attendance register. The register will be put up to the Circle Supdt.daily and he will initial the same.
- (2) To open the dak promptly on its receipt and distribute it to the various sections for disposal. The E-in-C's / Chief Engineer dak should be submitted to the Superintending Engineer for perusal and "fresh receipt" except when the SE is on tour.
- (3) To ensure the preparation of salary and T.A. bills of the circle establishment and be responsible for the safe custody and disbursement of all cash, and to maintain imp rest account and be responsible for the imp rest.
- (4) To keep a check on the receipt and consumption of service labels and to check and sign in token of verification the stamp register not less than once a month.
- (5) To be responsible for the receipt and issue of stationery, to sign all invoices, forms and stationery etc. received.
- (6) To be responsible for the furniture in the office and maintenance of its accurate lists, also for the general tidiness of the building and its surroundings.
- (7) To ensure the proper maintenance of service books and recommendation rolls of the circle office establishment.
- (8) In addition to signing unimportant of routine letters the Circle Superintendent should sign, during the absence of Superintending Engineer from headquarters the fair copies of drafts of important letters, which have been approved by the Superintending Engineer, such drafts being signed as "attested" and not "by order". The Superintendent is also responsible for promptly acknowledging receipt of letters of documents requiring acknowledgement independent of any action, which may be necessary on them.
Note: - All the dealing with appointments, promotions, transfers, terminations of services, dismissal
- (9) To see that all registers required to be maintained in the circle office are kept up to date.
- (10) To dispose of nil periodical returns and to submit routine returns to the Engineer-in-Chief/ Chief Engineer and to the Accountant General Himachal Pradesh.
- (11) To accept invoices from the jail, telephone and press department and to issue requisitions for the jail supplies, forms etc.
- (12) To distribute correction slips etc. issued in connection with the various codes, manuals, books of references etc. to subordinate offices and to see that the circle office copies are kept up to date.
- (13) To go through more important cases of the Senior Assistant before submitting the same to the Superintending Engineer and to particular check all record of service in Establishment cases before placing them before the Superintending Engineer for decision.
- (14) To finally deal with the cases of routine nature as listed below: -
 - (a) Monthly statement of authorized changes in establishment.

- (b) Arrival and departure reports of any Establishment transferred under the Superintending Engineer's orders.
- (c) To issue reminders and to dispose off reminders received.
- (d) Register of sanctions for temporary registration,
- (e) Monthly returns of grant and expenditure on central civil works.
- (f) Addenda and Corrigenda to the register of building lists of returns etc.
- (g) In sum circle offices Superintendent Grade II two numbers has been provided to deal with budget and related matters, correspondence of works, estimates, tenders etc. respectively. The correspondence relating to budget and allied matters will be dealt through Superintendent Gr.I and then to Superintending Engineer. The correspondence relating to works are always routed through Executive Engineer Design to Superintending Engineer.

Superintendent Gr.II: - The Divisional Supdt.Gr.II is head of correspondence branch of a Divisional office and is responsible to maintain discipline and to mark the attendance of that branch. He is responsible for the efficient performance by the correspondence branch of duties assigned to it as per list given in the paragraph. In addition he has to perform the following duties.

- (1) In the absence of Divisional Officer on tour/ leave to open all dak promptly on receipt and to cause all letters received and issued to be passed on to the Divisional Accountant to be seen initialed by him. He will dispose off the urgent cases in the absence of the Divisional Officer and put up the diary chalan of letters received and dispose off on the latter's return.
- (2) To write the cash book and the responsible for the handling of all cash in the Divisional officer and to keep in his custody the key of one of the locks of the cash chest.
- (3) To issue receipts for money received on behalf of Govt. and to keep the receipt book in personal custody.
- (4) To keep in his custody tenders and to issue them to applicants when required after making the necessary entries in the tenders forms.
- (5) To personally deal with all confidential work in the Divisional office and to keep such confidential record with him as is entrusted by the Divisional officer.
- (6) He is responsible to see that official documents are not removed from the office by any of the staff except under the orders of Divisional officer and that office files are not carried home by the clerks except with the previous permission of Supdt.Gr.II.
- (7) To get the notice inviting tenders and contract agreements prepared and to scrutinized the same personally.
- (8) To examine each measurement book on receipt and to see that each page is correctly numbered and the check certificate recorded on inside of the cover. On

return of any measurement book of the Divisional office at the time of annually scrutiny by the Divisional Accountant to see if the measurement book stands in the name of the person to whom it was originally issued and to go in to any discrepancy. In case of measurement books, which are more than three years old to take, steps for getting the same back for record.

- (9) To deal with the reservation of rest houses and correspondence connected therewith.
- (10) To complete the register of contractors and to promptly make entries in the part II thereof on receipt of attachment or prohibitory orders against the contractors.
- (11) To be responsible for the safe custody of stationary and forms and for checking receipts and issues of stationary and for proper custody of library books in the Divisional office.
- (12) To be responsible for the overall cleanliness of the building and its environments.
- (13) To see that no undue delay takes place in the preparation and completion of pension paper of individual whose date of retirement has been fixed.

Senior Assistant: -Senior Assistant in Engineer-in-Chief's office/ Chief Engineer's office, Circle Office and Divisional Office come under the category of dealing Assistants. They are normally engaged on casework and they work under the order of head of branch to which they are responsible for the work entrusted to them. Each dealing Assistant in a section is allotted certain number of headings. He notes and drafts on cases relating to these headings and submit the cases through the head of his section.

Junior Assistant /Clerk: -The Junior Assistant/ Clerks are entrusted with the work of routine and mechanical nature such as maintenance of diary, file register, indexing and recording of files, preparation of arrear statements, supervision of correction to reference books, proof correction, typing, comparing and dispatch. The distribution is however not rigid and head have the office or Head of the section may assign any duties to the Junior Assistant/ Clerk in the public interest. However it is the duty of the head of the office and head of the section to see that the distribution of work is even and judicious and that one Clerk is not overloaded with work as against other Junior Assistant/ clerks having comparatively lighter work. Efforts should be made to keep on rotating the Clerical establishment on various seats so that every clerk gets an experience of all the seats in the office and gets proper training to be useful in a supervisory posts in later life.

Divisional Accountant: -The Divisional Accountant is the head of the Accounts section of the Divisional office and is responsible to the Divisional Officer for the work of his section which includes correspondence concerning accounts etc. He should daily see and initial the letters received and issued by the Divisional office. He should control and allot work to his Assistants and exercise a check over their work.

1. The functions of the Divisional Accountant are:-

- (i) The Accountant i.e. as the compiler of the Accounts of the Division in accordance with prescribed rules and form the date furnished to him.
- (ii) As primary i.e. as the representative of the Audit Department, charged with the responsibility of applying certain preliminary checks to the initial accounts, vouchers etc.
- (iii) As financial assistant i.e. as the general assistant and advisor to the Divisional officer in all matters relating to the accounts and budget estimates or to the operations of financial rules generally.

1. In the discharge of the duties enumerated under (I) supra he is to keep himself fully conversant with all sanctions and orders, passing through the office and his subordinates which may affect that estimates or accounts of actual or anticipated receipts and charges. He should advise the Divisional officer on the financial effect of all proposals for expenditure and keep a watch as far as possible over all the liabilities against the grants of the Division as they are incurred.

1. It is the duty of the Divisional officer to ensure that the Divisional Accountant is given the fullest opportunity of becoming conversant with these sanctions orders and proceedings. To enable him to discharge his duties efficiently the Divisional Accountant is treated as the Senior Member of the Divisional office though his position is analogous to Assistant Engineer vide Para 1.68 of Himachal Pradesh PWD Code (see rule 2.16 of HPFR vol-III).

1. The Divisional Accountant should see that the rules and orders in force are observed in respect of all the transactions of the Division, which come within his sphere of duties. If he considers that any transaction or orders affecting receipts or expenditure is such as would be challenged by the Accountant General, it is his duty to bring the fact to the notice of the Divisional officer with a statement of his reasons, and to obtain the orders of that officer. It will then be his duty to comply with the order of the Divisional office but if he has been over ruled and is not satisfied with the decision he should at the same time make a brief note of the case in the register of Divisional Accountant's audit objections form and lay the register before the Divisional Officer so that the latter may have an opportunity either of accepting DA's advice on reconsideration and ordering action accordingly or of recording for the information of the AG, his reasons for disregarding that advice. An objection entered in this register should not be considered finally disposed off until it has been reviewed by Accountant General for whose inspection the register should be available at all times.

Note: -if no audit inspection takes place in a year and entries have been made in the register during the period since the last inspection, the register or if the entries are few an extract there from should be submitted to the Accountant General in the month of April for review.

2. The Divisional Accountant should bring to the Divisional Officer's notice all instances in which subordinate officers exceed the financial limitations on their powers placed by the Divisional Officer or higher authority.
3. He is to see that expenditure, which is within the competence of the Divisional Officer to sanction or regularize, is not incurred as a matter of course under the orders of subordinate disbursing officer without his knowledge. All such items of expenditure should at once be brought to the notice of the Divisional officer and his orders obtained and placed on record.
4. The DA will also be responsible for preparation of paras, draft Para as well as CAG report and timely submission of these reports to Government as well as to quarter concerned. He is also responsible for the settlement of paras. He will work under the control of Executive Engineer. He is fully responsible for any financial lapse. He is also responsible for the timely submission of monthly account in AG office and also fully responsible for the preparation of this account.
5. The Divisional Accountant is responsible that every order or sanction affecting expenditure to be accounted for in the monthly account is noted at once in a suitable register for other account preferably one wherein the expenditure incurred against it can be watched readily. General sanction to estimates and appropriations for works should be noted in the Register of works. Sanctions to fixed charges of a recurring character e.g. those relating to the entertainment of work-charged establishment should be entered in the Register of sanctions to fixed charges. For sanctions to special payments dubitable to the accounts of works and other miscellaneous sanctions Register of miscellaneous sanction will be found suitable.
6. He is responsible for preparing and maintaining Capital accounts of buildings and carryout a periodical review of the standard rent as well as the allowances fixed for maintenance and repairs where necessary in accordance with prescribed rules and procedure Rules H.P.F.R Vol.III
7. He is responsible to lay before the Divisional Officer for review monthly the several registers, books and account.

Senior Assistant: - Senior Assistant Working in HP-DWD supervises work of sub-Divn level to E-In-C office level. The term "Assistant" includes "Senior Assistants" senior Assistants (Accounts) and "junior Assistants" who deal with receipts and submit cases to the section officers or Superintendents. The Assistants are required to compile data, statistic or information and deal matters so as to present complete cases with all relevant data, and information with past precedents and viable/feasible solutions to facilities to arrive at a definite decision. The Assistants are thus basic to the administrative machinery. In sub-Divn level he/she submit the every cases directly to Assistant Engineer and in Divn level /Circle level/Chief Engineer level/ Engineer-in-Chief office level he submit his every paper through Supdt.Grđ-IIorGrđ-I.

A senior Assistant cannot dispose off any matter at their own level and all

communication to be sent out are to issue under the sig. of branch officer/ Middle level officer after scrutinizing the papers

Private Secretary/Personal Assistant: - The general function of all above functionary is to aid and assist the officers in the day to day disposal of work and carryout such duties as are official assigned to them. The personal staffs have to handle files/records of confidential or secret nature and as such they have to retain the faith reposed in them by maintaining secrecy. The confidential reports, in majority of cases, are processed and retained in the custody of the personal staff and they have to properly maintain them. They are also suppose to be fully equipped with knowledge of both Hindi and English shorthand and type-writing to assist the authorities in quick decision making through dictation and typing. In addition to this they are attached to attend to any appropriate official work. The main duties, functions and responsibilities of the personal staff are, in brief, as under: -

- 2.** Receipt and dispatch of important dak.
- 3.** Preparation of notes and draft.
- 4.** Receipt Dictation/ type work.
- 5.** Attendance of telephones
- 6.** Maintenance of engagement diary.
- 7.** Maintenance of register of Assembly Sessions & all other related legislative matters i.e. collection and hading over of all type of A.Q. etc.
- 8.** Control over vehicle /Driver's attached to officers.
- 9.** Arrangements for tour/payment etc.
- 10.** Maintenance of data/information/statistics.
- 11.** Maintenance of record of confidential nature including ACR's etc.

The above duties and functions are also applicable to Sr.Scale Stenographers, Jr. Scale Stenographers & Steno typists.

Stenographer and Steno typist: - The Stenographer and Steno typists are required to take dictation from the officers with whom they are attached. They are also required to keep general assistance to their officer while on tour and also in items like preparation of TA bills etc.

Care Taker: -He is a class-III employee and his main duties are:-

- 1.** To distribute work amongst the Frashes, Malis, Sweepers and Chowkidars with the approval of the officer-in-charge and ensure proper performance of duties by such staff.
- 2.** To supervise the daily work of these class-IV employees, mark their attendance and keep a record of their casual leave etc.
- 3.** To ensure that there is no trespassing, encroachment or unauthorized work within the precincts of the office compound and to ensure that annual and casual repairs of the building are properly carries out.

4. To look after the security of the buildings and Govt. property including the fire-fighting arrangement and all precautionary measures relating to the incidence of fire or damage to the Govt. property;
5. To ensure cleanliness of halls, rooms, corridors, verandahs, staircases and doors/windows and arrange regular cleaning of toilets, bath rooms.

Gate Keeper:- He is a class –III employees and his duties and responsibilities are:-

1. To check entry if individuals in to the office premises at the gate and allow entrance of Ministers/officers, regular members of the staff (on the base of identity cards if issued) and other visitors on the basis of gate-pass issued by the Reception;
2. To ensure the no unauthorized person is allowed to enter in the office on holidays and before and after office hours;
3. To check belonging of officials/visitors at the entry point and not allow passage of any unauthorized material into the office premises;
4. To check the belongings/material of officials/visitors at the time of their exit from the building for ensuring that no official record, store or stock-article or stationery is taken out of the building except on specific written directions of the section officer/Supdt of the controlling administrative branch.

Gestetner Operator/Photostat machine operator:-

1. To operate the Gestetner/Photostat Machine and make out desired number of copies;
2. To procure paper, ink, toner.etc for ensuring proper operation of machines;
3. To maintain proper account in a register with requisition slips for paper used and consumption of ink/toner etc. and
4. To arrange timely repair of machines.

Daftri: -

1. To mend, trim, stitch, bind etc. old records, files etc. in Record Room and in the sections;
2. To paste correction slips in the official reference books of various officers and those of the branches/sections,
3. To affix service postage stamps on envelopes, maintain their account, prepare envelopes/packets and parcels, dispatch dak and telegrams and help the dispatcher in the circulation of all printed matter etc; and
4. To sort-out and properly keep the record in the record section.

Jamadar: -

1. To attend to the calls of Minister/officer with whom posted.
2. To ensure the cleanliness and the general up-keep of the room and the furniture, fixture and equipment; and
3. To carry and distribute the office files/dak.

Peon:-

1. To carry and deliver dak within and outside the office (maximum weight to be carried outside the office not to exceed 10 K.G);
2. To ensure the cleanliness and general up-keep of the section/office wherein posted and of the furniture, fixture and equipment;
3. To perform miscellaneous and odd jobs for officers. Officials;
4. To attend to any other work that may be assigned; and
5. To attend to officers at H.Q and while on tour.

Frash:-

1. To close and open the rooms daily.
2. To dust and clean the furniture, articles, files, doors, windows etc; and
3. To remove, shift and replace the articles of furniture, fixture and equipment.

Chowkidar: -

1. To keep watch and ward during and after office hours; and
2. To take precautionary measures relating to prevention of fire and damage to Govt. property.

Mali: -

To perform the duties of a Mali such as preparation and maintenance of flower beds and flower pots, for beautifying office compound and corridors, etc.

Sweeper: -

1. To sweep, clean and mop the rooms, corridors, verandahs and compound.
2. To clean the lavatories, urinals, baths, wash basins etc. daily and properly;
3. To light the stove/angithies and to perform the allied work relating to this job
4. To collect and dispose of all waste in the office.

Land Acquisition Wing

The main function of land acquisition wing include inter-alia preparation of cases for acquisition of land for the schemes taken up by the Deptts. The Land acquisition officer functions as commissioner for workman compensation and Magistrate Ist class. He is also responsible for ejection of un authorized occupants on land /buildings belonging to Govt.The powers vested in L.A.O are detailed in Land Acquisitions Act, 1894, Workmen Compensation Act, Road side Land Control Act, and the criminal procedure court. At present there is three land Acquisition officers posted at Kangra, Mandi & Shimla.The entire duties of L.A.O, Tehsildar, Naib-Tehsildar, kanungo & Patwari are covered under above procedure.

Land Acquisition officer; -
Tehsildar; -
Naib Tehsildar: -
Assitt Consolidation Officer: -
Kanungo: -
Patwari:
Chain Man: -
Process Server: -

Forest wing

In Deptt.which can be classified as Developmental or which are concerned with the execution of projects. It is necessary that as per Forest Conservation Act, 1984, the land of Forest Deptt is required to be transferred in the name of Deptt .For the early completion of projects forest land is got transferred from Govt. of India and for the early execution of targetted work the posts of Conservator of Forest and Social Development Officer are created. There duties are as under: -

1. Conservator of forest: -
2. Social Development Officer: -

Quality Control Wing

In the performance of its activities, it is necessary for this Deptt. to determine the prosperities of the material in ingredients in the construction, i.e. of soil,cement,stones,concerte,wood etc.and all other relevant material used for the construction of Building Bridges & Roads. Considerably economy can be affected in the design of Building & Bridges and of their foundation if the materials are tested first. Accordingly material-testing Lab is established in the Deptt. and following officer/officials are working in the Lab.: -

- 1.Senior Research Office.
- 2.Research Officer

3. Assistant Research Officer
4. Research Assistant
5. Technical Assistant
6. Lab Attendant
7. Assistant lab Attendant

Legal Cell Wing

In Engineer-in-Chief office as well as Zonal office one each Dy. Distt. Attorney is working. The duties and function of these Dy. Distt. Attorney are to attend the every court of Law in connection with court matters relating to the department and to prepare the reply of court cases and filing of reply etc. in the Hon'ble Courts. For their assistance a few staff of ministerial cadre i.e. Law Officer, Senior Assistants/ Clerk/Steno are also working in Legal Cell Wing.

So far as the concern of post of industrial and non industrial categories, their duties and functions are defined in CPWD Manual and same are following by Himachal Pradesh Govt. and no separate duties have been notified by the Govt. of Himachal Pradesh uptill now.