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OFFICE OF THE CHIEF ENGINEER, PWD, RAJASTHAN, JAIPUR

No. F-21/CE (SS) /PWD / EE (SI&QC) /09/D- 2407

Dated:- 24.09.2009

OFFICE ORDER

As to enhance quality control activities in the department, the role of the laboratory officers and staff becomes more important and responsible.

Therefore, the directions for the duties and norms of the testing officers and staff of laboratories in department are issued as per enclosure.

These norms will also form the basis of achievements to be indicated in their Annual Performance Appraisal reports by him. This order will supersede all the previous related orders.

This order bears the concurrence of the Govt. vide ID No. Pr.S., PWD /1633 dated 14.09.2009 and will be enforced with immediate effect.

Enclose:- A/A-3 Page


CHIEF ENGINEER (SS),
PWD RAJASTHAN JAIPUR

No. F-21/CE (SS) /PWD / EE (SI&QC) /09/D- 2407

Dated:- 24.09.2009

Copy to following for information and necessary action:

1. P S to Hon'ble PWM, Govt. of Rajasthan, Jaipur w.r.t. PWM's U.O. Note No. 307 (Point no.-I of Part- D) Dt. 15.06.2009 & approval dt 14.09.09
2. P.S. to the Pr. Secretary, PWD, Govt. of Rajasthan, Jaipur
3. P.S. to the Secretary, PWD, Govt. of Rajasthan, Jaipur
4. The C.E. & A.S, CE.(PMGSY)/ (BLDG)/ (NH), PWD, Raj., Jaipur
5. Dy. Secretary, PWD G.O.R., Secretariat, Jaipur
6. The Addl. Chief Engineer PWD Zone -----(All)
7. SE cum TA-I, SE(PMGSY)/BOT/Traffic/Roads/Bldg/NH/SS. PWD CE's office, Jaipur
8. The Superintending Engineer PWD Circle -----(All)
9. The Executive Engineer, PWD, Dn. -----(All)
10. The Executive Engineer, PWD(SI&QC) Dn. -----(All)
11. The Testing officers, Labs. -----(All)
12. The Assistant Testing Officer, PWD, -----(All)
13. The Scientists, PWD, -----(All)
14. The Laboratory Operators, PWD, -----(All)
15. ACP., PWD, CE's Office, Jaipur


CHIEF ENGINEER (SS),

DUTIES AND NORMS FOR TESTING OFFICER IN P.W.D.

1. Testing officer (Incharge Lab.) will be overall in charge of the functioning of the central laboratory and shall respond to concerned Addl. Chief Engineer / Chief Engineer.
2. Testing officer (Incharge Lab.) will monitor the testing work in the laboratory and carryout any other special investigation works assigned to him by the concerned Superintending Engineer/ Addl, Chief Engineer / Chief Engineer P.W.D. Rajasthan.
3. Testing officer (Incharge Lab.) will exercise overall administrative control on his laboratory staff including ATO of his unit, with consultation to the EE(SI&QC).
4. Testing officer (Incharge Lab.) will prepare annual budget for the laboratory and shall submit it to the Chief Engineer by the prescribed date through proper channel.
5. Testing officer (Incharge Lab.) will submit a monthly statement of the tests / special investigation carried out in the central laboratory to the Chief Engineer (SS) by 10th of every month through proper channel.
6. Testing officer (Incharge Lab.) will submit report to Chief Engineer (SS) for the timely repairs of machines / equipments and maintenance of store of chemical / consumable articles and disposal of unserviceable articles and samples etc. through proper channel.
7. Testing officer (Incharge Lab.) will carryout stock keeping and physical verification machines / equipments / articles of the central laboratory once a year independent and will submit report to concerned Chief Engineer (SS) through proper channel.
8. All T.O.'s head quartered at Jaipur will work in close co-operation with EE(SI&QC), Jaipur with reference to quality control work and will help in training work.
9. Testing officer (Incharge Lab.) will personally check at least 25% of the total tests which are being carried out in Lab and shall initial the observation as token of his checking.
10. All T.O.'s will conduct Geological Investigations assigned to them by the Field officers i.e. ACE / SE.
11. Testing officer (Incharge Lab.) will fulfill his monthly inspection norms with QC team (i.e. at least 4 days independent inspection in a month)

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DUTIES AND NORMS FOR ASSISTANT TESTING OFFICER

1. Assistant Testing officer shall be responsible for efficient running of the laboratory and shall be answerable to the Executive Engineer (SI&QC)/TO. However at the central laboratory the ATO shall be liable for efficient carrying out of tests.
2. He will be responsible for maintenance, discipline, cleanliness and will carry out related general administration for the laboratory staff in assistance to EE(SI&QC)Dn./T.O. Labs.
3. He will be responsible for maintenance of laboratory. He will ensure that proper account of all the laboratory equipments, tools and plants is correctly kept and maintained as per rules.
4. He will carryout stock taking and physical verification of the laboratory equipments twice a year and will submit report to the concerned Addl. Chief Engineer through proper channel under intimation to H.O.
5. He will forward and sign all the observation test result sheets.
6. He will keep and maintain a register of tests carried out in the laboratory and will submit the progress report to concerned Addl. Chief Engineer through proper channel.
7. He will frame weekly testing programme and distribute the different tests to different Scientists / Lab operators every day.
8. He will distribute the labour of the lab. to the different scientists as per equipment but will ensure that the scientists carry out every part of the test with their own hands and the testing works does not suffer for want of non availability of labour.
9. He will prepare half yearly requirements of consumable articles and chemicals for the use of laboratory and shall submit it for procurement. He shall also maintain the account of such articles and shall submit the monthly returns to the concerned Addl. Chief Engineer through proper channel under intimation to H.O.
10. He will keep and maintain the testing records in his custody and shall put up every month to the EE(SI&QC)/ concerned SE (who ever the administrative controlling power delegated)
11. Any other duties as may be assigned by EE (SI&QC) / T.O. as the case may be.
12. He will fulfill his monthly inspection norms with QC team (i.e. at least 4 days independent inspection in a month).

DUTIES AND NORMS FOR LABORATORY OPERATORS.

1. He will be responsible for maintenance and upkeep of laboratory machines and equipment as directed by ATO/TO/ EE(SI&QC)/ concerned SE (who ever the administrative controlling power delegated)
2. He will carry out tests as prescribed by ATO/TO/ EE(SI&QC)/ concerned SE (who ever the administrative controlling power delegated) efficiently and accurately.
3. He will maintain the records of tests carried out by him including the observation sheets signed and will submit weekly progress reports of the tests carried out by him to the ATO/TO/ EE(SI&QC)/ concerned SE (who ever the administrative controlling power delegated)
4. He will assist the scientists in carrying out such tests in which the operator is asked to associate.
5. He will carryout any other such duties as assigned to him by superiors.
6. He will fulfill his monthly inspection norms with QC team (i.e. at least 4 days inspection in a month)

DUTIES AND NORMS FOR SCIENTISTS.

1. He will be responsible for the correctness of the tests assigned to him.
2. He will perform all the steps of the tests personally.
3. He will record the observations in the prescribed observation sheets duly signed and will keep a complete record of the tests in the prescribed manner.
4. He will submit weekly progress reports of the tests indicating number of the tests allotted to him and number of tests performed during the week.
5. He will be responsible for correct handling, operation, maintenance and upkeep of laboratory machines / equipment and apparatus used by him for testing purposes. In case of any equipment found out of order, he will inform in writing to ATO/TO/ EE(SI&QC)/ concerned SE (who ever the administrative controlling power delegated)
6. He will perform any other such assigned jobs/duties as entrusted to him by superiors.
7. He will fulfill his monthly inspection norms with QC team (i.e. at least 4 days inspection in a month)