

CHAPTER – 2

ORGANISATION AND DUTIES

2.1 Chief Engineer –cum - Addl. Secretary to the Government.

- 2.1.1 The Chief Engineer-cum-Addl. Secretary is Class-I Head of the Department responsible to the Government for the efficient administration and working of the department and he is Chief Professional and Principal Advisor to the Government in all matters like Gen. Adm. establishment, Building Work, Audit, Legal, Assembly, Maintenance of State Roads, up- gradation of Rural Roads & Coordination among Chief Engineers. He has full technical and supervisory control over the Chief Architect, Additional Chief Engineers, Superintending Engineers, Executive Engineers, Chief Accounts Officer, Horticulturist and all other officers working in the Department. He also functions as Additional Secretary to the Govt. in respect of works.
- 2.1.2 The Chief Engineer-cum-Addl. Secretary will exercise a concurrent control, with the Accountant General over the duties of the officers of the Department in maintaining accounts and will give legitimate support to the Accountant General in enforcing strict compliance with the rules concerning the disbursement of money, the custody of stores and submission of accounts. He has a claim on the Accountant General for assistance and advice in matters relating to accounts and finance. He is also bound to arrange that the Accountant General is kept fully cognizant of all proceedings and proposals to enable the latter to fulfill his functions.
- 2.1.3 He will prepare annually the portion of the budget estimates relating to the works under his control. It will be his duty to administer the grant, and with this object to keep a close watch over the progress of the expenditure against it, with a view to see that no excess is permitted to occur, and that, if additional appropriation is required, application for the same is made. The general supervision and control of the assessment of revenue arising out of the different departmental operations will also rest with him.
- 2.1.4 He will see that the grant of the year is fully expended, in so far as is consistent with general economy and the prevention of large expenditure in the closing months of the year for the sole purpose of avoiding lapses, and be responsible for ensuring that any money which is not likely to be needed during the year

is promptly surrendered, so as to allow its appropriation for other purposes by the proper authority.

- 2.1.5 The Chief Engineer-cum-Addl. Secretary will enjoy powers delegated to Class- I Head of the Departments by the Government under Rajasthan Service Rules, General Financial and Accounts Rules, Classification, Control and Appeal Rules, Public Works Financial and Accounts Rules and under any other rules. He will also have the powers delegated to him as per Appx. XIII of Public Works Financial & Accounts Rules and Schedule of Powers approved by the Government enclosed at Appendix – 1.
- 2.1.6 The Chief Engineer-cum-Addl. Secretary will inspect the zone/circle and Divisional offices in a year and point out to these officers the results of his inspection in prescribed pro forma in chapter "Inspection". He may also authorise the Addl. Chief Engineer to carry out inspections of whole or part of such offices on his behalf.
- 2.2 Chief Engineer (Road):-** The Chief Engineer (Road) is fully responsible for construction and maintenance of state roads financed through State Plan / Financial Institutions, Famine Relief Works, B.O.T. Works and other road works assigned by Govt. of Rajasthan.
- 2.3 Chief Engineer (NH):-** The Chief Engineer (NH) is responsible for NH Works, Centrally Sponsored Schemes and Externally Aided Projects and other road works assigned by Govt. of Rajasthan.
- 2.4 Chief Engineer (PMGSY):-** The Chief Engineer (PMGSY) is responsible for PMGSY Works, Centrally Sponsored Schemes assigned by Govt. of Rajasthan.
- 2.5 Chief Engineer (BUILDING):-** The Chief Engineer (BUILDING) is responsible for all Building Works assigned by Govt. of Rajasthan.
- 2.6 Chief Engineer (Electrical):-** The Chief Engineer (Electrical) is responsible for all the electric works assigned by Govt. of Rajasthan.
- 2.7 Chief Engineer (Q.C.):-** The Chief Engineer (Q.C.) is responsible for quality control Works of Building & Roads assigned by Govt. of Rajasthan.
- 2.8 Additional Chief Engineer (Head Quarter):-** The Additional Chief Engineer (H.Q.) posted in C.E. office will look after the works of S.E. (S&S), S.E. (S&I & Q.C.) and S.E. (Traffic). He will be responsible for design and estimation of large projects. He will gather data from field and based on these work upon standardization &

specifications. He will monitor the progress of works particularly in respect of quality management. He will report to the C.E. cum Addl. Sec. to the Govt.

2.9 Additional Chief Engineer (B.O.T.):- The ACE (B.O.T.) is responsible for B.O.T. based Road Works and proposals assigned by Govt. of Rajasthan.

2.10 Additional Chief Engineer (W.B.):- The ACE (W.B.) is responsible for World Bank aided projects under P.M.G.S.Y..

2.11 Additional Chief Engineer Roads (Joint Secretary):- He will monitor various scheme operative in a given year and gives direction related to sanction/execution/completion of scheme.

Architect Wing

2.12 Chief Architect - Chief Architect is in-charge & Head of Architecture wing, is responsible for effective administration and professional works assigned by the Government of Rajasthan. Chief Architect will approve the drawing as per the Govt. Order No. F.3 (6) PW94 dated 12.11.1999. He is Chief Professional advisor to Govt. of Rajasthan on matters of Architecture and would be responsible for maintaining and keeping heritage value in the State of Rajasthan.

The Chief Architect is assist by officers like senior architect, deputy architect, assistant architect and other supporting staff

(a) Senior Architect:-

- (i) Senior Architect will inspect the works executed in different parts of the State of Rajasthan to ensure the conformity with the approved Architectural designs and specifications.
- (ii) Senior Architect will co-ordinate between the Architect, Engineer (Civil) and Engineer (Electrical) to ensure the quality of the works.
- (iii) Senior Architect will approve the drawing as per the Govt. Order no. F.3 (6) PW94 dated 12.11.1999.
- (iv) Senior Architect will monitor the progress of the building drawings.
- (v) Senior Architect will issue the Completion Certificate according to the prescribed Performa, after completion of the building.

(b) Deputy Architect:-

- (vi) Deputy Architect will inspect the site as and when required to ensure the conformity with the approved Architectural designs and specifications and send his report to authorities

concerned for compliances.

- (vii) Deputy Architect will prepare the conceptual design and get it approved by the appropriate authorities.
- (viii) Deputy Architect will approve the drawing as per the Govt. Order No. F.3(6) PW94 dated 12.11.1999.
- (ix) Deputy Architect will also supervise the drawing work.
- (x) Deputy Architect will inspect the building after completion and submit the report to Senior Architect for issuing the Completion Certificate.

(c) Assistant Architect:-

- (xi) Assistant Architect will inspect the site to incorporate the construction problems on the site and see that the drawing is strictly followed by the executing team of the department.
- (xii) Assistant Architect will approve the drawing as per the Govt. Order No. F.3 (6)PW94 dated 12.11.1999.
- (xiii) Assistant Architect will get the working drawings and detail drawing prepared.
- (xiv) Assistant Architect will supervise the drafting staff and get the drawing prepared in time.

2.13 Financial Advisor/Chief Accounts Officer, Senior Accounts Officer / Accounts Officer at Headquarters, Chief Accounts Officer at Zonal Level

(As per memorandum of Govt. of Rajasthan Finance Department (G.F. & A.R. Division) No. F1(4)FD / GF & AR / 2006 Dated 04.02.2019:-

2.13.1 Role, Functions, Responsibilities and Powers of Accounts and Finance Personnel.

1. In a welfare state, government spends huge amount for the overall development of all the sections of the society. Economic and financial activities of the state should be in coherence with the ultimate objective of public good. The role of Finance & Accounts Officers emanates from the idea that public money should be spent with appropriate financial prudence.
2. The Accounts Officers are posted in the departments for attaining a reasonable high standard of financial administration. Their role runs across the administrative branches to ensure strong financial discipline. In the ever-improving realm of public financial management, a finance officer needs to play leadership role also to

- effectively oversee the financial system of a department/undertaking/autonomous body.
3. The State Government has been delineating the role and responsibilities of Accounts Officers from time to time. In the past, following memoranda have been issued on this subject:
 - (i) No.F.5(40)FD(F&A-I)/76 dated 07.01.1977
 - (ii) No.F.5(40)FD(F&AI)/76 dated 24.11.1977
 - (iii) No.F.5(40)FD(RRA&A)/76 dated 05.10.1984 Cir. No. 50/84
 - (iv) No.F.5(40)FD(RRA&A)/76 dated 05.10.1984 Cir. No.52/84
 - (v) No.F. 1 (4)FD(GF&AR)/93 dated 12.8.1994
 4. The Finance department expects from each finance officer to strive for high professional competence by developing analytical approach, strong attention to details, learning new skill sets, good communication and problem solving skills, practical understanding of rules & guidelines with fair IT knowledge.
 5. While the Finance Department is taking appropriate steps separately to improve the level of professional competence among accounts and finance personnel, the role envisaged for and the functions and responsibilities cast upon them are being clearly delineated and reiterated in ensuing paras.
 6. In order to ensure financial propriety and proper accounts keeping, the position of the senior most accounts person i.e. FA/CAO shall be analogous to that of senior most member of the Department/Undertaking/organisation next to the Principal Head of Department, irrespective of the pay drawn by him. He shall directly report to the Principal Head of the Department and shall be completely independent in discharge of his functions. These officers shall function as :
 1. Representative of the Finance Department
 2. Financial Advisor
 3. Chief Controller of Budget
 4. Chief Accounting Authority
 5. Chief Internal Auditor

2.13.2 REPRESENTATIVE OF THE FINANCE DEPARTMENT

- (A)** As representative of the Finance Department, he will be responsible for ensuring financial discipline and effective financial management and constantly identify areas of improvements, conservation, and proper utilization of resources, arresting wasteful expenditure and laying down of proper systems. While on the one hand he has to plug leakage of revenues and bring about economy in working of Department, on the other hand he shall identify sources of additional revenue generation working in tandem with departmental officers. He shall ensure strict compliance with the rules/notifications/circulars /orders issued by the Finance Department and the Government from time to time.
- (B)** His opinion shall be incorporated in all proposals emanating from the Head of the Department to the Government bearing financial implications.
- (C)** The Head of Accounts wing of a department shall report to the Finance Department once a quarter through a D.O. letter to the Additional Chief Secretary/Principal Secretary, Finance regarding overall financial administration of the department and improvements brought about by him during the quarter. Matters of serious financial irregularities and lapses requiring immediate attention of the Government shall be reported to Finance Department. Efforts made towards additional resource mobilization and bringing about savings and economy in the expenditure of the Department shall also be highlighted in this letter .This D.O. letter shall reach FD within 15 days after the quarter ends. Suggestive contents of this letter are annexed to this Memorandum.

2.13.3 FINANCIAL ADVISOR

- (A)** It shall be incumbent upon the Head of Department / organisation to consult the senior most Accounts Officer in the Department regarding:
 - (i) All financial matters;
 - (ii) All budgetary matters;
 - (iii) All procurement matters and auction cases;
 - (iv) Important service matters;
 - (v) All pensionery matters;
 - (vi) Formulation of Schemes/Projects from the very beginning;
 - (vii) Creation, upgradation and abolition of posts;

- (viii) Enforcement of economy measures;
 - (ix) Internal controls;
 - (x) Negotiations in the case of Externally Aided Projects;
 - (xi) Entering into an agreement/contract/MOU;
 - (xii) Evolving appropriate monitoring systems and
 - (xiii) Matters being referred to the Finance Department
- (B) It will be the special responsibility of the senior most Accounts personnel to identify the areas of economy in the Department. He shall take steps to prevent misutilisation of funds, wasteful and infructuous expenditure, over staffing, delay in rendition of accounts of advance, carrying out adjustments and to have an overall monitoring in proper application of financial and accounting procedures. He shall ensure that funds are utilised in accordance with appropriate sanctions and objectives, and that complete budgetary control over central assistance, state fund expenditure is maintained. He shall also identify the requirement of institutional finance and make arrangements for the same as and when required by the Department/Organisation.
- (C) During the course of his functioning, any defect in procedure which he has been able to detect or has been reported to him, should be brought to the notice of the Principal Head of Department first with suggested remedial measures and to Finance Department, if required.

2.13.4 CHIEF CONTROLLER OF BUDGET

As Head of the Finance & Accounts wing, he shall be over all in charge of the Budget section in the Department. He shall discharge duties and responsibilities with regard to budgetary matters as under:

- (A) To assist the Head of Department in matters connected with:
- (i) Scrutiny and compilation of budget estimates/revised estimates of receipts and payments (Central Assistance, State Fund, externally aided projects and C.S.S.);

- (ii) Allotment of funds (Central Assistance, State Fund and other fund, if any);
- (iii) Finalisation of Budget Estimates by BFC;
- (iv) Re- appropriation;
- (v) Re-distribution;
- (vi) Control of expenditure;
- (vii) Monitoring revenue receipts of the department and identifying additional sources of revenue;
- (viii) Scrutiny of proposals for new service/new item of expenditure;
- (ix) Scrutiny of proposals for supplementary estimates;
- (x) To ensure that no Government money is kept out of the Consolidated Fund of the State and expenditure is incurred only by withdrawing funds from the Consolidated Fund through budgetary process and
- (xi) To ensure that no money is kept by the department/undertaking in any fund/account without the approval/knowledge of the Finance Department.
- (B) To ensure that the departmental expenditure does not exceed the authorized grant.
- (C) To apprise the Head of the Department about excess against the budget provision and shortfall in receipts.
- (D) To submit to the Finance Department, a statement showing the anticipated flow of funds from the Government of India under central assisted schemes & external aided projects, on quarterly basis.
- (E) To prepare performance budget for submission to Legislative Assembly where prescribed.
- (F) To assist in ensuring implementation of instructions of the Government in relation to economy in expenditure.
- (G) To ensure submission of returns/statements to concerned authorities/organizations for timely reimbursement or release of funds under CSS/Extremely aided projects/other schemes and monitor receipt of the funds.
- (H) To assist in preparation of replies to the Appropriation Accounts and Audit Reports.
- (I) To ensure maintenance of proper accounts and following of provisions in respect of aid funds or free material received from the Gol or other agencies.
- (J) To assist the Head of Department in identifying the areas of departmental activities for privatisation and financing of scheme activities from the resources other than budgetary support.

- (K) To ensure that receipt of aid in form of money or kind is properly accounted for in the government accounts.
- (l) He will be mandatorily associated with proposals for negotiating loan with external agencies.

2.13.5 CHIEF ACCOUNTING AUTHORITY

It will be his responsibility to ensure that:

- A. Accounts related records in Head office and subordinate offices are maintained as prescribed in the various Accounts Codes/Rules.
- B. Accounts and records relating to appropriation, timely preparation of financial statements, Pro forma accounts, Profit and Loss Accounts as prescribed are rendered to State Government /Government of India/Accountant General.
- C. Cash Books, Store and Stock ledgers are maintained as per prescribed procedure and timely verifications are done.
- D. Recovery and payment of all type of loans, advances, refund of unspent balances, timely adjustment of temporary advances is carried out.
- E. Proper monitoring is exercised for timely preparation of pension cases.
- F. He will be consulted in all pay fixation cases, procurement cases (from the beginning i.e. assessment of demand, deciding terms & conditions of bid, scrutiny etc.). He will monitor cases of theft, fraud, misappropriation and apprise HOD of the progress,.
- G. He will ensure that the material suspense account, cash settlement suspense account and advances are cleared regularly and the payment of purchases made through GEM are made promptly.
- H. He will ensure that the monthly accounts are sent by the Department in time and consolidated figures of receipts and expenditures are intimated to the Director, Treasuries & Accounts in time.

2.13.6 CHIEF INTERNAL AUDITOR

As Chief Internal Auditor of the Department, he shall arrange regular and surprise inspections of subordinate offices through internal check parties. He will also carry out such inspections himself. Brief of such inspections should be an item of his

quarterly D.O. letter. In case of engineering, works and forest department, divisions and sub-divisions will be inspected from time to time to ensure that facts incorporated in various registers and accounts books are correct and make assessment of proper working of offices and judicious incurring of expenditure. His test checks will include surprise check of collection of revenue, cash balance, store articles, labour payment, imprest cash account etc. He will also ensure that:

- A. Accounts of subordinate offices are regularly checked through internal audit parties as per check list prepared and reports mentioning serious irregularities are brought to the notice of Principal Head of Department.
- B. Draft paras, Audit Reports, matters relating to Public Accounts/Public Undertaking Committees, A.G. & C.A.G. are attended in time.
- C. Pre-audit of bills, wherever such system exists, is carried out effectively.

POWERS :

- D. Transfers of AAO-II and Junior Accountant:

FA/CAO shall be competent to transfer AAO-II/Junior Accountants within the Department at the same station in consultation with Director of Treasuries and Accounts, Rajasthan, Jaipur subject to the observance of the general policy of transfer of accounts personnel and restrictions imposed by the Government from time to time.

- E. Approval of programme of Internal audit parties :

Four programmes of the internal audit parties of the Department will be approved by him and he will ensure that parties are fully utilized in carrying out regular checking of the accounts of the Department and subordinate offices.

Writing of Annual Performance Appraisal Report of CAO/Sr.AO/ AO:

FA/CAO shall be reporting officer with regard to APARs of Sr.AO/AO posted in the Department. If they are posted in subordinate offices the report will be written by Regional Officer where they work and reviewed by FA/CAO. APARs in both the cases will also be reviewed/countersigned by the Head of Department.

- F. Review of APAR of AAO-I / AAO-II / Sr. DAO/DAO/DA/ Junior Accountants:

The Head of office shall write APAR of A AO-I, Divisional

Accountant, AAO-II, Jr. Accountant. The Head of the Finance & Accounts wing shall review these reports as per procedure laid down by Director Treasuries & Accounts and send APAR to the Director of Treasuries and Accounts, Rajasthan along with his remarks, if any.

G. Administrative Control over the staff dealing in accounts :

The Head of the Finance & Accounts will exercise general administrative control over the Accounts establishment and revenue collection staff viz. Assistant Accounts Officers, Divisional Accounts Officers, Sr. DAO/DAO/DA, Junior Accountants, Store Keepers, Ledger Keepers etc. posted in any branch of the Department to secure effective and efficient financial administration in the Department.

H. Distribution of duties :

The Head of the Finance & Accounts wing organization in the Department shall distribute the work and assign the duties to all Accounts personnel in the Department / undertaking, autonomous bodies etc.

I. Powers of FA/CAO/Sr.AO/AO to waive objections or to forgo recovery of irregular expenditure:

The FA/CAO/Sr.AO/AO posted in the Department shall have powers to waive objections or to forgo recovery of irregular expenditure upto the amount and restrictions mentioned in the delegation of financial powers.

J. He may disallow payment detected in internal check/audit of the department as unauthorised and direct the Drawing and Disbursing officer and the concerned Treasury Officer to recover the amount from the government servant and refuse to pay it in future till authorised.

K. As Treasury Officer, he shall discharge duties and responsibilities as per provisions of Rajasthan Treasury Rules and directions issued by FD/DTA from time to time.

Note : The term Accounts Officer includes FA/CAO/Sr.AO/AO and where more than one officers are posted, the above contents and instructions shall be applicable to the senior most accounts officer Only, who alone shall be regarded as Head of the Finance and Accounts wing of the Department and all other accounts personnel shall function under his control

Above mentioned role and functions will supplement the duties and responsibilities mentioned in Appendix-4 of GF&AR Part I and various other circulars issued by the Finance Department from time to time.

- 2.14 Other Technical Staff posted in the Office of the Chief Engineer :-** The Chief Engineer-cum-Addl. Secretary is assisted by a large number of officers at headquarters to assist him in his day to day working like Superintending Engineers, Executive Engineers, Technical Assistants, Assistant Engineers, Accounts Officers, Assistant Accounts Officers, Property Officer, Head Legal Assistant, Establishment Officer, Personnel Officer, Recovery Officer etc. of whom the duties will be assigned by the Chief Engineer.
- 2.15 Technical Assistant I. (T.A.I.) to Chief Engineer:-** The Chief Engineer is assisted by T.A.I. for Estt., general administration etc. who also functions as Deputy Secretary to Government in respect of works.
- 2.16 S.E. (T.A. to Chief Engineer Q.C.):-** C.E. QC is assisted by T.A. for all Quality Control works of Building and Roads assigned by Govt. of Rajasthan.
- 2.17 S.E. (NH):-** The S.E. (NH) is responsible for NH Works, Centrally Sponsored Schemes and Externally Aided Project excluding PMGSY Works, who also functions as Deputy Secretary to Government in respect of (NH) Works.
- 2.18 S.E. (Road):-** The S.E. (Road) is fully responsible for Road Work of State Plan, Famine Relief Work, Up-gradation of Road Work, Under NABARD Works, who also functions as Deputy Secretary to Government in respect of Road Works.
- 2.19 S.E. Building:-** The S.E. Building is fully responsible for Building work under state plan and non plan scheme, deposit and externally added projects.
- 2.20 S.E. (Monitoring):-** S.E. (Monitoring) will work in secretariat and will assist at Govt level in technical matters.
- 2.21 S.E. (Enquiry):-** S.E. (Enquiry) will look after the work pertaining to the enquiry.
- 2.22 S.E. (PMGSY):-** S.E. (PMGSY) will look after the work pertaining to PMGSY.
- 2.23 S.E. (S & S):-** S.E. (S & S) will look after the work pertaining to the PWD Manual standard specifications and BSR Inspections & Disaster Management & Seismic safety works.
- 2.24 S.E. (Traffic):-** S.E. (Traffic) will look after the works pertaining to the design of Bridges, Roads, Buildings and Traffic census.
- 2.25 S.E. (S & I & Q.C.) :-**S.E. (S & I & Q.C.) will look after works of quality control.
- 2.26 S.E. (Planning Monitoring) :-** S.E. (P & M) will in charge of Road

Development & Planning cell.

- 2.27 S.E. (B.O.T.) :-** S.E. BOT will look after all the work under BOT Scheme.
- 2.28 S.E. (I.T. & e-governance) :-** He will look after to measure process in the department creation of I.T. infrastructure training of man power etc. he will monitor sampark portal, e-portal etc.
- 2.29 S.E. (Standard Specification & Contract):-** He will look after the BSR updation i.e. addition of new items, specification etc. updating specification & Contract provision.
- 2.30 Technical Assistant (Electrical) to Chief Engineer :** Technical Assistant to Chief Engineer (Electrical) of Executive Engineer rank officer will be responsible for all technical, financial and legal matter pertaining to electrical wing. He will monitor the Q.C. management through quality control Executive Engineer / Superintending Engineer. He will assist T.A.-I and S.E. (Bldg.) for all electrical matters.
- 2.31 Additional Chief Engineer (Zone Office)**
- (a) The Additional Chief Engineer, will exercise full powers of the Chief Engineer for purpose of execution of works and is directly responsible for works in his respective zone keeping in view the schedule of powers delegated to him. He will assist the Chief Engineers in Technical & Administrative matters.
He has full technical and supervisory control over the Superintending Engineers, Executive Engineers, Architects, C.A.O., Accounts Officers & other officers under his zone.
- (b) The Addl. Chief Engineer shall inspect the various circles and Divisional offices of his zone once a year as detailed in para 2.1.6. above.
- 2.32 T.A to ACE Technical Assistant to Additional Chief Engineer:-** T.A to ACE Technical Assistant to Additional Chief Engineer is of Superintending Engineer rank officer. He will be head of the office. He will be responsible for all technical, financial and legal matters pertain to zone, apart from his day to day duties. He will strive for technical excellence & scrutiny. He will gather datas from the field office as required or updating standard & specification. He will monitor the Q.C. management of the field officer. He will be responsible for all returns to the higher officers in time. C.A.O. will report to T.A. to ACE in zone office.

2.33 Superintending Engineer (Civil)

- 2.33.1** The Administrative Unit of the Department is the Circle which is headed by a Superintending Engineer who is responsible to the Chief Engineer and Additional Chief Engineer for the administration and control of Public Works Department within his Circle.
- 2.33.2** The Superintending Engineer is required to ascertain and report on the efficiency of the officers and staff and satisfy himself from time to time that the staff employed in his Circle and Divisions is actually necessary and is adequate for its management.
- 2.33.3** The Superintending Engineer will inspect the state of the various works within his Circle and satisfy himself that the system of management prevailing is efficient and economical, that different articles in stock are duly verified according to the rules laid down, and that there is no accumulation of stock in any Division beyond its requirements. He is also responsible that no delay is allowed to occur in submission of complete records.
- 2.33.4** He will also inspect the Divisional Offices and Sub-Divisional Offices under him at-least once a year and will submit the inspection report to the Chief Engineer as given in Chapter "Inspections" PWDMF-8 detailing therein the results of his examination of initial accounts, accounts of stock. T & P, manufacture accounts, Register of works and other divisional accounts and papers, mode of preparation of estimates, contract agreements, contract accounts, revenue register and office work. Although the A.G. is required to inspect the initial accounts and subsidiary accounts maintained in divisions, this does not relieve the Superintending Engineer from responsibility for the maintenance of the authorised system of accounts throughout the Circle. The Accountant General and the Superintending Engineer should assist each other in rendering the management of the account of the Department as perfect as possible.
- 2.33.5** He will further see that the authorised system of accounts is maintained throughout his Circle and examine the books of Divisional Officers and their subordinates, and see that matters relating to the primary accounts are attended to personally by the Divisional and Sub-Divisional Officers, and that the

accounts fairly represent the progress of each work. He will examine the register of works so as to keep a vigilant watch over the rates of work, and when he considers it necessary, he may require a Divisional Officer to report to him monthly or at longer intervals, on a works slip in Form No. 39 the total expenditure to date under each sub-head of a work, in contrast with the sanctioned estimate. It will thus be seen that it rest with the Superintending Engineer to investigate excesses over sub-head with a view to decide whether a revised estimate will be required for the work or not. When a revised estimate is required it will also evolve on the Superintending Engineer to see that it is submitted in due time to the sanctioning authority, vide Rule 368 of P.W.F. & A.R.

- 2.33.6** The Superintending Engineer should inspect periodically all important works and offices in his jurisdiction as detailed within (Para 11.1 & 11.2 chapter 11).
- 2.33.7** He is required to make it his duty during his tours to see that measurement books are carefully kept and measurements are properly recorded and there are complete records of the actual measurement of each kind of work done. He should also ensure that orders of the Government regarding measurement are duly observed by the Subordinate Officers.
- 2.33.8** He is authorised to transfer all members of establishment within his circle except Divisional Officers, Sub-Divisional Officers, Office Superintendent, Assistant Accounts Officers, Architectural Assistant and Civil Accountants.
- 2.33.9** The Superintending Engineer is required to ensure that all periodical reports, returns & budget are submitted to the Chief Engineer, Addl. Chief Engineer and Accountant General in time.
- 2.33.10** He should call meetings of contractors, Cooperative Societies etc. once in every 6 months to ascertain that the running and final payments including security deposits to contractors and societies are made regularly and in time.
- 2.33.11** He should keep himself posted with the conditions of roads, culverts, bridges and buildings during rains in respect of such damages.
- 2.33.12** He shall arrange physical Verification of Stores at least once a year through the Stock verifier.

2.33.13 He will have powers delegated to him under P.W.F. & A.R., G.F. & A.R., C.C.A. Rules, Service Rules and Schedule of powers.

2.33.14 He will take due measures to arrange quality control on works, organize work shop & training courses & Seminars for Quality Control training & other aspects on Department working.

2.34 Superintending Engineer (Mechanical) - In addition to various duties assigned above to the Superintending Engineer civil, the Superintending Engineer (Mech.) shall be responsible:-

2.34.1 To meet the demand of Civil Divisions for machineries within his circle & if this is not possible, the matter may be referred to the C.E./Addl. C.E. for transfer from other circles.

2.34.2 To organize training/orientation courses for operators & mechanics, arrange seminars & workshops for Engineer Subordinates & Asstt. Engineer (Mech.)

2.34.3 To rationalize procurement system, utilization of surplus stores, going into running contracts for items not covered by C.S.P.O. & D.G.S. & D, Rate contracts.

2.34.4 To see that the machinery beyond Economical repairs & scrap is auctioned from time to time as per rules.

2.34.5 To see that the machinery is not allowed to remain idle & if need be, surplus m/c of one division will be diverted to other needy Civil Division and Circles.

2.34.6 To inspect works within his Circle and satisfy himself that the system of management prevailing is efficient and economical, that different articles in stock are duly verified according to rules & that there is no accumulation of stock in any division beyond its requirements.

2.34.7 To inspect Divisional/Sub-Divisional offices under him at least once a year and submit report to the Chief Engineer as detailed in para 2.33.4. above.

2.35 Superintending Engineer (Electrical) - In addition to various duties assigned above in para 2.33 to the Superintending Engineer Civil, the Superintending Engineer (Elect) will be responsible for :-

2.35.1 To monitor the budget provisions with Civil / Electrical Divisions in the estimates for construction of buildings.

- 2.35.2** To organise Training/orientation courses for Engineering staff and electricians.
- 2.35.3** To rationalize procurement system, utilization of surplus stores, going into running contracts for items not covered by C.S.P.O. & D.G.S. & D, Rate contracts.
- 2.35.4** To see that the machinery beyond Economical repairs & scrap is auctioned from time to time as per rules.
- 2.35.5** To inspect the work within his circle and satisfy himself that the system of management prevailing is efficient and economical.
- 2.35.6** To inspect divisions, sub divisions offices under him atleast once a year and submit before Chief Engineer as detailed in Para 2.33.4
- 2.35.7** To check quality of material of ongoing work / A.M.C. & when at sites.

2.36 Horticultural Wing -

- 2.36.1** By the enactment of legislation, the Rajasthan Public Park Act, 1956 was framed to provide for the establishment, protection and preservation of public parks in Rajasthan, for the establishment of zoos and maintenance of animals therein, for the preservation of other objectives of scientific interest there and for incidental matters. Later on the zoos and maintenance of animals therein was transferred to the Forest Dept. In August, 1959, rules called 'Rajasthan Public Parks Rules 1959' were framed according to which the public parks as listed by the Government from time to time are to be maintained by the Horticultural Wing of P.W.D.
- 2.36.2** The Horticultural Wing:- The Horticultural wing is headed by Horticulturist. Horticulturist is assisted by five Senior Garden Superintendents, Garden Superintendents.
- 2.36.3** The overall Administrative control is under Chief Engineer cum Addl. Secy. to Government at places other than Jaipur. The Horticulturist will work under Addl. Chief Engineer in charge of the zone. The Horticulturist is responsible for the overall control of Gardens situated in Raj. & maintained by P.W.D.
- 2.36.4** The Horticultural Wing of the Department looks after the following :-
 - a. Public Parks.

- b. Institutional Gardens.
- c. Selected Bungalow Gardens.
- d. Various Nurseries of P.W.D.

2.36.5 The Horticultural Wing also organises Annual Flower Shows at various places in Rajasthan, make arrangements for the decoration of Pandals etc., whenever important Government functions are organised. It has also started taking up the work of landscaping of Govt. Buildings. It also renders any technical advice needed by various Govt. departments for gardens.

2.36.6 The Horticulturist will ensure that the Superintendent Gardens and the Inspector Gardens realise the revenue and deposit the same with the Govt. Treasury, in time.

2.36.7 The Horticulturist and the Superintendent Gardens will exercise the functions and powers delegated to them under G.F. & A.R., R.S.R., C.C.A. Rules and Schedule of Powers of the Department.

2.37 Divisional Officer (Executive Engineer)

2.37.1 Under each administrative unit called circle, there are field establishments known as divisions, incharge of Executive Engineers-Executive Engineer (Civil) for Civil Works, Executive Engineer (Electrical) for Electrical Works and Executive Engineer (Mechanical) for machinery and T & P. The number of divisions in each circle shall normally be three to four divisions and the normal work load of a civil division is given below:-

1. Original Works_____Rs. 8-10 Crore per year.
2. Maintenance Works__Rs. 3-4 Crore per year.

For a division incharge of both original and maintenance works, the total work load will be calculated by the amount for original works plus 2.5 times the amount of maintenance (repairs) works & shall not exceed 8-10 crore.

2.37.2 The Executive Engineer is responsible to the Superintending Engineer for execution and management of all works within his division.

2.37.3 The Executive Engineer can receive orders only from his own departmental superiors, the Secretary to Govt. or other Civil officers duly authorised by the Govt.

2.37.4 He is strictly prohibited from commencing the

construction of any work or incurring any expenditure without the sanction of competent authority also from making or permitting any, except trifling deviations from any sanctioned design and estimate in the course of execution except under specific authority, or any case of emergency when the change should be forthwith reported to the Superintending Engineer.

2.37.5 Immediately on a work being completed it will be the duty of the Executive Engineer to close the accounts and prepare the completion report as prescribed in para 30.24.1.

2.37.6 The Executive Engineer should inspect during the course of construction of important works costing as detailed below:-

- (a) Works Costing above Rs.5,00,000/- Once.
- (b) Works costing Rs. 5,00,000/- to Rs. 30,00,000/- Twice.
- (c) Works costing Rs. 30,00,000/- to Rs. 1,00,00,000/- Thrice.
- (d) Works costing above Rs. 1,00,00,000/- Frequency of inspection shall be more and as warranted by the nature of work.

2.37.7 The Executive Engineer will take necessary steps for obtaining cash for the works under his control, keep his accounts and submit them punctually to the Accountant General under the rules in force and exercise a thorough and efficient control and check over his Sr. DAO/ DAO/ DA. He will also before submitting the monthly accounts review the books, returns and papers from which these are compiled.

2.37.8 The Executive Engineer along with the Sr. DAO/DAO/DA is responsible for the correctness in all respects of the original records of cash and stores, receipts and expenditure and for seeing that complete vouchers are obtained. He is also responsible to see that his accounts are regularly posted from day to day and Sr. DAO/DAO/DA carries out his duties regularly and punctually. The responsibilities of a Sr. DAO/DAO/DA to the Executive Engineer in respect of account is analogous to that of a Sub-Executive Engineer to a Executive Engineer in respect of works. As the Executive Engineer is responsible for a large number of multifarious duties, the Sr. DAO/DAO/DA is more specifically responsible for the checking and correctness of original records of cash, stores, receipts and

expenditure and individual vouchers.

2.37.9 The Executive Engineer is responsible for the detailed assessment of all stock of revenue within his division and will maintain such records and accounts for the purpose as may be prescribed.

2.37.10 The Executive Engineer is held primarily responsible for affording information in case of probability of excess over estimated cost of work and is expected not to allow any delay to occur in reporting to the Superintending Engineer. Immediately on its becoming apparent that due to excess of certain rates or items and variation in design or any other cause, the estimated cost of work is likely to exceed, the Executive Engineer is bound to report the fact forthwith to the Superintending Engineer describing the nature and cost of the probable excess and seeking instructions from him. This report should be made on work-slip Form No. 39 with explaining as so as to enable the Superintending Engineer to pass orders on the case on occurrence or the probability of the occurrence any irregularity in the rate or cost of a sub-head. All important liabilities not brought to the account should also be noted on the works-slip.

Note:- It will not be necessary for the Executive Engineer to submit the work slip in case in which he can finally exceed over estimates under his financial powers.

2.37.11 He will submit a report to the Superintending Engineer in the beginning of each financial year on the condition of the survey and mathematical instruments in his division making good any damage or loss dues to neglect or carelessness from the party concerned.

2.37.12 He should report immediately to the Superintending Engineer any important accident or unusual occurrence connected with his division and state what action he has taken.

2.37.13 The Executive Engineer will exercise powers delegated to him by the Government under Rajasthan Service Rules, G.F. & A.R., P.W.F. & A.R., C.C.A. Rules and schedule of powers of the department and under any other rules & orders of the Government and Department.

2.37.14 The Executive Engineer shall be responsible for timely disposal of inspection reports and paras of audit reports of Accountant General, inspection reports of the Chief

Engineer, Superintending Engineer, and Chief Accounts Officer and matters connected with affair of Public Accounts Committee.

2.37.15 The Executive Engineer will also ensure that timely payments are made to the Contractors and suppliers & there is no undue delay in such disbursements.

2.37.16 The Executive Engineer will also be responsible for achieving the norms for test-checking of measurements and other items as given in para 29.5.4 of Chapter 29.

2.37.17 The Executive Engineer, shall inspect the office of Asstt. Engineers once in a year as detailed in chapter "Inspections" of this manual.

2.38 Sub-Divisional Officers (Assistant Engineers Civil):-
The Division is divided into Sub-Divisions which is headed by Assistant Engineer (Sub-Divisional Officer) who is responsible to the Executive Engineer for the management and execution of works within his Sub-Division. His main functions are summarized below :-

2.38.1 To arrange and supervise the actual execution of all works in the Sub-Division in accordance with sanctioned estimates, budget provision, specifications and drawings.

2.38.2 In case of important works he should invariably check the layout himself and see that they have been correctly given in accordance with sanctioned plans.

2.38.3 He is required to check the foundations of all important bridges and buildings (under construction) and ensure that they are sound and to check the measurements before such works are covered up. He should also check all the under ground work before it is buried.

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

2.38.5 To test check measurements of works recorded by the Sectional Officer as per norms of test checking given in para 29.5. Chapter 29 of this manual.

2.38.6 To carry out pre and post monsoons inspections of all C.D. Works and other timely inspection of all Cross Drainage Works in his charge as detailed in para 28.4 chapter 28 and furnish a report to the Divisional Officer

from time to time.

- 2.38.7** It is the duty of the Assistant Engineer to see that his subordinates thoroughly understand and strictly adhere to the details of the estimates for works on which they are engaged. Detailed instructions should be given on all points regarding which a subordinate has any doubt and he should be encouraged to ask for information on such points.
- 2.38.8** To report immediately to the Divisional Officer any serious accident/occurrence resulting in serious injury to or death of any person or damage to any work or any crop in his charge.
- 2.38.9** To Keep a vigilant control over expenditure and to report progress of work periodically as may be ordered by the Divisional Officer or higher authorities.
- 2.38.10** To personally examine all the Standard Measurement-Book of the Sub-Division once a year.
- 2.38.11** Assistant Engineer will personally check all the stores in his Sub-Division atleast twice a year and T & P articles also. He will also carryout check of all materials at site accounts including road metal twice a year and record his check in the Measurement Book.
- 2.38.12** The Assistant Engineer is responsible for the safe and correctness of Sub-Divisional Stores and other stores in his Sub-Division.
- 2.38.13** The Assistant Engineer will exercise proper control over the working of his section officers.
- 2.38.14** The Assistant Engineer will be responsible for preparation and submission and passing of running and final bills including Security Deposits and other bills of contractors and suppliers duly checked and verified to the Divisional officer in time.
- 2.38.15** The Assistant Engineer will be responsible not to execute any item not provided in the sanctioned estimate and before execution of such item the sanction of the competent authority will be obtained. He will also ensure that no works are executed without technical, administrative, financial sanction and budget provision.
- 2.38.16** The Assistant Engineer will ensure that no encroachment or unauthorised occupations are made on the Govt. property including Government land and buildings.
- 2.38.17** The Assistant Engineer incharge of the Sub-Division has

been declared as head of office for their respective Sub-Divisional Charges. He will maintained full fledge Sub-Divisional Stores including T & P within prescribed limit for Sub-Division.

2.38.18 The Asstt. Engineer in addition to above will be responsible for exercising powers as delegated to him under Rajasthan Service Rules, C.C.A. Rules, G.F. & A.R., P.W.F. & A.R.

2.38.19 He will also exercise proper control in exercising powers delegated to him under schedule of powers enclosed at Appendix 1.

2.38.20 The Sub-Divisional Officer should ensure that no encroachment takes place on public property. The details for dealing and removal of encroachments cases have been given in chapter 14.

2.38.21 The Assistant Engineer will maintain register of land and buildings and properties in charge of his Sub-Division. The Assistant Engineer will also be responsible for submission of monthly progress reports of all works to the Executive Engineer. In addition to monthly progress reports, any other progress reports required by the Divisional Officer and the Senior Officers will also be furnished by the Assistant Engineer from time to time.

2.38.22 The Assistant Engineer will be responsible for submission of various returns as given in Chapter 44. The Assistant Engineer will also furnish completion plans and completion report of all works to the Divisional Officer.

2.38.23 The Assistant Engineer will be responsible for upto date road maps in his Sub-Division together with progress charts & furnish these every year in the month of April to the Divisional Officer. The periodical inspection of G.T.S. Bench will also be conducted and report furnished to the Divisional Officer.

2.38.24 The Assistant Engineer will also be responsible for reporting cases of Flood damages and other damages telegraphically followed by a detailed report to the Divisional Officer and the Superintending Engineer.

Note- In case where there is no Sectional officer/Junior Engineer then Assistant Engineer will perform all the duties of Sectional officer/Junior Engineer.

2.39 Sectional Officer (Junior Engineer Civil):- The Sub Division is divided into Sections which is the smallest working unit in the department which is headed by the Sectional Officer or Engineering Sub-Ordinate (Junior Engineer). He is responsible for the management and execution of works within his section.

The Superintending Engineer is competent to fix the headquarters and jurisdictions of Section Officers in his circle and can also transfer such Section Officers within his circle. The main functions, responsibilities and duties of the Section Officers are given below :-

- 2.39.1** To collect the engineering data required for preparation of correct estimates for works. He shall also prepare site plan and rough drawings on the basis of surveys conducted by him.
- 2.39.2** To carryout detailed survey required for preparation of works.
- 2.39.3** To prepare estimate for all works in his section.
- 2.39.4** To give layout of works.
- 2.39.5** To supervise the actual execution of works in his section through the contractors or by departmental labour and to ensure that all works under his charge are executed according to the specifications, drawings and in conformity with the standards laid down by the department and competent authority. It is the duty of the Section Officer to bring to the notice of the Assistant Engineer and to make a note on the site order book about any work done by a contractor below specifications. He shall also maintain register of progress and instructions on all works and present them to all Inspecting Officers on their visit for recording their orders.
- 2.39.6** He shall remain at site of work throughout the day and shall attend the office of the Assistant Engineer when he is called to do so or when he has any specific work in office.
- 2.39.7** He shall submit progress reports of works monthly to his Assistant Engineer or from time to time as directed by the senior officers. He shall also bring to the notice of his Immediate officer in writing well in time any obstruction or difficulty likely to hamper the progress of the work.
- 2.39.8** To take measurement of works himself and to assist Sub-Divisional Officer and the Divisional Officer in checking of measurements. He shall also get the measurements of works checked by the Assistant Engineer before such works are covered up.
- 2.39.9** To check timely running bills and final bills of all works and submit the same regularly within the prescribed time to the Assistant Engineer. In case contractor does not submit the bill in time, the bill will be prepared by the J.En concerned.

- 2.39.10** He shall prepare abstract of measurements in the measurement book at the time of preparation of bill so that the bill in proper form can be prepared in the office of the Assistant Engineer.
- 2.39.11** To prepare indents in proper form for drawl of materials from stores and arrange verification of issue notes every month to maintain accounts of all stock, MAS Accounts, T&P in his charge their receipts and issues in proper form and to maintain register of material at site. He shall maintain a register of materials, supply to the contractors from the departmental stores or received directly from the suppliers showing receipts and issues and he shall intimate to the Assistant Engineer the recoveries to be made from the contractor for the materials actually issued and consumed by him. He shall also ensure that the surplus materials issued to him are returned by him to the stores or office when not required on the work.
- 2.39.12** To prepare completion plans.
- 2.39.13** To put up measurement books regularly to his sub-divisional officer and also at the time of inspections by the Sub-Divisional Officer and the Divisional Officer for test checking.
- 2.39.14** To keep a vigilant control over the expenditure and ensure that works are executed within the sanctioned cost and budget provision.
- 2.39.15** The Junior Engineer shall be responsible for :-
- (a) Maintenance of accounts, temporary advances and Imprests.
 - (b) Maintenance and timely submission of accounts and stores kept with him.
 - (c) Maintenance and timely submission of material at site accounts.
 - (d) Maintenance and timely submission of T&P accounts.
 - (e) Maintenance of Standard M.B's.
 - (f) Maintenance and submission of account of surplus and dismantled materials.
 - (g) Recording of attendance of Work-charge Establishment and the progress of work done by them and ensure that the prescribed task have been achieved.
 - (h) Maintenance of Register of Inspection of buildings and to

bring to the notice of the Supervisory Officer any difficulty noticed at the time of inspection. If any building is particularly unsafe he should specifically bring it to the notice of higher authorities.

- (i) Submission of reports of all accidents and to ensure that no damage takes place to the Government property in his charge.
- (j) Submission of occupation and vacation reports of buildings in his charge. Special reports of unauthorised occupation of such buildings.
- (k) To keep Government land and property free from encroachments and to bring promptly to the notice of Sub-Divisional Officer in writing when any encroachment, temporary or permanent is threatened or actually takes place.
- (l) Taking delivery of materials, verification of issue notes, receipts of bills etc.
- (m) To check visitors register of all Rest House and Dak-Bungalows in his charge atleast once a month and to receive collection of rent etc. from Chokidars for depositing them in Sub-Divisional Offices.
- (n) To check (count, weigh or measure as the case may be) half yearly all the stores in his charge and to prepare half yearly distribution list of stock and T&P showing the closing balances and to certify distinctly that he has checked the stores, recording the result of such a check.
- (o) To check measure of the road side materials atleast once in 6 months and record his check in the Measurement Book.
- (p) To submit a certified report for all un-serviceable stock and T & P.
- (q) To carryout Annual Inspections of buildings and report the result to S.D.O. for entry in the Register of Building. He shall be answerable for general condition of all buildings, roads and bridges under his charge for bringing to notice structural weaknesses if any.
- (r) To carry out pre and post monsoons inspections and also other timely inspections of all Cross Drainage Works in his section as per instructions given in para 28.30 of this Manual Vol-II. He shall be responsible for maintenance of buildings and land register of all

properties in his section.

- (s) He will maintain Daily Diary giving details of journies and his results of inspections in the diary as per instructions given in Chapter 24.
- (t) He will immediately lodge F.I.R. with police under intimation of A.E. and E.E. about theft of Government property and materials.
- (u) He will report all cases of accidents to his superiors.

2.40 Mechanical Wing of the Department - For the optimum utilisation of machinery and T&P, Mechanical circles have been created in the department and each circle has got Mechanical Divisions and Sub-Divisions under it. The duties of Executive Engineer, Assistant Engineer have been given in para as 2.43 to 2.46 below.

2.41 Duties of the Executive Engineer (Civil) about Field Workshop:-

- (i) Operation of machines i.e. Estt. Control over W/Charge staff.
- (ii) To ensure that the Engineering Subordinate (Mech.) is working properly for maintenance and upkeep of machineries and their record.
- (iii) Arrange very minor repairs, through Engineering Subordinate (Mech.) upto the extent of Rs. 10,000/- other than tyres, tubes, batteries and calibration of fuel pumps and nozzles.
- (iv) Utilisation of machineries in his Division.
- (v) Realisation of Hire charges.

2.42 Executive Engineer (Mechanical):-

- (i) Repairing and overhauling of the machinery loaned to Civil Divisions.
- (ii) From time to time he would inspect the machineries loaned to Civil Divisions to ensure that it is being properly maintained and utilized. He would also ensure that records are properly maintained.
- (iii) Transfer of machinery from one Civil Division to other (in his region) in case it is not needed by the former and there is demand by the latter.
- (iv) In case there is under utilisation of machines or surplus machineries, a report be furnished to S.E. (Mech.) Circle so that he can transfer to other region.

- (v) To keep all the necessary records.
- (vi) All duties regarding Accounts, Stores, working etc. similar to the Executive Engineer (Civil) given in para 2.37 above except for execution of Works.

2.43 Assistant Engineer (Mech.) :-

2.43.1 The Assistant Engineer (Mech.) will be responsible to the Executive Engineer (Mech.) and Executive Engineer (Civil) for various duties covered under the para 2.38 of Assistant Engineer (Civil). The only difference being that the Assistant Engineer (Civil) is responsible for execution of Civil works where as the Assistant Engineer (Mech.) is responsible for the machinery and T&P. The duties of the Assistant Engineer (Civil) regarding cash. stores, material at site account, other financial matters and other general items are same.

2.43.2 The Assistant Engineer (Mech.) shall also be responsible in addition to above duties for the following.

2.44 Duties of Assistant Engineer (Mech.) looking after Field Workshop :-

2.44.1 To conduct frequent tours so as to achieve:-

- (i) Maximum utilisation of machines, in case any machine is surplus under utilisation intimate to E.E. (Mech.).
- (ii) To get the machine repaired in respective Field Workshop for minor repairs, in the guidance and control of Executive Engineer (M) of his region and render account to him and make payment as per rules.
- (iii) To get the repair estimates prepared and sanctioned.
- (iv) To prepare requirement of fast moving items required for the machines in his area and submit it to Executive Engineer (Mech.) quarterly for procurement.

2.44.2 To maintain following records and send various returns:-

- (i) Machine wise expenditure, revenue.
- (ii) Plant data sheets for each machine and sending a copy thereof quarterly to E.E. (M).
- (iii) Other records necessary to submit various returns and information.
- (iv) History Sheets.
- (v) Quarterly performance reports.

- (vi) Quarterly progress reports.
- (vii) Quarterly expenditure reports.

2.45 Duties of Assistant Engineer (Mech.) with Civil Circle:-

- 2.45.1** To ensure preventive maintenance and upkeep of machineries for this they must devote at least half of the time on tour and submit their report to S.E. & E.E. (Mech.) of their regions.
- 2.45.2** To get the maintenance estimates sanctioned.
- 2.45.3** To ensure expenditure incurred in field workshops as justified.
- 2.45.4** To ensure that hire charges bills are prepared timely and realised.
- 2.45.5** To see that all the records are maintained in the field workshops and returns are sent timely.

2.46 Electrical Wing (Executive, Asst. & Jr. Engineer).

- 2.46.1** The Executive Engineer, Electrical, will be responsible to the concerned Superintending Engineer Civil / Electrical for execution of electrical works in his division. The duties and functions of Executive Engineer, Electrical, Assistant Engineer, Elect., and Junior Engineer, Electrical, will be similar to those laid down for their counterparts in Civil and Mechanical Wings of the Department for execution of works, maintenance of stores, schedule of powers, power delegated under P.W.F. & A.R., G.F. & A.R., R.S.R., C.C.A. Rules etc. but they will not be responsible for the affairs not connected with electrical side.
- 2.46.2** The Electrical Staff will be responsible specifically for execution and maintenance of electrical installation works including maintenance of Refrigerators, Sterilizers, Geysers, Incubators and other special heating and cooling appliances like Air-Conditioners and Air Cooling plants; Electric driven pumping sets and lift, Networking of Computer, UPS System, D.G. Sets, fire detection, Fire Hydrant and & printer system installed in Government buildings.

2.47 Executive Engineer (Electrical)

- 2.47.1** The Executive Engineer, electrical, will ensure that:-
 - (i) The lightening conductors on all important buildings under the charge of the department are tested once a

year by the Assistant Engineer (Electrical) and a report is submitted to the S.E. concerned.

- (ii) The lightning conductors on Police Magazines are tested once a year by Assistant Engineer (Electrical) and test certificates are issued to the Superintending Police concerned.
- (iii) The Electric installations in the Jail Buildings & lockups are tested once a year by the Asstt. Engineer (Electric) and the test certificates are issued to the Superintending Jails & Officer incharge.
- (iv) The electrical installations in all Administrative offices are tested once a year and certificates are issued to the office concerned by the Asstt. Engineer (Electrical).
- (v) Every electrical work installed by the State Government is inspected atleast once a year by an officer not below the rank of a Junior Engineer (Electrical).

2.47.2 The Ex. Engineer, Electrical will be responsible for :

- (i) Execution of original works costing more than Rs. 10000/-, Rs. 2500/- excluding cost of ceiling fans except at Jaipur, Jodhpur, Kota, Bikaner, Udaipur, Ajmer.
- (ii) For Jaipur, Jodhpur, Bikaner, Kota, Ajmer, Udaipur all types of original & maintenance work are to be executed by Ex. Engineer only.

2.47.3 All original & maintenance works where Executive Engineer (Elect.) is head quartered will be looked after by Executive Engineer (Elect.). For other places original works upto Rs. 10,000/- excluding ceiling fans will be executed by the Executive Engineer Civil in his divisions.

2.48 Sr. DAO/DAO/DA:-

2.48.1 To assist Divisional Officer to discharge financial responsibilities of the transactions of whole Division, maintenance of accounts of the transactions correctly in respect of cash, stores, receipts and expenditure compilation and checking of vouchers, posting of accounts and keeping them upto date and timely rendering of accounts to the Accountant General, a Sr. DAO/DAO/DA is posted in each Division. He should act both as an Accountant i.e. as the compiler of accounts in accordance with the prescribed rules and as financial assistant, i.e. the general assistant and advisor to the Divisional Officer in carrying out his duties and

responsibilities of Drawing & Disbursing Officer and in all matters relating to accounts, establishment, budget estimates & operation of financial rules, both by him and his Sub-Ordinates (Sub-Divisional Officers). The relative position of a Sr. DAO/DAO/DA to the Divisional Officer in respect of accounts is analogous to that of a Sub-Divisional Officer to a Divisional officer in respect of works. The responsibility of the Sr. DAO/DAO/DA in accounts matters is similar to those attached to the Sub-Divisional Officer in respect of execution of works.

- 2.48.2** In discharging of these duties he is expected to keep himself fully conversant with all sanctions and orders passing through the office and with other proceedings of the divisional officer and his Subordinates which may affect the estimates or accounts of actual or anticipated receipts and charges. He should advise and assist the Divisional Officer on Financial effect of all proposals for expenditure and keep a watch over all the liabilities against grants of the Division as they are incurred. (Rule 47 & 48 of P.W.F. & A.R.).
- 2.48.3** The Sr. DAO/DAO/DA should take full opportunity of becoming conversant with these sanctions and proceedings to discharge his duties efficiently.
- 2.48.4** The Sr. DAO/DAO/DA is expected to see that all the rules and orders in force are observed in respect of all the transactions of the Divisions. If he considers that any transaction or order affecting receipts or expenditure is such as would be challenged by the Accountant General and the Chief Engineer, it is his duty to bring this fact to the notice of the Divisional Officer with a statement of his reasons and to obtain the orders of that officer. It will than be his duty to comply with the orders of the Divisional Officer, 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 Sr. DAO/DAO/DA Audit Objections in Form No. 60 and lay the register before the Divisional Officer so that latter may have an opportunity either of accepting the Sr. DAO/DAO/DA advice on reconsideration and ordering action accordingly, or of recording, for the information of the Accountant General, his reasons for disregarding that advice. An objection entered in this register should not be considered as finally disposed of until it has been

reviewed by the Accountant General, Superintending Engineer, and Chief Engineer, for whose inspection the register should be available at all times (Rules 49 of P.W.F. & A.R.).

- 2.48.5** 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 abstract therefrom should be submitted to the Audit office in the month of April for review.
- 2.48.6** If the Sr. DAO/DAO/DA does not bring any irregularity or fault in the accounts matter, the Sr. DAO/DAO/DA will be fully responsible for such irregularity and omission.
- 2.48.7** The Sr. DAO/DAO/DA should bring to the notice of Divisional Officer all instances in which Subordinate Officers exceed the financial limitations and powers delegated to them by the Government and higher Authority.
- 2.48.8** The Sr. DAO/DAO/DA is responsible for checking the tenders, comparative statements etc. He is also required to undertake other scrutiny of the accounts of receipts and disbursements of Subordinate Officers. (Rule 50 of P.W.F. & A.R.).
- 2.48.9** The Sr. DAO/DAO/DA is further expected to inspect periodically atleast once a year the accounts record of the Sub-Divisional office and stores and to check a percentage of the initial accounts. The defect noticed should be reported to the Divisional officer for orders but the Sr. DAO/DAO/DA will be fully responsible for explaining personally the defects of procedure and imparting necessary instructions thereon to the Sub-Divisional Officers and their staff (Rule No. 51 of PWF & AR). The result of this inspection should be placed on record for the inspection of Accountant General, Superintending Engineer and the Chief Engineer, but serious financial irregularity should be reported at once for the information of the officer, even though set right under the order of the competent authority. The report should be made immediately to the Accountant General, Superintending Engineer and the Chief Engineer as prescribed in Rule 20 of General Financial & Accounts Rules in all cases of defalcations or losses of the Government money, stores or other property.

2.48.10 The accounts of interest bearing securities maintained in the Sub-Divisions and Divisions should be examined by the Accountant to see that the rules relating to them are observed and the register in Form No. 85 is correctly maintained and with this object a few transactions of the register should be compared with the entries in the cash book or other accounts and vice versa. The securities certified in the last annual accounts of interest bearing securities form No. RPWA 86 as being on hand should be verified by inspection as far as possible and it should be seen in respect of such of them as are not produced for inspection, that these are in existence either the original acknowledgements of the depositors bearing dates subsequent to the dates of the last account or the acknowledgements of the authorised custodians as the case may be.

2.48.11 The notes for the guidance of the Sr. DAO/DAO/DA in carrying out his inspection are contained in Appendix IV Part I of the questions contains the subjects which should necessarily be examined by the Accountant, Part II reference to the matters about which Accountant should obtain orders before commencing his inspection, the specific orders of the Divisional Officer in writing as to whether he should examine them or whether the Divisional Officer would take them up. The Accountant will then take up those subjects in Part II which the Divisional Officer has ordered him to do so. The remaining points should be examined by the Divisional Officer himself.

The Divisional Officer has a right to seek advice of the Accountant General in all matters connected with the accounts or the application of the financial rules and orders for which there may be any doubt. It will usually be desirable, however, that he should first obtain the opinion of the Sr. DAO/DAO/DA who is specially trained for this duty and this should be done in writing in all cases of importance. (Rule 53 of P.W.F. & A.R.).

2.48.12 Since the Sr. DAO/DAO/DA is specially trained in accounts matters, he is fully responsible for checking and maintenance of Cash Book, Imprest Accounts, all vouchers etc. He is also fully responsible for the correctness and genuinity of all vouchers and proper receipts and acknowledgement of all payments made in the Division. The individual voucher of imprest and

accounts should be scrutinised by him and he is also responsible for the correctness of all such vouchers and payment and it is not possible for the Divisional Officer to see each and every voucher as he has to perform multifarious duties including inspections, meetings and other outdoor activities and inspection of works.

2.48.13 The Sr. DAO/DAO/DA should ensure that the periodical returns pertaining to accounts and other matters are regularly submitted to the Accountant General, Superintending Engineer, and Chief Engineer from the Division and he should also ensure that such periodical returns are regularly and correctly received from the Sub-Divisional Officers and stores and these are properly scrutinised and checked by him at his level.

2.48.14 The Accounts Returns of Sub-Divisional Officers prepared in accordance with Rule 699 to 705 chapter XXIV should be checked by the Sr. DAO/DAO/DA as detailed in Rule 699 of P.W.F. & A.R. It is also the duty of the D.A. to prepare, check and submit the Accounts and Returns of the Division in accordance with Rule 706-762 of chapter XXV of P.W.F. & A.R. "Accounts of Divisional Offices".

2.48.15 In addition to the duties assigned to the Sr. DAO/DAO/DA under P.W.F. & A.R., he will also be responsible to discharge the duties assigned to Civil Accountants as per Appx. V of G.F. & A.R. Para I "Duties of Accountants".

2.48.16 The D.A. should ensure that all prescribed ledgers & Registers are maintained in the Division and Sub-Divisions and he should ensure that the same are posted regularly and checked by him and put up to the Divisional Officer at the end of month or periodically as prescribed under P.W.F. & A.R. & G.F. & A.R. and rules.

2.49 Co-Ordination in respect of execution of works of different units:- The work of electric installation and sanitary and water supply installations should be properly coordinated with the building construction by planning well ahead of the commencement of actual construction of building, so that there may be no delay in the final completion of the building.

No sooner a project is started, the Electrical Engineer concerned must be informed by the Executive Engineer (Civil) incharge of the construction and asked to produce wiring diagram, similar

action will be taken in respect of sanitary and water supply installations. The concerned Divisional units should then prepare drawings to show their respective installations and mark clearly the positions and sizes of the holes or chases which should be left to accommodate their fittings. Such plans should be prepared in triplicate, out of which two copies should be sent to the Executive Engineer incharge of building work. He should see that all the holes and chases are left in the proper places, while masonry work is in progress. Joint inspections should be arranged with the Executive Engineer incharge of electrical installations to ensure that no mistakes are made in the positions and also to arrange for modifications, if any, that may be considered advisable.

Tenders for electrical, sanitary and water supply works must be invited concurrently with the building works. Where it is not possible to do due to some reasons, the fact should be intimated to the Superintending Engineer and Chief Engineer concerned explaining the reasons for delay.

When the building works has sufficiently advanced and is nearing completion, Horticultural wing should be informed similarly for taking action with regard to their portion of the work, wherever required.

The Executive Engineer incharge of the building works should maintain a register called "Consolidated Register of Works" so as to exhibit the total cost of the project including all components viz. building, water supply, sanitary installations, electric installations etc. for this purpose, all the Divisional units concerned will, on completion of their portion of the work, intimate, the audited figures of expenditure to the Building Division through a completion report and get the excess if any passed. The overall responsibility for obtaining the revised administrative approval and expenditure sanction for the project as a whole, wherever required, will rest with the Executive Engineer (Civil).

Separate working estimates may, however, continue to be prepared and operated upon as hitherto and it will not be necessary to pass one transactions through remittance heads of accounts. Only a record of completed cost of the project will be kept on a separate page in the building division. This will be separate from the main posting in the register of works.

Therefore there should be a proper liaison and Co-ordinations between various executing agencies so that there is minimum dismantling of the property which will also avoid unnecessary in

fractious expenditure and avoid structural damage to the buildings.

2.50 Duties/Functions of Assistant Engineer posted in Zone/Circle/Divisional Office - The duties/function of Assistant Engineers who are posted in Zone/Circle/Divisional Office are hereby prescribed as follows :-

1. Checking of Estimates leading to issuance of technical sanction.
2. Rate analysis.
3. Checking of fair rent certificate.
4. Checking of extra item slip.
5. Preparation/checking of forecast estimates.
6. Preparation/checking of Schedule 'G' of tenders.
7. Maintenance of tender opening register & inviting N.I.T. & preparation of tender documents.
8. Preparation/collection/submission of the progress reports of works.
9. General Correspondence on technical matters including correspondence for special schemes like Famine Relief etc.
10. Maintenance of record etc. in regard to Survey and Mathematical instruments available in the Circle/Division.
11. Upkeep of GT sheets & correspondence regarding GT sheets & GT Survey stations.
12. Returns relating to quality control & matters relating thereto and Pink Book.

2.51 Technical Asst. to Superintending Engineer: - Every Superintending Engineer- in-charge of a Circle is provided with a Technical Assistant (T.A.) to assist him in all official works including technical, accounts, establishment and all other matters. The TA is head of office. All papers before submission to S.E. and after disposal by S.E. will be routed through T.A. to facilitate proper scrutiny, check and to keep him fully apprised about the working of circle office. The T.A. shall also dispose off routine matters in the absence of S.E. and shall put up important disposed papers to S.E. for perusal of S.E. The T.A. shall thoroughly scrutinize progress report of works and put up to S.E., the cases where progress is not satisfactory.

2.52 Executive Engineer (Q.C.) (Civil/Electrical) :- Executive Engineer (Q.C.) will be posted who will be responsible for Quality Control monitoring & will report to S.E. (Concerned).

2.53 Central Quality Control Lab:- The lab is established at Jaipur Headed by Testing Officer with his team of A.T.O.'s & Scientist's. He will report to Superintending Engineer (Quality Control) posted in Chief Engineer's Office.

2.54 Zonal Quality Control Lab:- Zonal Lab for Quality Control has been established at each Zone level except in Jaipur. The lab will be headed by T.O. with his team of A.T.O.'s & Scientist. The T.O. will report to the Addl. Chief Engineer of concerned Zone.

2.55 Project Director (PPP):

Superintending Engineer/Executive Engineer have been designated as Project Director for PPP Projects of State Highways development work under Rajasthan State Highways Act 2014 (Act No. 22 of 2015) vide order No. 14(26)PW/2014-Part dated 08 Jan. 2018

For effective administration and implementation of the projects, the matter regarding role and responsibilities of the Project Directors has been considered and following guidelines regarding duties of Project Directors are issued for compliance by all the Project Directors.

1. The Project Director (PD) will be overall in charge of the project at the within his jurisdiction. He will associate himself in the preparation of the detailed Project Reports/feasibility report etc.
2. He will ensure timely acquisition land, as per Appendix-A, shifting of utilities and removal of obstructions, obtaining environment clearance and permission for tree cutting and securing approval of the railways for construction of ROBs. He will liaise with other agencies and groups to ensure that all the local issues are satisfactory dealt with. He will interact with the State Government Departments and other departments of the Central Government for resolving issues holding up the progress of the work.
3. He will attend meetings called by the State Nodal officers of other Govt. Deptt. For review of progress of works and removal of bottlenecks, if any.
4. He will hold regular progress review meetings with the concessionaire and the Independent Engineer/Authority Engineer/SIA Consultant/Safety Consultant (at least once in Fortnight) and upload the minutes on website.
5. He will supervise and monitor the performance of the Concessionaire and Independent Engineer/Authority

Engineer/SIA Consultant/Safety Consultant.

6. Project Director will associate with the IE's Team Leader or his representative for test checking of quality control tests at least to the extent of 1% and upload on website.
7. He will ensure that the personnel of the Independent Engineer are deployed at site as per the manning schedule agreed in the contract. He will give directions to the Independent Engineer for any laxity in respect of inadequate deployment and quality level of service during execution of the work.
8. Project Director will report to the Authority critical issues in the implementation of the project. He will provide the necessary inputs to the Authority as and when required. He will examine the proposals of variations, time extension, disputes and claims etc., and furnish comments recommendations to the Authority, and present the case before the court/arbitral tribunal. He will ensure proper maintenance of all relevant record that may be needed at any time in the future to defend cases before the arbitrators or in the courts. On transfer, he will leave complete handing over notes with reference to records, about all differences, disputes, claims and other matters to enable the successor effectively watch the interest of PWD
9. He will prepare monthly "encumbrances" list of the project site and submit to the Authority.
10. He will examine the proposals of access permission (private properties and retail outlets) as per relevant guidelines and submit the same to the Authority in 15 days time.
11. He will be responsible for maintenance of accounts in the prescribed format and also upload on website.
12. He will be responsible for maintenance of accounts in the prescribed manner and operation of Bank Accounts. He will attend to Audit observations promptly.
13. Review the pending "Condition Precedent" prescribed in the concession agreement viz ROW. Fee notification, Approvals from Railways Environment Clearance etc. and take follow up actions.
14. Obtain reports/comments from Independent Engineer/Safety Engineer on the drawing submitted by the concessionaire and review the same so as to ensure the construction of project highway/facilities/Safety aspect as per specifications

& standards prescribed in the concession agreement and forward the comments. If any, to authority (in case Independent Engineer is not appointed. He will work as IE till mobilization of IE)

15. Review the safety reports and propose suspension of unsafe construction work, to the authority, if required.
16. Obtain reports from Independent Engineer, every fortnight regarding maintenance of existing highways during construction period and review the same & upload website.
17. Obtain the monthly statements of Escrow Account/user fee collected, examine the same and send comments to the Independent Engineer for further action under intimation to the Authority.
18. He will be responsible to examine, verify and pass the bills related to the pre-construction activities such as utility shifting (PHED & Electrical), tree cutting, forest & environmental clearance, land acquisition awards etc. and recommend the same to the Authority for issuance of Credit Limit for payment within a period of 7 days from receipt.
19. He will be responsible for release of eligible payment to IE/other consultancy works etc, based on the contract conditions within 7 days of receipt of same.
20. Project Director will recommend/certify eligible interim payments to the concessionaire/EPC Contractor based on certification of IE/AE/authorized PIU technical personnel as per provisions of agreement & release the same on authorization by PMU/PPP division HQ as per extant prevailing guidelines.
21. Project Director will forward all contractual matters along with recommendations of Independent Engineer to Authority for issuance of notices etc.
22. Project Director will open a mail-id specifically for the project and use the same for submission of all the relevant information to the Authority.
23. He will submit report on any specific issue raised by the Authority.