



GOVERNMENT OF KERALA

Kerala Public Works Department Manual

Revised Draft

P R E F A C E

The existing PWD manual was prepared in 1972 and is being used for the day-to-day activities of the department. In the last so many years drastic changes have been occurred in the filed of execution/implementation of Public Works. Moreover, standards and specification have developed and published by Government/ various authorised agencies on the construction and maintenance of Roads, Bridges, and Buildings etc.

Therefore, considering all these aspects Government felt that the existing PWD manual and have to be suitably revised in accordance with the existing practices and procedures.

Accordingly Government have constituted a sub committee vide G.O (MS) No.34/2005/PWD dated 4/7/05 for reviewing the preliminary draft of the revised PWD code manual being prepared by ISAP(Institutional strengthening action plan) consultant.

The Revised draft manual prepared by consultant was revised by the subcommittee and placed before the Chief Engineer's committee.

The Chief Engineer's Committee scrutinised it and submitted to Government after required modifications for final approval.

The government after careful examination and scrutiny pleased to approve the draft submitted by the Chief Engineer's committee.

The revised manual should be followed by the rank and file of the department and pertains to Investigation, Design, Estimating, Tendering, Execution and maintenance of all types of works generally carried out by the various wings of PWD.

It has been revised with references to day to day practice adopted in this state and elsewhere and with due regard to various Government orders and departmental circulars issued from time of time.

The provisions in this Manual will not supersede those given in the various codes like Kerala PWD code, Kerala Public Works account code, Kerala Financial code etc.

Every officer of the PWD Department engaged in and connected with the execution of Public Works is expected to be conversant with the contents of this revised manual and to follow the instructions there in strictly and carefully in the discharge of their duties.

Any errors, or omissions or variations noticed may be brought to the notice of Government for issuance of necessary corrections whenever necessary.

Principal Secretary to Government
Public Works Department

In the Revised Draft Manual, 31 sections have been included as follows

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Section 100**101. Introduction and Organizational Setup****101.1 General**

The PWD is in charge of the design, Planning, Construction and Maintenance of all Public Works undertaken by the State Government, such as Buildings, Roads, Bridges, etc, irrespective of the source of funds for the same. It maintains buildings, roads, bridges and other structures belonging to the State Government even if the Department did not construct these. The PWD will also take up works on BOT Turn Key or Annuity payment basis with International support and funds. Government have transferred the responsibility for design, construction and maintenance of some classes of works to other departments and agencies like Port and Harbour Engineering, Water Resources, Local Self Government Departments, Kerala Water Authority, Kerala State Electricity Board etc. due to increase in the workload and specialization in several branches. Only Departments and agencies having their own wings for Investigation, Design, Execution and Quality Control, and which follows Kerala PWD Rules and forward monthly accounts to Accountant General for auditing, are competent to take up State Government Works.

102 Organizational set up

Each wing of the department is under the Administrative control of a Chief Engineer. In the case of Roads and Bridges, Buildings and National Highways, there shall be one or more Superintending Engineers under each Chief Engineer in charge of a circle. Each circle consists of a number of divisions in charge of Executive Engineers. The Divisions are divided into a number of subdivisions in charge of Assistant Executive Engineers and the Subdivisions in turn are divided into a number of Sections under charge of Assistant Engineers. There is a Design, Research, Investigation and Quality control Wing under the control of a Chief Engineer (Operations) having Superintending Engineer's and other supporting staff. There is also an Architectural wing under a Chief Architect for preparing Architectural drawing for PWD. A Deputy Chief Architect and other officers and support staff assists the Chief Architect. Pattern of organization set forth above may be modified, as and when decided by the Government consequent on the formation of projects for special branches in such manner as government may decide.

102.1 Head Quarters (Chief Engineer's Office)

The Chief Engineer is the administrative and professional head of each branch of the department and he is in control of and is responsible for its efficient functioning. He is also the technical advisor to Government on all matters relating to his branch and shall be Ex-Officio Additional Secretary to government. A Deputy Chief Engineer in the rank of Superintending Engineer and other technical and non-technical officers and support staff assists the Chief Engineer. The office organization shall include a technical wing and an administrative wing under the charge of a Deputy Chief Engineer and financial wing under the charge of a Financial Officer with sufficient complement of subordinate technical and ministerial staff. In addition to the above, the Chief Engineer in charge of Buildings shall have an electrical wing under the charge of a Superintending Engineer (Electrical) and an Electronics wing under the charge of an Executive Engineer. The office organization shall include an Environment and Social Cell.

102.2 Circle Office

The Administrative unit of the department is the circle in charge of a Superintending Engineer who is responsible to the Chief Engineer for the administration and general professional control of public works within his circle. The Superintending Engineer has also powers of sanctioning estimates and entering into contracts within the limits prescribed in the delegation of powers. The Superintending Engineer shall be assisted by Executive Engineer (General) and other officers and support staff in the management of the office and control of the technical branch. There will also be generally a Financial Assistant to assist in financial matters and an administrative branch with suitable officers and staff.

The office shall also consist of a Senior Sociologist/Social Development Specialist in charge of social impact management, attending to matters requiring clearance of the social cell, capacity building and training and monitoring social impact assessment (SIA), implementation of resettlement plan (RP).

102.3 Division Office

The main executive unit of the department is the division in charge of an Executive Engineer (divisional officer), who controls the work of all the subdivisions under his jurisdiction. The Executive Engineer is responsible for the proper execution of all works in his division and also in guiding and controlling the subordinate technical officers in regard to investigation, designs, estimates etc. He has also powers of sanctioning estimates and entering into contracts within his delegation of powers. As disbursing officer of the Department, all payments for works, supplies and services shall be made by the Executive Engineer, in the Division or through the Sub Divisions and Sections under him. The Executive Engineer shall render the prescribed accounts to the Accountant General. The Division Office shall have three branches, viz. Technical Branch, Accounts Branch and Establishment Branch. The Technical Branch shall be under Assistant Executive Engineer (Works), Accounts Branch under a Divisional Accountant and Establishment Branch under a Senior Superintendent in offices where such an officer is posted or by the Junior Superintendent in other divisions, with necessary technical and non-technical support staff. The Assistant Executive Engineer (works) shall also hold charge of the office in the absence of the Executive Engineer.

102.4 Sub Division Office

The work of a number of sections is controlled by a sub-division under the charge of a Assistant Executive Engineer (Subdivision Officer), who is vested with powers, within his delegation, to sanction estimates, enter into contracts and make payments. The Assistant Executive Engineer has also to guide subordinate officers in the matter of investigation and preparation of estimates, and take all steps necessary to examine that all works under charge of the subdivision are properly executed. He has to maintain and render accounts as prescribed in the rules or orders in force. An Assistant Engineer (works), if such an officer is posted and other technical and non-technical support staffs are provided to assist the Assistant Executive Engineer in the subdivision offices.

102.5 Section office

The lowest executive unit of the organizational set up is the section office whose jurisdiction may be territorial or functional. In the case of territorial sections, all the works of the particular branch within the area of jurisdiction of the section will be in charge of the Section Officer or Assistant Engineer. In the case of sections other than territorial sections, the Section Officer or Assistant Engineer will be in charge of specific works or specific functions. For carrying out executive and supervisory functions the section will have the required number of Overseers, and other Executive Staff like drivers, operators, etc. For assisting him in the ministerial work there will usually be a clerk attached to his office. Where the section is in charge of departmental execution of works, required staff shall be deployed. In addition to executive functions, the Assistant Engineer has to maintain the initial records of all transactions relating to works, suppliers and services under his charge and renders accounts to his superior authorities as per rules.

103 Functional Set Up

The work of the Department is carried out mainly through five wings, viz- Roads & Bridges and IT, Buildings, National Highways, Projects and Design Research Investigation and Quality control (DRIQ) Board, with an organisational set up covering the entire State. General matters, which are common to more than one branch such as Establishment, Vigilance etc., are handled by one of the Chief Engineers designated as Chief Engineer, Administration, with headquarters at Thiruvananthapuram.

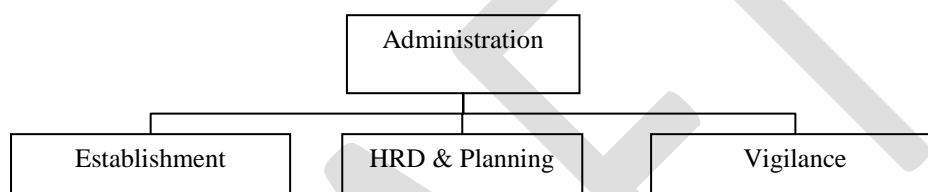
In addition to the above, Chief Engineer Local Self Government Department and Chief Engineer, Kerala Road Fund Board shall also be posted from Public Works Department.

There shall be a planning and monitoring cell, which is in charge of an Executive Engineer, under each of the Chief Engineers (Administration, Roads and Bridges and IT and Buildings). One or more Assistant Executive Engineers and Assistant Engineers shall assist the Executive Engineer. This wing shall be in synchronisation with National Informatics Centre to monitor the planning and progress of development schemes.

The concerned Chief Engineer heads each wing of the department. The Chief Engineer Administration is the Authority for all administrative matters. For technical matters, the concerned Chief Engineer is the final Authority. However, Chief Engineer's Committee headed by the Chief Engineer, Administration, shall decide technical matters common to two or more wings. The Government makes policy decisions

103.1 Administration

To deal with matters common to all branches, one of the Chief Engineers, preferably senior most shall be designated as Chief Engineer, Administration. The Chief Engineer in charge of the Administration shall deal with all matters involving interpretation or modification of existing rules and procedures. He shall issue, revise or modify circulars pertaining to all branches after consultation with the other Chief Engineers or as decided in the Chief Engineers Committee.



103.1.1 Establishment

Chief Engineer (Administration) is in charge of all Establishment of the department and shall be assisted by a Deputy Chief Engineer (Administration) and a Senior Administrative Officer. The Deputy Chief Engineer (Administration) and the Senior Administrative Officer shall be supported by an Administrative Assistant (General) and an Administrative Assistant (Ministerial) respectively with necessary complement of subordinate staff. They shall consult the concerned Chief Engineers if required whenever establishment matters relating to other branches are involved. Besides, there shall be an Administrative Assistant (Treasury) under the control of the Chief Engineer (Roads and Bridges and IT) and an Administrative Assistant (PF) under the control of the Chief Engineer (Administration) with necessary complement of subordinate staff.

103.1.2 Human Resources Development, Planning & Public Relations

The Chief Engineer (Administration) has overall control of Personnel Information System and all the Training in PWD shall be conducted through the Human Resources Development Cell. The Deputy Chief Engineer, (Administration), with the assistance of Executive Engineer and other support staff shall assist the Chief Engineer (Administration) in the matters related to the activities of the HRD cell. It is the duty of the HRD cell for preparing the annual report of PWD in co-ordination with the planning board. They are also responsible for the revision of Schedule of Rates and the Data Book.

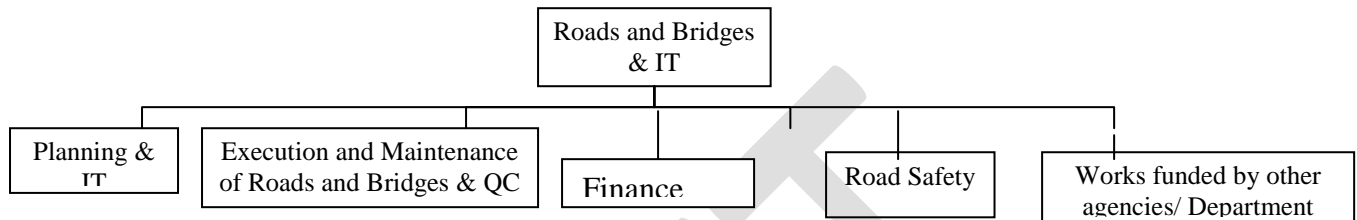
103.1.3 Vigilance

The Deputy Chief Engineer, (Vigilance), shall assist Chief Engineer (Administration) to collect and process the annual confidential reports for promotion, conduct enquiries regarding all allegations raised against any departmental staff, and randomly inspect offices and works for conformity with rules. An Executive Engineer, Assistant Executive Engineer, Administrative Assistant and Senior Superintendent of Vigilance wing and subordinate staff shall assist him in these activities.

The DCE Vigilance may also inspect important works after completion as also during progress for ensuring (a) conformity to specifications (b) execution is as per accepted schedule and (c) that no undue deviations is effected from original proposal.

104 Roads & Bridges and IT Wing

Roads & Bridges and IT wing deals with Planning, Project Preparation, construction and maintenance and arrangement of works of all State Highways, Major District Roads and Bridges and Information Technology of the department. It has its headquarters at Thiruvananthapuram and is under the control of a Chief Engineer of the Public Works Department assisted by Deputy Chief Engineer, a Senior Finance Officer supported by technical and other ministerial support staff.



104.1 Planning

There shall be a planning section under an Executive Engineer (Planning). The planning section in the Chief Engineer's office is responsible for preparation of the Budget proposals, collection and processing of progress reports in coordination with Circle and Division offices.

104.2 Road Safety

An Executive Engineer (Road Safety) is in charge of Road Safety Cell in the Chief Engineer's Office, supported by Assistant Executive Engineers and Assistant Engineers with required support staff. It shall be the responsibility of the Road Safety Cell to co ordinate the road safety activities implemented by the PWD. However the implementation of road safety works shall be executed through the regular division offices.

104.3 IT Cell

Public Works Department shall have an IT cell to coordinate the installation and maintenance of infrastructure facilities for computer hardware and software, and support systems like RMMS, GIS and FMS as well as to provide web connectivity through the PWD web Portal. An Executive Engineer supported by required Engineers and other support staff heads the IT cell. It shall also provide necessary training to all staff in consultation with the HRD Cell under Administration Wing. The Executive Engineer (IT) shall be the Nodal Officer for the implementation of the IT in the department.

The functions of the cell shall include the following.

1. Initiate steps to
 - a. Develop the PWD web portal.
 - b. Evolve PWD-specific IT strategic plan.
 - c. Prepare an IT enabled efficiency improvement framework including networking and applications for PWD operations.
 - d. Implement GIS & RMMS in road management.
2. Day-to-day system administration, content management and operation of the PWD portal.
3. Overseeing and monitoring the implementation of Financial Management System (FMS) in PWD.
4. Co-coordinating and facilitating training activities related to the above.
5. Co-coordinating and facilitating IT services and outsourcing activities of the department.
6. Identifying the best-of-class practices followed within and outside the country so that such measures as appropriate could be incorporated in PWD.
7. Any other function related to IT.

The expenditure on purchase and maintenance of necessary hardware, software and accessories and all related costs shall be met from the fund allocated in the budget exclusively for IT activities.

104.4 GIS and RMMS cell

There shall be a GIS and RMMS cell in the Chief Engineer's under the overall control of the Executive Engineer (IT) supported by technical and non-technical staff. There shall be adequate local units in the regional and divisional offices. (Details regarding their functions are enumerated in section 900 for GIS and section 1000 for RMMS).

104.5 Works funded by NABARD

The Nabard cell in the Chief Engineer's office, headed by an Executive Engineer, is responsible for obtaining project report from subordinate offices and scrutiny the same for onward submission to Government /Nabard. Assistant Executive Engineers and Assistant Engineer support the Executive Engineer with necessary support staff. The cell shall be responsible for monitoring the progress of all Nabard works and submit the monthly report to the Chief Engineer.

The Senior Finance Officer, Roads and Bridges shall collect the expenditure details from the concerned divisions in the prescribed proforma and consolidated details forwarded to the finance department for reimbursement.

104.6 Construction and Maintenance of Roads and Bridges

The construction and Maintenance works shall be tendered, and agreement executed by the Superintending Engineers Executive Engineers, Assistant Executive Engineers and Assistant Engineers concerned, as per the delegation of powers.

104.7 Quality Assurance / Quality Control Cell

There shall be a Quality Assurance cell under concerned Superintending Engineer. This Cell with Superintending Engineer of the circle as its head shall comprise of the Assistant Executive Engineer and Assistant Engineer (Works).

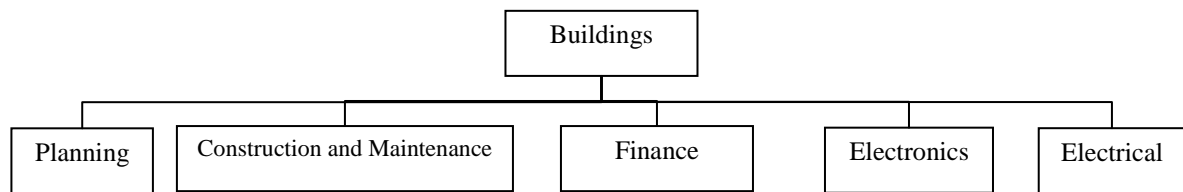
There shall also be one quality Control Sub Division under each Roads Division with one Assistant Executive Engineer (QC) and 2 Assistant Engineers with necessary subordinate staff.

104.8 Environment and Social Cell

An Executive Engineer shall be in charge of the Environment and Social cell, which will be assisted by an Assistant Executive Engineer (Environment)/ Environmentalist and an Assistant Executive Engineer (Social)/sociologist and other support staff. The Environmental and Social cell shall necessarily vet all major projects before the Technical Sanctions are issued. The cell will provide advise on all aspects of the Environment requirements included in the Manual and also be responsible for the monitoring the effectiveness of the implementation. The cell shall also conduct random environment inspection/audit during and after project completion.

105 Buildings Wing

The buildings wing shall deal with planning, project preparation, construction and maintenance and arrangement of works of public buildings including water supply, electrification and electronic works. It shall have its headquarters at Thiruvananthapuram and is under the control of a Chief Engineer of the Public Works Department assisted by Deputy Chief Engineer and a Senior Finance Officer supported by technical and non-technical staff.



105.1 Planning

An Executive Engineer (planning) shall be in charge of the planning cell assisted by adequate technical staff. The cell is responsible for the preparation of the Budget proposals, collection and processing of progress reports in coordination with subordinate offices.

105.2 Construction and Maintenance of Buildings

The Construction and Maintenance works shall be tendered, and agreement executed by Superintending Engineers, Executive Engineers, Assistant Executive Engineers and Assistant Engineers as per delegation of powers.

The following special offices shall function under the Chief Engineer (Buildings).

Judicial Circle at Ernakulam headed by Superintending Engineer, who shall be responsible for the administration and general technical control of judicial building works within the state. The Superintending Engineer shall be supported by Executive Engineer (General), and other technical and non-technical staff.

Legislative complex division in Thiruvananthapuram is exclusively for the works related to legislative complex and shall be headed by Executive Engineer under the Superintending Engineer (Buildings, south circle). He shall be supported by Assistant Executive Engineer (Technical), Divisional Accountant with necessary technical and non-technical subordinate staff. There shall be adequate number of subdivisions and sections exclusively for the works of the legislative complex. There shall be an electrical and electronic subdivision attached to this division.

There shall be a Special Building Division in Thiruvananthapuram under the Superintending Engineer (Buildings South Circle), for the construction of major buildings as directed by the Chief Engineer (Buildings) from time to time. The construction and maintenance works in Kerala Houses at New Delhi, Bombay and other places if any, outside the State shall be under this Division. There shall be adequate sub divisions and sections under this division.

105.3 Electrical Works

There shall be a Superintending Engineer (Electrical) in the office of the Chief Engineer, Buildings who shall assist the Chief Engineer on all matters concerning Electrical works including preparation of specifications, data, etc for the whole state. There shall be an Assistant Executive Engineer (Electrical) and other technical and non-technical staff for assisting Superintending Engineer (electrical). There shall be Division offices at different places in the state, each in charge of an Executive Engineer assisted by Assistant Executive Engineer (Electrical) and other technical and non-technical staff.

In Irrigation Projects, electrical works shall be carried out through Electrical wing of P.W.D. Wherever necessary, the services of the Executive Engineer, Electrical Division shall also be availed for advice on matters connected with electrification and other electrical works with the approval of the Chief Engineer, Buildings.

105.4 Electronics Wing

Electronics wing of PWD shall carryout the maintenance and operations of the sound system in the Legislative Assembly and arrange for the installation and maintenance of Public Address Systems for all government functions and functions connected with the visit of VIP's and VVIP's. Installation and maintenance of all audiovisual equipments of Government Departments, installation and maintenance of

intercom systems in government offices, TV sets in government buildings, rendering training facilities in electronic, equipments etc. shall be attended to by this wing. The Electronics wing shall also carryout the works connected with installation, net working, repairs and maintenance of computers and auxiliary items in connection with computerization. The prevailing rules for Audio Visual equipments shall be made applicable to the computerization. The Electronics wing shall also assist the installation and maintenance of infrastructural facilities for computer hardware and software, and support systems like GIS, FMS and RMMS.

There shall be one Executive Engineer (Electronics) attached to the office of the Chief Engineer, Buildings and sub divisions and section offices at different places in the state with complement of subordinate staff.

This wing may assist the Panchayats and local bodies in testing and installing community radio receiver sets/ Television Sets and arranging repairs thereof.

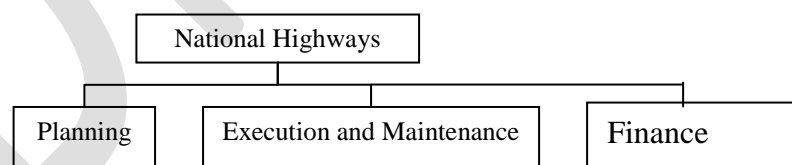
106 Architectural Wing

There shall be an Architectural wing headed by a Chief Architect. The Chief Architect is responsible for preparation and finalization of all architectural drawings for buildings and similar works to be executed by the Public Works Department, in consultation with the Chief Engineer (Buildings). Though primarily intended for the Buildings branch, the assistance of this wing shall be availed of for architectural designs in the other branches also whenever needed. The Chief Architect shall be responsible for scheme of landscaping, layout, interior fittings, decorations etc. in the most economical manner.

A Deputy Chief Architect and other sufficient technical and non-technical staff shall assist Chief Architect

107 National Highway Wing

National Highway wing shall deal with Planning, Project Preparation, construction and maintenance and arrangement of works of all National Highways and it's Bridges. It has its headquarters at Thiruvananthapuram and shall be under the control of a Chief Engineer of the Public Works Department assisted by Deputy Chief Engineer and a Finance Officer supported by technical and non-technical subordinate staff.



108 Projects

Externally aided projects and specialized projects shall be under Chief Engineer (projects) of the public works department. Necessary technical and other staff, as per the requirement, supports the Chief Engineer.

109 Design Research Investigations and Quality Control Board (DRIQ)

Design, Research, Investigation and Quality control Board (DRIQ Board) shall be headed by a Chief Engineer of the public works department and deal with design of Buildings, Bridges and other structures referred to it. In the design wing Directors shall assist the Chief Engineer in the grade of Superintending Engineer, and other required engineering personnel at different grades. The Chief Engineer, DRIQ Board shall be assisted in all establishment matters by an establishment wing in his office.

Government shall reconstitute the Design, Research, Investigation & Quality Control Board from time to time to include experienced and eminent engineers with proven reputation and calibre from the field of Civil Engineering.

109.1 Kerala Highway Research Institute (KHRI)

The Kerala Highway Research Institute at Thiruvananthapuram carries out research & quality control works and gives advice and guidance for advanced construction works undertaken by the department. The Institute shall be under the overall control of the Chief Engineer, DRIQ Board.

The Director (Research), shall head the Institute and assisted by Deputy Directors and Assistant Directors. There are five divisions viz., Administration, Publication and Planning Division, Soil Mechanics and Foundation Division, Concrete Division, Traffic Division and Flexible Pavement Division, each headed by a Deputy Director and assisted by Assistant Directors. There shall be sufficient complement of technical and ministerial staff in the institute for assisting the above officers. The functions of the various divisions are detailed below

Administration Publication and Planning Division is responsible for preparation and publication of research reports prepared by other divisions and general administration of the Institute.

109.2 KHRI Laboratory

The KHRI Laboratory shall provide guidance in setting up the local laboratories, both in respect of equipping them and training the personnel. These laboratories shall carry out confirmatory tests of samples collected by the Assistant Executive Engineer (Quality Assurance)/Quality Assurance Units during routine inspections of various works at the site. Besides, calibration of equipment of field laboratory shall be another task assigned to KHRI Laboratory.

Soil Mechanics and Foundation Division shall be responsible for testing of soil samples, giving technical advice on the type of foundations for various structures, roads and embankments and remedial measures for failure due to foundation problems.

Concrete Division shall be responsible for testing of concrete cubes, cement mortar bricks etc. The Division shall be also responsible for preparation of lists on availability of various types of construction materials with name of places where they are available.

Traffic Division shall be responsible for conducting traffic studies in National Highways, State Highways, and Major District Roads & Other District Roads. The division shall also be responsible for conducting studies at accident-prone locations and suggesting remedial measures to eliminate possibility of accidents.

Flexible Pavement Division shall conduct studies on different types of road pavements. This division shall do experimental research work on various aspects in pavement design. This division shall also conduct research studies on pavements of roads subjected to traffic and construction problems.

The office of the Joint Director shall have three branches, Technical branch, Accounts branch and Establishment branch headed by the Deputy/Assistant Directors, Divisional Accountant and Junior Superintendent respectively. The duties and responsibilities of the three branches and section heads are detailed in Chapter II. The technical branch shall be responsible for compiling test results and suggestions received from the different divisions and initiating action to forward them to the concerned officers.

This institute shall cater to all the training requirements of PWD.

109.3 Quality Management Cell

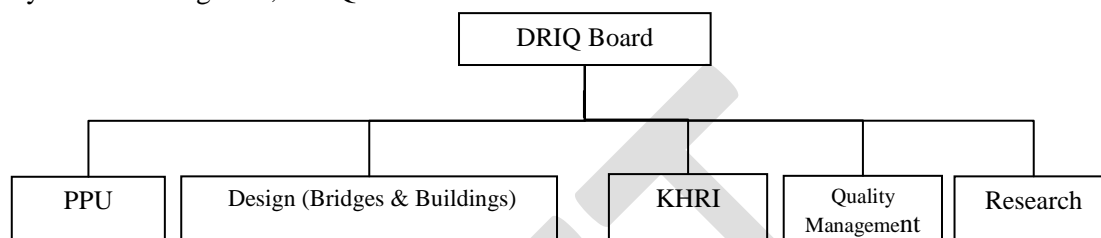
There shall be a Quality Management Cell under the Director (Research) for monitoring the implementation of quality procedures in PWD. Testing of all State Government works shall be done at KHRI. It also conducts test for other departments and agencies on their request, by levying prescribed fees. All the necessary equipments and facilities for conducting all manner of tests are available at KHRI and shall certify for quality of works. There are four laboratories currently operating under Deputy

Directors (KHRI) viz. Soil Mechanics & Foundation, Traffic Engineering, Flexible pavement and Concrete Structures.

There are Quality control units headed by the Assistant Executive Engineer in districts who shall carry out frequent checking of on-going works, materials stacked/used in the works and the aspects related to the quality of the works with specific reference to the contractual liabilities related to the tender specifications. This unit shall be under the control of the concerned Superintending Engineers

109.4 Research

KHRI has necessary facility to take up all kind of fundamental and applied research works. The Institute shall also take up research work on behalf of other public bodies etc., subject to such terms as may be prescribed by the Chief Engineer, DRIQ.



109.5 Library

All codes for reference, Technical Books and Publications etc. for department shall be made available in a properly catalogued library formed in KHRI and Design Wing under DRIQ Board.

110 Financial Management System (FMS)

For the implementation of FMS, the setup shall be as follows.

Chief Engineers Office	Circle Office	Division Office	Sub Division Office
Sr. Finance Officer Asst Exe. Engineer (Planning) Junior Superintendent LD/UD Clerk LD/UD Clerk	Financial Assistant Asst Exe. Engineer (Planning) Junior Superintendent Clerk (Budget Section)	Divisional Accountant Asst Engineer (Works) Clerk (Budget Section) Clerk	Head Clerk Drafts man Clerk

111 Kerala Road Fund Board

The Kerala Road Fund Act, act 10 of 2001 came into force on 7-9-2001. The act intends to provide for the establishment of a fund for investment in the transport facility projects in the state, to constitute a board for administration of the said fund and to monitor and supervise the activities financed from the fund.

Kerala Road Fund Board shall utilize the funds from the Central Road Fund Scheme and the proportionate share of the state road tax and other income as per KRFB Act to fund any kind of projects as decided by the Board.

The Chief Minister of the state chairs the board and the PWD Minister is the Vice Chairman. Minister in charge of Finance and Minister in charge of Transport, Principal Secretary/Secretary to Government in charge of Public Works Department, Law Secretary, Chief Engineer Roads and Bridges are ex-officio members. Three persons nominated by the Government from among the heads of financial institutions engaged in the business of infrastructure, Scheduled Banks or technical or engineering personnel working in National level institutions. There shall be an executive committee consisting of Minister in charge of Public Works (Chairman of the Executive Committee), Principal Secretary/Secretary to Government in charge of Public Works Department (Vice Chairman of the

executive committee), Finance Secretary to Government, Law Secretary, and Chief Engineer Roads & Bridges. Two members nominated by the Board from among the nominated members of the Board.

KRFB office headed by member secretary shall have its head quarters at Thiruvananthapuram assisted by the Chief Engineer KRF Band other technical and non-technical officers and staff. The implementing agency shall be the PWD. There shall also have Project Engineers for the supervision of works.

112 Repairs of Vehicles and Machineries

The repairs and maintenances of all the vehicles and machineries shall be attended to in consultation and approval, wherever necessary, of the irrigation department. The concerned divisions shall conduct fuel consumption testing, estimates for repair and maintenance, work supervision for department vehicles, inspection of and issue of fitness certificate for road construction equipments of contractors, work supervision for repair and maintenance of road construction equipments, road roller, refrigerators, chiller plants HVAC, Air conditioner set etc. They also conduct valuation of vehicles (also for confiscated vehicles), recommendation for condemnation etc. There shall be a mechanical subdivision with Assistant Executive Engineer and Assistant Engineer under the control of legislative complex building division for all its mechanical related works, erection, commissioning and repair of HVAC chiller plants, Lifts, etc. The Assistant Executive Engineer and two Assistant Engineers in the mechanical subdivision Alappuzha are attached to National Highway Division Alappuzha for operation, maintenance and repairs of equipments under National Highway wing, testing of fuel consumption, maintenance and repairs of vehicles of National Highway wing, inspection of and issue of fitness certificate for road construction equipments of contractors of NH.

112.1 Workshops

For all departmental requirements, Government approved workshops may be approached. For major Projects, separate workshops may be established as part of the Project work at suitable places. These are generally of a temporary nature and the workshops may be closed after the project work is completed or retained in a reduced scale as a Service Workshop for the operation and maintenance of the completed project. The staff pattern shall be dependent on the size and character of the workshop.

113 Stores

The procurement of stores is decentralised and made by each Chief Engineer through the concerned Executive Engineer. The stocking and distribution of stores for various works are done through concerned Executive Engineer. The actual custody and accounting of Stores is under the charge of Assistant Engineer. Assistant Executive Engineers shall be the stores officer. Executive Engineers exercises overall control of the operation of the Stores. The authority as per provisions of Stores Purchase rule shall procure all items.

There shall be small stores for Electrical and Electronic materials attached to the concerned electrical Division and electronics wing. These stores shall be under the Administrative Control of the Executive Engineer of the concerned wing. The actual custody of the Stores shall be with the Assistant Executive Engineer of the concerned wing of the PWD who shall operate the stores and keep accounts of transactions. The procurement of stores is arranged by the Chief Engineer (Buildings) with the assistance of the Superintending Engineer (Electrical) for electrical items and Executive Engineer (Electronics) for electronic items in his office.

114 Liaison Officer, High court

There shall be a liaison office for High court cases of PWD headed by Assistant Executive Engineer in the Advocate General's Office at Ernakulam.

114.1 Liaison Officers in other departments

There are Liaison Officers in the rank of Executive Engineer of PWD in other departments to coordinate the construction activities of PWD for these departments viz. Directorate of Public

Instructions, Director of Health Service, Police Department, Directorate of Collegiate Education, Industries and Commerce Department etc.

115 Local Self Government Departments

There shall be one post of Chief Engineer from PWD working in the Local Self Government Department. Other cadres, including ministerial staff, shall also be provided as and when required.

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Section 200**201. Duties, Responsibilities and Powers**

In this chapter, the terms 'Duty', 'Responsibility' and 'Power' will have the meanings given below unless there is anything repugnant to the context or meaning.

- 1. Duty:** means what an officer shall do or shall cause to be done, in the discharge of his official obligation.
- 2. Responsibility:** means what an officer is answerable for, either solely or jointly with such other subordinates as are also concerned.
- 3. Power:** means the authority to take decision on a particular matter and implement the same in accordance with rules or orders on the subject.

202. Duties and Responsibilities

The duties and responsibilities of the officers of the department are given below. As regards other officers, they shall continue carrying out such duties and hold such responsibilities, as at present, based on existing rules, orders of superior officers and or conventions until they are modified.

In the different chapters of this manual, among other things, the duties and responsibilities of various officers in regard to the subject matter dealt with in the chapter are given in detail. These are also to be considered as part of the duties and responsibilities of the different officers even if a specific mention of the same is not made here.

He shall also be responsible for the duties and responsibilities assigned to the subordinate officers reporting to him in the office.

In addition, the following shall be considered as part of the duties of every officer of the department.

1. Every officer shall, if called upon by his superior officers, carry out as a temporary measure, in addition to his duties and responsibilities, those of another officer who is on leave or otherwise not available.
2. Every officer shall also carry out any duties as assigned to him by his superior officers.
3. If an officer has to be absent from his post on leave or for other reasons, he, or his superior officer shall make necessary arrangement, for the conduct of the work in the absence of the officer.
4. Every officer shall bestow adequate care on the protection of Government property entrusted to his charge.
5. Every officer shall carry out such work as he may be called upon to do from time to time by Government or the Chief Engineer.
6. Every officer must safeguard the interest of the State particularly, in emergencies and unforeseen circumstances.
7. Every officer shall co-operate with other officers of the department and officers of other departments wherever necessary for the proper conduct of Government business.
8. PWD Officers in charge of works shall see that the provisions of the safety code and protection arrangements are strictly observed. Inspecting officers shall take necessary action in this regard.
9. All Engineers are responsible for ensuring the environment requirements incorporated in the Manual.
10. Wherever necessary, adequate fencing or other means of isolating, weak spots in structures under use shall be provided until the weakness is removed. In addition warning notices shall also be displayed.
11. In respect of structures under maintenance of the PWD vulnerable portions shall be inspected and if any weakness is noticed steps shall be taken urgently to strengthen or replace the weak portions of the structure. Chief Engineers shall issue appropriate detailed instructions in this regard applicable to various types of structures like roads, buildings, bridges, under passes, flyovers and culverts etc.
12. PWD Officers shall see that sufficient environment protection arrangements are strictly observed in the office premises as well as at work sites. Inspecting officers shall take necessary action in this regard.
13. Every officer in charge of project preparation and execution will shall see that minimum description is caused to individuals or community in terms of loss of physical assets, access and livelihood.
14. In the case of accidents, the responsibilities of each officer shall be as detailed in Section 1000
15. If there is obstruction in the discharge of the duties of any officer by an outsider, it will be proper for the officer to have the obstruction removed either directly or with the help of the police.
16. Every officer shall guide and control the work of his subordinates and shall there be any disobedience, malingering, insolence, etc, it is open to the officer controlling him to initiate disciplinary proceedings after reporting the matter to the higher authority.

203 Duties and responsibilities Common to Specific Posts

203.1 Chief Engineer

It shall be the responsibility of Chief Engineer to ensure that the functions relating to his wing are carried out efficiently. For this purpose he shall among other things arrange.

1. To ensure that policies of government in regard to development programmes are implemented in a timely manner.
2. To plan, organise and co-ordinate works based on budget allocations.
3. Advise government on all technical matters under his charge or those referred to him.
4. To give timely instructions and guidance to subordinate officers on various matters.
5. To issue approval for publishing the information on the website (WINGS) relating to his wing.
6. Inspect major work sites and works which require his guidance or instruction, record the comments in the work spot book and circulate the inspection note to all concerned for follow up action
7. To have a proper assessment of the requirements of essential items of stores and to have them procured, stocked and distributed according to necessity.
8. To allot funds under various heads as per budget allocation to the various divisions.
9. To ensure that works being tendered have sufficient fund allocation.
10. To exercise administrative and financial powers delegated to him.
11. To see that the rules regarding accounting and financial control at various levels are properly enforced
12. To prepare details for answering legislative assembly questions, submissions and budget speech for the Government.
13. To have a system of monitoring the progress of work and the appropriate corrective steps wherever required.
14. Before the commencement of a financial year, the Chief Engineers shall prepare a programme on all ongoing works and submit to Government for review. Proposals for new works to be taken up shall also be submitted, indicating priority to be accorded to individual works, based on the review of ongoing works and the availability of funds in the budget.
15. The concerned Chief Engineer shall, without waiting for any notice or call from Public Accounts Committee/Committee on Public Undertakings, submit explanatory notes on paragraphs and reviews included in Audit Reports, C & A G Reports indicating the action taken or proposed to be taken. This may be done within a period of two months of publication/presentation of reports in the Legislature.
16. To submit monthly statements showing progress of clearance of audit objections to the Administrative Department of the Secretariat and take necessary steps to clear such objections before the close of the Financial year
17. To delegate a Senior Officer for ensuring prompt attention to Audit objection and Inspection Reports
18. To periodically review and monitor the Quality Control System.
19. To Inspect work including quality control aspects.
20. To accord sanction for investigation Estimate
21. To review progress of works in half yearly conferences and their observations shall be recorded in the minutes, which shall be forwarded to all subordinate officers
22. To allocate the maintenance fund to each division at the start of every financial year by setting apart a portion of it as reserve for carrying out emergency works.
23. To scrutinize the details furnished in the budget estimates submitted by the Divisional /Circle Officers and furnish proposals to government.
24. To approve the proposal for departmental execution and issue orders fixing the ceiling cost.
25. To report to Government on Old curiosities, relics, coins, minerals and any other item of archaeological importance found on excavation any ancient masonry or other old work of interest be opened up, or any religious edifice or relic be involved in removal or destruction in the execution of a work
26. To participate in meetings of Government tender committee, Chief Engineer's committee and Chief Engineers tender committee.

In addition to the above, the Chief Engineer will also carry out such statutory functions and such other functions assigned to him by government by virtue of any Act or Rules.

203.2 Deputy Chief Engineer

Superintending Engineers posted in the Chief Engineers office shall be designated as Deputy Chief Engineer and shall be responsible/accountable to the Chief Engineer in all official matters.

203.3 Superintending Engineer

The Superintending Engineer shall be in charge of a circle and has to exercise Administrative and Technical control over the various divisions under his jurisdiction in order to ensure efficient functioning of the departmental activities in that circle. His responsibilities shall include.

1. Issue of appropriate instructions in regard to investigation for new works wherever necessary.
2. Giving guidance in the matter of design to be followed for major works or works of a complicated nature.
3. Scrutinizing estimates and revised estimates, supplemental estimate requiring sanctions of authorities higher than the Executive Engineer and sanctioning them or seeking sanction therefore in accordance with the delegation of powers after verifying through site inspection the correctness and adequacy of the proposal.
4. Inviting tenders and making these documents available through the PWD Website and arranging contracts of works, supplies etc, in accordance with rules and the delegation of powers and for all prequalification works
5. Periodically inspecting all-important works and also the works, which require his guidance in the matter of execution; Inspections shall be purposeful and shall cover examination of quality, progress, difficulties in execution etc. To record the comments in the work spot book and circulate the inspection note to all concerned for follow up action
6. Planning and arranging supplies of Departmental materials for various works, Tools and Plants to be provided etc.
7. Distribute funds allotted as lump sum between various divisions according to rules.
8. Checking expenditure against budget grant as a subordinate controlling officer and taking timely steps to move for re-appropriations, surrender of funds or supplemental grant as may be necessary.
9. Ensuring that sanctioned staff is made available in the various offices etc. under his jurisdiction by recruitment, promotion, transfer or otherwise as per rules.
10. Inspecting the division offices under his jurisdiction annually with a view to see that the work of the divisions is carried out efficiently. The inspection shall cover various aspects of the questionnaire given as Appendix 200A and the same forwarded to concerned Chief Engineer.
11. Controlling the matters connected with the establishment under his jurisdiction such as leave, transfers and postings, promotions, disciplinary action etc.
12. Collecting, scrutinizing and coordinating all necessary information for the preparation of budget estimates of the circle under his jurisdiction.
13. Giving technical advice or opinion on matters within his jurisdiction referred to him by Government, other heads of department etc.
14. Directing relief and protection measures to be taken with the resources available under his jurisdiction in the event of unforeseen calamities like flood, fire, earthquake etc. In the event of such work being organized by other departments, cooperating with such work to the extent necessary.
15. He shall hold quarterly conference with Executive Engineers under his control to review the progress of various works record and circulate the minutes and report to the Chief Engineer,
16. Suggesting measures for improving the technical and administrative efficiency of the department taking into account the technical development, which has taken place and other relevant matters.
17. Monitoring the follow-up action for ensuring timely response of State Government to Audit Para, Draft Paras and there shall be a system for discussions with the Principal Audit Officer
18. Forward the cases to be placed before the Government Tender/Arbitration Committees with relevant proforma details and sufficient number of copies of notes etc. to the Government.
19. To conduct an independent quality assurance and Technical audit of works
20. Ensuring an adequately manned and equipped system for exercising quality control
21. Develop and maintain a feed back system for effecting possible improvements.
22. To suggest and effect remedial action required to avoid defects of the nature mentioned in the Inspection Report of Quality Assurance Team.
23. To initiate action against construction agencies doing bad quality works based on the report of the Quality Assurance team.
24. To conduct technical audit in respect of all divisions under the circle every year and also check the bills finalized during the last year.
25. To review functioning of these field testing laboratories and suggest ways and means of improving the standard of their performance.
26. To recommend and submit the workable rate for the entire work for departmental execution.

203.4 Senior Sociologist/ Social Development Specialist

1. To advice PWD all social issues and provide expert opinion on resettlement and the rehabilitation, Interpret R&R Policy
2. Screen all initial SIA checklist and identify area of planning and other intervention.
3. Prepare TORs for preparation of detailed Social Impact Assessment (SIA) and Resettlement Action Plan (RAP)
4. Assets in evaluation and selection of firms/agencies for preparation of RAP.
5. Monitor progress of SIA and RAP and clear projects requiring statutory social clearance.
6. Organise and conduct training programmes for field officers.
7. Advice field officers on matters relating to Land Acquisition, Resettlement and Rehabilitation
8. Evaluate SIA and Implementation of RAP.
9. Manage state level data base update and prepared quarterly and annual reports.
10. Participate in inter disciplinary teams that may be constituted by Kerala PWD or Implementation of Projects within or outside the states as a when required.

203.5 Executive Engineer

The Executive Engineer shall be responsible for the proper execution of all works under his charge. For this purpose he shall take timely action for the following:

1. In the case of execution of works and new works, for guiding and controlling proper investigation, and design of works and preparation of estimates.
 - i. Ensure that project reports are prepared and sanctioned.
 - ii. To inspect site during scrutiny of estimates for verification of the correctness of the estimates and adequacy of the provisions and give instructions wherever required.
 - iii. To move and obtain possession of land required for the execution.
 - iv. Invite tenders as per rules and to make contract arrangements.
 - v. To forecast and take steps to arrange required materials and Tools and Plant for departmental work and for meeting departmental obligation in contract work.
 - vi. To provide adequate staff as per the operational needs of the division. To supervise and manage these staff to ensure they carry out the duties adequately and in a professional manner
 - vii. To inspect works during execution and give instructions wherever required.
 - viii. To arrange periodical payments and watch expenditure.
 - ix. To deal with such other matters as may be found necessary for proper execution.
2. To super-check measurements at least 10% of works in a year in his Division and this check shall include at least 25% of the value of these work, to maintain a register for check measurements, showing all measurements checked by the Executive Engineer
3. To submit annual proposals for development or new construction, maintenance or repair works under his jurisdiction with all necessary information based on the Budget Manual
4. To review progress of works in monthly conferences and their observations shall be recorded in the minutes, which shall be forwarded to all subordinate officers and to consolidate progress report of works in his division to the Chief Engineer and Superintending Engineer before 15th of every month
5. To inspect sites where poor soil conditions exists and decide the number, location and minimum depth of bore holes to be taken.
6. To inspect and approve the foundation of works in which agreements are executed by an officer higher than the rank of an Assistant Executive Engineer
7. To priorities the works in his jurisdiction at the start of the financial year
8. To prepare the list of items to be stocked for the project with the approval of the concerned Chief Engineer
9. To obtain sanction where a living tree has to be cut in all cases
10. To plan in accordance with the Schedule of work and to fix the time frame of the project, in respect of contracts entered into by him and Superintending Engineer
11. To approve materials, Mix design, job mix formulae, etc.
12. To check and submit the workable rate for the departmental execution
13. To record the comments in the work spot book and circulate the inspection note to all concerned for follow up action
14. To keep on record & update from time to time the basic documents of property right of the Govt. /Department i.e., land plans & land records including land given on lease to private parties or corporations and Govt. level approved lease proposals & lease agreements signed by Assistant Engineer.
15. To check the logbook of the equipments, machineries, plants and vehicles.

16. To control the Stores and to furnish compiled accounts monthly to the Accountant General.
17. To report to the Chief Engineer on Old curiosities, relics, coins, minerals and any other item of archeological importance found on excavation any ancient masonry or other old work of interest be opened up, or any religious edifice or relic be involved in removal or destruction in the execution of a work
18. To submit initial social assessment checklist along with all proposals for works to be reviewed by the social cell (preliminary project report).
19. To obtain clearance from social cell for all categories of A and B where ever land acquisition and displacement of people is involved, prior to execution of works.
20. To facilitate preparation of Land Acquisition Plan in co-ordination with Revenue Department.
21. To approve Social Impact Assessment (SIA) reports Land Acquisition Plan and Rehabilitation and Resettlement Plan and submit to HQ for review by Social Cell under Chief Engineer (R&B) along with detailed design report.
22. Executive Engineer should ensure that no tendering of works is done before completing Land Acquisition and Rehabilitation and Resettlement Activities as per R&R policy.
23. To prepare the annual requirements of instruments based on the shortage arising either from inadequate supply originally or from some of the available instruments being in disorder in Divisions, Subdivisions and Sections
24. To propose the disposal of the Plants at the place or where it is transferred and to conduct auction as per sanction received from competent authority
25. To inspect all buildings /structures periodically under his charge
26. To hire Vehicles, if department vehicles are not provided, with the approval of concerned Chief Engineer
27. To issue permit for displaying boards in government property as per rules.
28. He shall be responsible for the proper maintenance and upkeep of all structures under the maintenance charge of the division. In particular, he shall see that.
 - i. The structures are systematically and carefully inspected by himself or through his subordinates' particularly vulnerable portions thereof.
 - ii. Timely action is taken to carry out essential works to prevent deterioration.
 - iii. Regular maintenance works are carried out at the appropriate time.
29. As the disbursing officer of the Department in regard to works, supplies and services under his charge, he has to exercise proper control over the expenditure on these items in accordance with the rules and orders in force and render proper accounts for the same to the Accountant General in the prescribed manner. His responsibility in this regard is detailed in the Kerala Public Works Account Code.
30. The Executive Engineer shall exercise administrative control over the entire establishment of his division and regulate the establishment expenditure in accordance with rules and orders in force. He shall also conduct periodical inspections of the subdivision offices under his control at least once in a year with a view to see that the administration of the subdivision is carried on properly in accordance with rules and/or special instructions.
31. As an ex-officio member of the District Development Council, the Executive Engineer shall keep the council informed about the progress of works and other activities of his division and also give technical advice on matters connected with works if called upon. He shall keep the Superintending Engineer informed of the decision of the council in regard to matters concerning his division.
32. In the case of Executive Engineer in charge of Project and in other special cases, the control of some stores may vest with the Executive Engineer. He shall then exercise all the controls required in the matter of procurement, stocking, issuing and accounting of stores as a Divisional Officer in charge of stores.
33. The Executive Engineer is responsible for the collection, remittance and accounting of P. W. D. Revenue realisable through the Division. He has to maintain proper Division Cash Book statements and furnish quarterly statements to the Accountant General. He shall exercise proper control to see that the dues to Government are collected and remitted in time and leakages are prevented.
34. In case of emergencies such as when serious natural calamities occur, the Executive Engineer shall liaison with the District Collector and other authorities in protecting life and property threatened or damaged within the limit of his jurisdiction.
35. Test check of design, and estimate etc., sanctioned by Assistant Executive Engineer.
36. Ensure quality and environmental aspects of all works
37. He shall hold a monthly conference of Engineers under his control to review the progress of various works and report to Superintending Engineer.
38. Ensure that the MIS is regularly updated and forwarded to HRD Cell in the Chief Office on a monthly basis

39. Adopt the relevant Quality Control measures to ensure the desired quality of work.
40. Ensure proper quality of work as per specifications and for achieving designed life of the structure
41. Ensure that approved materials are used in the work.
42. Wherever necessary the Executive Engineer shall approve the sources or Samples for respective materials.
43. Ensure that all mandatory tests have been performed at the stage of each running bill, before payments.
Executive Engineer shall verify and ensure availability of the required test equipments for field tests as well as an updated copy of specifications and copies of accepted schedule at sites of works.

203.6 Executive Engineer (General)

Executive Engineer posted in the Circle office shall be designated as Executive Engineer (General) and shall be accountable/responsible to the Superintending Engineer in all official matters. He shall be the drawing and disbursing officer for pay and allowances.

203.7 Assistant Executive Engineer

1. An Assistant Executive Engineer in charge of a subdivision is responsible for the proper execution of all works in the subdivision. This shall include the following
 - i. Arrangement of contracts within his powers following the prescribed rules.
 - ii. Forecasting the requirements of important materials to be supplied departmentally and make arrangements to procure them according to prescribed rules.
 - iii. Forecast requirements of various Tools and Plants for Departmental execution.
 - iv. Check and approve setting out of works.
 - v. Inspect and approve foundations of structures with open type foundations, except massive structures as per design..
 - vi. Conduct soil tests and other tests wherever necessary as per general or special instructions.
 - vii. Personally supervise all works under his jurisdiction.
 - viii. Give suitable guidance to subordinates in regard to works under construction.
 - ix. Watch and take steps to see that progress as per schedule is maintained.
 - x. Administer the contract to ensure that the terms and conditions are adhered to.
 - xi. To check all measurements taken by the Assistant Engineer
 - xii. Scrutinise, pass bills and make payments as per rules.
 - xiii. Obtain timely orders regarding deviations from and additions or deletions to the works as per sanctioned estimates if found necessary during execution and taking follow up action by submission of Revised Estimate, Deviation Statement etc,
 - xiv. Before the start of the work, initial levels and details of material collection reports are furnished to Chief Technical Examiner's office
 - xv. Ensure quality of works and compliance with environmental regulations
 - xvi. Ensure complaints with R&R policy and LA Act preparation of all necessary social reports.
 - xvii. Adopt the relevant Quality Control measures to ensure the desired quality of work.
 - xviii. Ensure proper quality of work as per approved specifications and for achieving designed life of the structure
 - xvi. Furnish details of mandatory tests verified by him along with running account bill.
2. The Assistant Executive Engineer shall also responsible for conducting proper investigation and scrutinising plans and estimates for new works in accordance with general and special instructions in this regard. This shall include:
 - i. Giving suitable directions to subordinates regarding information to be collected and nature and extent of survey work to be done.
 - ii. Checking site surveys, levels, nature of soil, sub soil, result of borings and all field data.
 - iii. Verification of the correctness of plans and adequacy of provisions in estimates by site inspection.
3. The Assistant Executive Engineer shall also responsible for the proper maintenance of structures under his charge and this shall include:
 - i. Periodically inspecting all the building/ structures, particularly the vulnerable parts in accordance with general or special instructions in this regard.
 - ii. Initiating timely action for special repairs where these are needed to prevent deterioration of structures under maintenance.
 - iii. Making arrangements for the execution of maintenance works according to predetermined timetable to suit the conditions.
 - iv. Wherever any operations are involved as for instance in ferry service or sluice gates etc., ensuring that the operations to be carried out are in accordance with the designed scheme.

4. The Assistant Executive Engineer shall be responsible for the administrative control of the subordinates in his subdivision and this shall include the following:
 - i. See that subordinate staff and labour are posted in the concerned sections and if any vacancies exist, take action for the same being filled up while at the same time make interim arrangements for carrying on the work.
 - ii. Periodically examine the adequacy or excess otherwise of subordinate executive staff and labour and take action for posting additional staff or for transfer of surplus staff according to circumstances.
 - iii. Oversee the work of the subordinate staff and see that lapses in regard to proper discharge of duties by any such personnel are dealt with promptly according to rules.
 - iv. See that the subordinate staff and labour are paid their wages/ salary promptly.
 - v. Periodically examine whether Government materials, Tools and Plants etc., under control of his subdivision are properly looked after and where necessary take steps to correct inadequacies. .
5. When an Assistant Executive Engineer is posted as Stores Officer he is responsible for the proper functioning of the Stores under his control. This shall include the following:
 - i. Ensuring that adequate and suitable accommodation is available for the various articles to be stored.
 - ii. Ensuring security for the Stores through suitable watch and ward arrangements.
 - iii. Forecasting requirements of different articles to be stocked and taking timely action for the procurement of the same in accordance with rules or instructions in regard to project and works.
 - iv. Placing orders for supply of articles in accordance with rules or instructions and processing all orders either made by him or by superior authority so that all the requisite procedures are completed in time for receipt of articles.
 - v. Making arrangements for transport and handling of articles from points of supply such as Railway Station, Harbour etc. to the Stores through Contract or otherwise.
 - vi. Making arrangements for handling of stores within the, store premises.
 - vii. Check measuring articles received.
 - viii. Giving suitable instructions to custodians of stores and other subordinates regarding operation of the stocks.
 - ix. Passing and payment of bills connected with stores transactions in accordance with rules.
 - x. Frequently inspecting the stores and making surprise checks of few articles in the stores on a regular basis and taking follow up action based on such checks.
 - xi. Taking timely action to prevent deterioration if any of the items stocked in the stores.
 - xii. Arranging disposal of unserviceable articles as per rules.
6. Maintaining accounts as per rules and rendering the required accounts to the Accountant General and other authorities as per rules.
7. To check and approve bench marks
8. To consolidate and forward progress report in the prescribed form for budgeted works and for other works to the Executive Engineer before 7th of every month
9. The plan of the formwork proposed to be employed by contractor shall be obtained and examined by the Assistant Executive Engineer in respect of contracts entered into by him or higher officers
10. To plan execution in accordance with the Schedule of work and to fix the time frame of the project, in respect of contracts entered into by him
11. To cross check the reinforcement bars placed before concreting works
12. To report under certificate of posting to Chief Technical Examiner, Earth work of all works exceeds 300m³ and the quantity of any aggregate supplied for road work exceeding 50 m³.
13. To scrutinize and submit the workable rate for the entire work for departmental execution
14. To record the comments in the work spot book and circulate the inspection note to all concerned for follow up action
15. To maintain and update periodically the basic documents of properties of Govt. / Department i.e., land plans & land records including land given on lease to any agency or Corporations
16. To check periodically the log book of the equipments, machineries, plants and vehicles
17. To prepare initial Social Assessment checklist and inventory of on private and public properties on the land needed for the departments and prepare LA and R&R Plan as per the PWD R&R Policy for approval by Executive Engineer.
18. To exercise the administrative control of stores.
19. To approve all foundations for which agreement is executed by the Assistant Executive Engineer

203.8. Assistant Executive Engineer (General)

Assistant Executive Engineer posted in the Division shall be designated as Assistant Executive Engineer (General) and shall be responsible/accountable to the Executive Engineer in all official matters.

203.9 Assistant Engineer

An Assistant Engineer posted in charge of a section is responsible for the proper execution of all works in his section or under his charge. This shall include:

- 1 While setting out works check whether the works proposed are well within the land under the ownership of PWD.
- 2 Setting out works/ checking the same to see that works are carried out according to approved plans.
- 3 Forecasting and reporting the requirements of materials, Tools and Plant etc. required for works sufficiently early so that they could be arranged for and got supplied in time.
- 4 Taking and recording measurements and assisting in check measurements.
- 5 Scrutinising contractor's bills and recording accounts of materials, if any, issued for works.
- 6 Supervising the progress of works and taking steps to remove bottlenecks, if any.
- 7 Ensuring, in the case of contract works, that all the conditions of contract are properly observed and taking appropriate action if any of these are violated.
- 8 Keeping close watch of departmental works and taking necessary steps for ensuring the effective execution of all works.
- 9 The up keep and maintenance of structures under his charge.
- 10 Survey, Investigation and collection of all field data necessary for construction of new works or alterations and additions to existing works or maintenance of existing structures which fall within his jurisdiction.
- 11 Preparing preliminary as well as detailed estimates and reports for new works and maintenance works and ensuring its correctness and adequacy.
- 12 Seeing that subordinate executive staff is posted in the required places and that these persons are well acquainted with their duties.
- 13 Controlling and overseeing the work of subordinate staff.
- 14 The safe custody and rendering proper account (as per rules) of cash, materials, scientific instruments, Tools and Plant etc. entrusted to him or which pass through the section accounts.
- 15 Making arrangements for claiming and disbursing pay and allowances etc., for all subordinate staff and labour as per rules.
- 16 Arranging urgent necessary action in case of an emergency to protect life and Government property.
- 17 Furnishing information required in so far as they relate to his section, to answer interpellations in the Assembly, Parliament etc.
- 18 Making on the spot enquiries and submitting reports on matters referred to the Assistant Engineer by superior officers.
- 19 Making timely arrangements for disposal of unserviceable or surplus materials, Tools and Plant, Scientific instruments etc.
- 20 Preparing and, submitting valuation report of buildings and structures, as required.
- 21 Adopting the relevant Quality Control measures to ensure that the quality of work is as per approved specifications so as to achieve designed life of the structure.
- 22 Responsible for carrying out field-tests correctly and timely communication of test results to authorities.
- 23 Incorporate details of mandatory tests done with every running account bill
- 24 To carry out investigation work.
- 25 To obtain the opinions of the officers of the concerned Department/ Local Body in regard to choice of site and features required for the work excluding Technical details
- 26 To implement/ communicate to the contractor in writing the instructions and orders issued through the work spot order book by the higher officers
- 27 To forward progress report in the prescribed form for all works on or before the third day of every month
- 28 To approve all foundations for which agreement is executed by the Assistant Engineer
- 29 To plan execution in accordance with the Schedule of work and to fix the time frame of the project, in respect of contracts entered into by him
- 30 To ensure taking position of land for works only after the disbursement of compensation and assistances as per the R&R policy of PWD.
- 31 To Handover the site to the contractor or the authorised agent within ten days after executing the agreement
- 32 To measure and record the reinforcement bars placed prior to casting concrete

- 33 To check the quality of works and to see that the specifications are properly followed
- 34 To recommend application for extension of time of completion requested by the contractor
- 35 To submit the completion certificate along with as built drawings to the higher officers for approval
- 36 To take over the completed structure/work from the contractor after ensuring that all debris, balance materials, temporary construction etc., are removed and site cleaned up.
- 37 To hand over the completed works along with a set of completion drawings to the concerned officer of the other Department/ Agency
- 38 To prepare and submit the workable rate for the entire work for departmental execution
- 39 To arrange for removal/ demolition of inferior quality work if contractor fails to do so and charging the expenses to the contractor.
- 40 To keep on record the basic documents of property right of the Govt. /Department ie, land plans & land records including land given on lease to private agencies or corporations and update it from time to time
- 41 To sign lease agreements
- 42 To take exact measurements and to work out rent as per the guidelines prescribed and to furnish in the specified proforma.
- 43 To inspect all buildings /structures periodically under his charge
- 44 To check frequently the logbook written by the operator-in-charge of the equipments
- 45 To be responsible for the verification, receipt, custody and issue of the stock materials and maintenance of initial accounts of all store transactions

When an Assistant Engineer is posted as Custodian of Stores, he shall be responsible for:

- i. Receiving articles ordered to be stocked in stores, verifying the quality with reference to specifications, and the quantity as per the order and keeping them under safe custody in suitable places in the Stores.
- ii. Recording measurements of such receipts and completing the 'goods received' sheet
- iii. Ensuring proper storage of articles in the stores by taking necessary precautions to prevent deterioration due to storage damages due to fire and other hazards and loss due to unauthorised removal of stores.
- iv. Ensuring the accuracy of measuring instruments like weighing balances, tapes etc., by frequent checks and calibration.
- v. Ensuring that only articles covered by proper indents and approved by the Stores Officer are issued out of the stores and that the issue is made to the person authorised to receive the same.
- vi. Keeping proper accounts and submitting proper returns as per rules of the receipts, issues and balances of different articles.
- vii. Arranging for taking delivery of goods consigned to the stores and authorised to be received therein, from railway stations, harbour, transporting agent's premises etc., in accordance with general or special instructions without causing delay, demurrage or any avoidable expenses.
- viii. Controlling the work of labour employed in handling of stores, within the stores premises. Keeping such account records as are necessary and prescribed from time to time for any payment that may have to be made to the labourer either directly or indirectly.
- ix. Bringing to the notice of higher authorities, articles, which are in short, supply and may require procurement action.
- x. Reporting to higher authorities the availability of surplus articles, which have not been indented for the last six months, or more so that steps may be taken for their early disposal.
- xi. Bringing to the notice of higher authorities cases where articles are likely to deteriorate.
- xii. Frequently inspecting the different stores to detect deterioration of articles if any and if so to arrange for their disposal as per rules.
- xiii. Overseeing and controlling the work of subordinates in the Stores.
- xiv. Verifying bills pertaining to Store transactions and processing the same in accordance with rules.

203.10 Assistant Engineer (Works)

Assistant Engineer posted in the Sub division shall be designated as Assistant Engineer (Works) and shall be responsible/accountable to the Assistant Executive Engineer in all official matters.

203.11 Third Grade Overseer

1. When a third Grade Overseer or other technical subordinate is posted for supervision of works carried out on contract, he must exercise proper care over the execution of the works and in particular attend to the following:
 - i. Assist the Assistant Engineer for collection of all field data for preparing layout, designs and preliminary estimates.

- ii. Prepare detailed drawings based on field data and approved designs.
 - iii. Prepare detailed estimates as per approved designs, after obtaining instructions on provisions and rates from the Assistant Engineer.
 - iv. To see that the plans and specifications are followed in the execution of each item of work. Assist in setting out and in checking setting out of the structure.
 - v. Check the quality of materials on arrival at site, and to see that the materials comply with specifications while in use.
 - vi. To watch the proportion of ingredients in mortars, concrete and bituminous premix, and see that they are as per standards specified for the particular item of work concerned.
 - vii. Check and see that the workmanship in the execution of work is good. Ensure that quality is maintained. Ensure the proper curing for cement works.
 - viii. In particular he shall be responsible for ensuring quality of certain items of work, which shall be done only under his direct supervision. These include earthwork filling for various purposes, rubble and brick masonry, plastering, road works, and formwork for R.C.C. and foundations of structures and usage of departmental materials as per specification.
 - ix. Check, that proper care and protection is taken to avoid accidents or danger to workmen and third parties or to adjacent properties as per the safety code.
 - x. Monitor that the contractor faithfully observes the general conditions of contract.
 - xi. In the event of violation of any of the items (iv) to (ix) above, report the matter in writing to the Assistant Engineer immediately and abide by his orders.
 - xii. Maintain a work spot order book as per rules.
 - xiii. Take charge of unserviceable dismantled materials obtained during the execution of the work and arrange for their disposal as ordered by higher officers.
 - xiv. Ensure that all safety provisions as per chapter 6 of Section II are complied with
 - xv. Ensure all materials at work site are kept in a safe manner.
 - xvi. Keep in safe custody all scientific and mathematical instruments and tools & plant issued for a work.
 - xvii. Report the progress achieved at all stages of a work, and shortfall if any, with reasons.
 - xviii. Report completion of fixing of formwork.
 - xix. Supervise reinforcement work as directed by Assistant Engineer and report its completion.
 - xx. Report requirements of Tools & Plant required for a work in time and keep a watch over the proper use of Tools and Plant, if any, issued to contractors.
 - xxi. Carry out any instruction received from higher offices from time to time regarding proper execution of a work.
 - xxii. Assist in taking levels and marking of level of structures during execution.
 - xxiii. Plot the cross section (cs) and longitudinal section (ls) sheets and compute quantity of earth work.
 - xxiv. Assist the Assistant Engineer in preparing bills and making payments.
 - xxv. Prepare draft letters and reports and put up for the approval of the Assistant Engineer and assist the Assistant Engineer in office works.
 - xxvi. Furnish details on petitions after proper investigations, sanctions for road cuttings and other similar matters, with detailed site plans, wherever necessary.
 - xxvii. Bring to the notice of Assistant Engineer, encroachments on PWD roads/ Government land.
 - xxviii. To watch avenue trees and improvement in acquired land and report in writing any attempt at damage or removal.
 - xxix. Take measurements; prepare Plans and detailed calculations for fixing fair rent and valuation of buildings and collection of details of structures for verifying stability, as directed by the Assistant Engineer.
 - xxx. Carry out any work assigned to him by his superior officers.
2. When a Third grade Overseer or other technical subordinate is posted to supervise execution of works through departmental execution of works, his duties shall also include the following: -
 - i. Rendering assistance to the Assistant Engineer or higher officers in setting out the works and taking measurements.
 - ii. Sending timely intimation to the Assistant Engineer on the requirements of Materials, Tools Plant etc., so that there is no interruption or slackness due to lack of these.
 - iii. Receiving, temporarily storing, accounting and issuing departmental materials required for execution of the work.
 - iv. Receiving, temporarily storing and issuing departmental Tools & Plant to the labour as and when required and returning them to the store or such other place as directed by the Assistant Engineer, when the Tools & Plant are no longer required.

- v. Mustering the labour twice every day and keeping the labour roll as per rules.
 - vi. Allotting work to individual workmen or groups of workmen in such a manner, as will ensure efficient performance of the work.
 - vii. Taking such protective measures as are necessary to ensure safety of workmen and third parties, as also properties likely to be affected by the execution of the work.
 - viii. Keeping a close watch of the performance of the work and if necessary rearranging work and or regrouping workers to improve performance.
 - ix. Maintaining a record of the out turn of work every day, including issues of departmental materials, if any, and periods of working of departmental machinery, if any. All this information shall be noted down in a works spot order book and duplicate and triplicate copies of the same sent as daily reports.
 - x. Assisting the Assistant Engineer or other departmental officers in disbursing wages to the workmen after identifying them.
3. When a Third grade Overseer or other technical subordinate is posted to the charge of the maintenance of Roads, Bridges, or Buildings or other structures, then his duties will also include:
- i. Making systematic examination of the various structures under his charge and report the condition and maintenance requirements to the Assistant Engineer.
 - ii. Where urgent steps are to be taken either for protection of property, life or restoring communications, as for instance prevention of breaches in roads, cutting and removing fallen trees from roads etc., these shall be arranged then and there and the fact reported to the Assistant Engineer on the same day. Departmental labour shall as far as possible be employed for such purposes.
 - iii. Supervising maintenance works and keeping accounts of materials used, departmental Tools & Plant etc.
 - iv. Controlling the work done by watchmen, ferrymen, lascars and other such persons who are to work under the overseer's direction.
 - v. Carrying out supervisory and other duties on original or maintenance works done on roads, buildings or other structures under his charge in accordance with section 203.12 and 203.13
4. A overseer Grade III, if posted in general charge of investigation and quality control work, shall in addition to the duties of overseers detailed above be responsible for
- i. Investigation of works entrusted to him. This includes assisting in taking levels, site survey and all other measurements at site.
 - ii. Conducting soil investigation at locations identified by higher officers.
 - iii. Recording the SPT values and details of samples taken at each depth, during subsoil exploration and ensuring its accuracy.
 - iv. Issuing necessary instructions to plant operators, during soil investigation
 - v. They shall be responsible for the correctness of the survey work, levelling or any other fieldwork or collection of data entrusted to their charge.

203.12 First & Second Grade Overseers

I grade or II grade Overseer when posted in a section shall in addition to the duties entrusted to a III grade Overseer:

1. Assist in checking the detailed estimates for works and submit notes for issuing technical sanction or forwarding to higher offices.
2. Assist the Assistant Engineer in inviting tender, prepare tender schedule, tender acceptance, executing agreement for works passing bills and making payments and submitting notes for issuing orders.
3. Record in Measurement Books, all Measurements of works within the T.S. Powers of Assistant Engineer.
4. Assist in preparing and disbursing wages of Casual Labour Roll
5. Prepare bills of works, for which he is authorised to take measurements.
6. Keep in safe custody, scientific, and mathematical instruments, Tools & Plant excluding machinery, pipes and accessories, spare parts of Tools & Plant, furniture registers, and work files of the section office and Measurement Books and Field Books issued to him and handover the above while on transfer, as directed by the Assistant Engineer.
7. Maintain files and registers relating to departmental & Plant, MAS account, improvements in government land and other items.
8. Co-ordinate the work of subordinate overseers.

9. Assist the Assistant Engineer to conduct Joint inspection with revenue staff for verification of improvements and submit verification report for taking possession of acquired land.

203.13 Tracer

A Tracer (in the cadre of third grade Overseer) in any PWD office shall carryout the following duties.

Prepare tracing of drawings.

Carryout any other work that may be specifically assigned to him by superior officers.

203.14 First & Second Grade Draughtsman

A I & II Grade Draughtsman in PWD office shall carryout the following duties.

1. Prepare drawings based on instructions given to him by the Assistant Engineer (Works) and other higher officers.
2. Prepare tracing of drawings.
3. Plot survey work based on field data furnished to him and mark contours in survey drawings.
4. Check plotted sections and surveys received from subordinate officers with field book entries including checking reduction of levels.
5. Calculate quantities of various items of work involved from the designs and drawings of structures and prepare detailed estimate.
6. Prepare data for items of work based on schedule of rates, and information received from field regarding leads and lifts involved etc.
7. Check contractor's bills with regard to the estimates received from subordinate offices.
8. Verify issue of materials against requirement as per data in contractor's bill.
9. Prepare indents for departmental materials, Tools and Plant etc.
10. Prepare tender schedules and agreements.
11. Tabulate tenders.
12. Prepare draft letters and reports.
13. Carryout any other work that may be specifically assigned to him by superior officers.

204 Duties of Various Branches in the Chief Engineers, Circle, Division, and Sub Division offices

Each PWD office shall have technical, financial and establishment personnel. Each branch shall have the following duties.

204.1 Technical Branch

The Technical branch in a PWD office shall be responsible for taking action on the following,

1. Approval of structural designs.
2. Scrutiny of estimates: Any notification in the provisions in an estimate received from the subordinate office shall be made only after the specific orders of the head of the office.
3. Issuing Administrative and Technical Sanction for estimates.
4. Sanctioning revised estimate for works.
5. Preparation of tender schedule, Tabulation of tenders.
6. Submission of tenders to higher authorities.
7. Scrutiny of tenders.
8. Preparation of agreement documents.
9. Scrutiny of bills - This shall include checking of issue of departmental materials, extra items, revised estimates, level calculation etc.
10. Checking of initial and final level calculations.
11. The Technical Branch shall do processing of survey report-verification of rates alone.
12. Scrutiny of maintenance estimate for Tools & Plant.
13. Progress report and inspection notes of works.
14. Correspondence on all technical matters and works (except those relating to work bills)
15. Takeover proposal of Panchayat roads
16. Issue of indents for bitumen, maintaining Indent Register.
17. Scrutiny of consolidated indent if any.
18. Any other work entrusted by the head of office.

204.2 Environment Cell

The Environment Cell has advisory, and monitoring functions in relation to the Environment requirements of the Code and Manual. On the one hand, the Environment Cell will provide Technical Advice and inputs in matters such as interpreting the environment requirements in particular context for obtaining State / Government of India clearance and taking precautions in conducting activities in eco sensitive areas. On the other hands the Environment Cell shall periodically supervise monitor evaluate and report adherence to the environment requirements. The Environment Cell shall pro-actively work towards achieving better environment performance and shall also respond to request for advice and support.

204.3 Finance Branch.

The Finance Branch shall be responsible for.

1. Preparing monthly accounts and forwarding the same to Accountant General.
2. Preparing cheque for payment on passed bills.
3. Preparation of works budget.
4. Preparation of performance budget and revised budget.
5. Preparation of schedule of settlement with treasuries and maintaining proper registers.
6. Follow up action on audit notes of Accountant General relating to works.
7. Maintenance of audit files relating to works.
8. Scrutiny of bills and closing of work bills after audit. This shall include checking arithmetical calculations in Measurement Book, checking MAS account, Write Back Order (W.B.O), Work Abstract, checking quantities with schedule provisions etc.,
9. Maintenance of relevant registers such as MAS account, Survey Report, Cash Book, Work Abstract, Contractor's Ledger etc.
10. Processing of Survey reports.
11. Correspondence on finance matters.
12. Any other work entrusted by the Head of the Office.

204.4 Establishment Branch

Establishment Branch is responsible for the following.

1. Transfers and postings.
2. All establishment matters including leave, salaries, medical reimbursement etc.
3. Disbursing salary and allowances of staff.
4. Scrutiny of TA Bills
5. Preparation of establishment budget and revised budget.
6. Sanctioning of pension and preparation of pension papers.
7. Maintain the accounts regarding contingency funds.
8. Maintaining Service Books of all employees.
9. Registration of contractors.
10. Maintain all relevant registers.
11. Maintenance of all files
12. Follow up action on audit notes by Accountant General.
13. General correspondence on establishment matters.
14. Receipt of tapals and putting up to Deputy Chief Engineer in Chief Engineers' office / Executive Engineer (General) in Circle office/Assistant Executive Engineer (Technical) in Deputy Chief Engineer office and Assistant Executive Engineer (Works) in Sub Division office.
15. Maintain inward and despatch registers
16. Any other work entrusted by the Head of the Office.

The Head of Office shall obtain remarks of the Financial Assistant/ Finance Officer for the items mentioned in G.O. (P) No. 388/92/Fin dated 6.5.1992

Agreement for works executed in Division and Circle offices shall be handed over to the Divisional Accountant for safe custody

The head of department/office will obtain the remarks/view of the financial assistant/ senior finance officer on the following subjects before decisions are taken

1. Formulation of new schemes and projects
2. Proposal and allocation of funds for schemes

3. Creation and upgradation of posts
4. Public Accounts Committee/Estimate Committee and Subject Committee.
5. Purchase of tools and plant, machinery and equipments are other stock and stores except petty items.
6. Repair and maintenance of buildings, vehicle, machine other assets:
7. Estimate and investigation sanction of scheme/works.
8. Administrative and technical sanction of schemes/works.
9. Acceptance/recommendation of tender. Quotation purchase/works.
10. Waving of tender calls.
11. Acceptance of tender deviation and sanction of extra item.
12. Sanction of cess and revised estimate.
13. Execution of agreements and powers of attorneys
14. Acceptance and release of securities and release of retention of money.
15. Risk and cost termination of the contracts and imposing fines of contractors.
16. Registration, renewal and black listing of contractors.
17. Vigilance and other Court cases involving financial aspects including arbitration cases.
18. Settlement of centrally sponsored scheme claims and adjustment of inter departmental / State accounts
19. Sanction of survey reports and sale by auction.

204.5 Nodal Officer

Every Office in the Department shall have a Nodal Officer for furnishing answers in the prescribed time to Legislative Assembly Interpellations.

The Nodal Officers shall be Deputy Chief Engineer in Chief Engineer's office, EE (General) in Circle office, Assistant Executive Engineer (Technical) in Division Office, Assistant Engineer (Works)/Assistant Executive Engineer in Sub Division Office and Assistant Engineer in Section Office.

205 Administration Wing

205.1 Chief Engineer (Administration)

In addition to the responsibilities assigned in section 203.1, he shall also be responsible for:

1. Post adequate and suitable staff at the appropriate places as per proposal of concerned Chief Engineer and to take steps to correct deficiencies and imbalances if any.
2. Conduct Chief Engineer's council meeting periodically.
3. To issue posting and transfer orders of staff in the department and for the new recruitment as per advice issued from Public Service Commission.
4. Member of Departmental Promotion Committee.
5. Taking disciplinary action as per powers delegated.
6. Approval of seniority list of various categories of PWD staff every year.
7. Approval of revised Schedule of Rates annually and reporting the matter to the Government.
8. Updating of standard data book

205.2 Deputy Chief Engineer (Administration)

Deputy Chief Engineer (Administration) shall be responsible/accountable to the Chief Engineer (Administration) in all establishment matters. He shall also assist the Chief Engineer (Administration) for the following:

1. Human resources management and development within PWD
2. Periodical training for selected technical staff depending on their area of work.
3. Induction training to all fresh appointees and refresher training
4. Management of Personal Information System of the entire staff, issue ID cards, etc.
5. Conduct of yearly employee satisfaction surveys, workload assessments.
6. Submit yearly proposals for variations in cadre strength based on the workload assessment.
7. Take action to prepare and publish provisional seniority list of each category periodically in the web.
8. Declaration of probation and preparing list for Departmental Promotion Committee.
9. Conduct enquiries himself on cases of complaint if directed by the Chief Engineer, Administration.
10. Preparation of press releases after observing norms.

205.3 Executive Engineer, Human Resources Development & Planning

He shall be responsible for the following, as instructed by the superior officers:

1. Review the process of preparing provisional seniority list of each category of employees periodically.

2. Maintain a highly confidential “Disciplinary Register” under his personal custody. This will contain the details of disciplinary actions initiated or taken against all gazetted/non-gazetted employees. All proceedings under disciplinary action and appeal over the same shall be recorded in the register.
3. If necessary, give advice to the officers conducting the enquiries about the correct manner in which the enquiries shall proceed.
4. Provide assistance in framing of charges appropriately and in the correct presentation of evidences.
5. Implement a Personnel Information System (PIS) including all employees of the Department.
6. Circulate notes and instructions regarding on matters related to personnel management on approval by the Chief Engineer, Administration.
7. Forward proposals for restructuring the organisational set up of the department as a part of Manpower Management.
8. Keep watch on the progress of action taken against complaints in liaison with the Vigilance Wing.
9. Monitor the follow up action in processing of police verification report of new recruits.
10. Arrange Induction Training to all new recruits.
11. Monitor the issue of employee identity cards including timely replacement.
12. Review the draft programme of training staff in India/abroad and obtain approval from the competent authority.
13. Prepare a training budget for PWD and obtain approval/allotment from competent authority. About 0.5% to 1% of the budget shall be set apart specifically for employee training.
14. Review and finalise the training calendar for each year in advance and obtain approval from the competent authority.
15. Coordinate all training programmes for personnel in the department.
16. Review the evaluation report on all training programmes conducted by PWD and issue necessary guidelines/instructions for better performance.
17. Evaluate the performance of trainers engaged by PWD and ensure that competent persons are handling the training sessions.
18. Coordinate with the nodal officers in each office and prepare notes for press releases in consultation with them.
19. Interact with personnel in the department to find out and resolve any hurdles that hinder his job performance.
20. Recommend rewards to employees in appreciation of their good performances.

205.3.1 Assistant Executive Engineer, Human Resources Development

He shall be responsible for the following, as instructed by the superior officers:

1. Check the seniority list of each category of employees prepared by the administrative section.
2. Provide the required assistance in preparing the “Disciplinary Register”.
3. Collect information regarding complaints, enquiries, and disciplinary action and maintain a database on such matters.
4. Prepare a list of complaints and monitor the progress of its disposal and prepare monthly report.
5. Prepare notes and instructions regarding matters related to personnel management for circulation.
6. Maintain the Personnel Information System (PIS) of the employees of the department.
7. Participate in the training programmes provided by the Enquiry Division.
8. Assist in preparing draft charges, statement of facts/ allegations and also modify those received from other offices to the extent required before submitting for approval.
9. Extend necessary co-operation to the enquiry officers for conducting departmental enquiries as directed by superior officers.
10. Prepare schedule for providing Induction Training to new recruits.
11. Make a draft programme of training staff in India/abroad.
12. Organise training programmes for all categories of personnel in the department.
13. Prepare evaluation report on all training programmes conducted by PWD after analyzing the evaluation forms.
14. Make necessary arrangements to the issue of employee identity cards including timely replacement.
15. Ensure that Management Information System (MIS) is maintained in all districts and reports reach the Headquarters on a monthly/quarterly/yearly basis.
16. Carry out the duties and assignments given by the Executive Engineer, Human Resources Development & Planning on a regular basis.

205.3.2. Assistant Engineer, Human Resources Development

He shall assist the superior officers in HRD matters assigned to him:

205. 4 Assistant Executive Engineer, Policy Guidelines

He shall be responsible for the following, as instructed by the superior officers:

1. Co-ordinating the periodical revision of the PWD Code and Manual, ensuring compliance with the Code and Manual.
2. Monitoring of the implementation and review of the Road Sector Policy.
3. Assist the Executive Engineer, HRD & Planning and the Committee of Chief Engineers to identify other needed PWD policies, and assist in the development and implementation of those policies.
4. In consultation with the various Chief Engineers identify the guidelines and standards needed for their Wing and co-ordinate the development and implementation of such Guidelines and Standards.
5. Preparing and maintaining a database of relevant Indian and International Standards relevant to PWD operations
6. Liaising with the Assistant Executive Engineer, Legal and Social, to ensure appropriate legal input and review of all policies in their drafting stages.
7. Assist the Executive Engineer, HRD & Planning, as required on all other Policy Guideline issues.
8. Any other duties assigned to him by the superior officers.

205.7 Assistant Executive Engineer (Planning), Administration

He shall be responsible for the following, as instructed by the superior officers:

1. Assist preparation of annual Administration Reports.
2. Any other duties assigned to him by the superior officers.

205. 7.1 Assistant Engineer (Planning), Administration

He shall be responsible for the following, as instructed by the superior officers:

1. Assist preparation of annual Administration reports.
2. Any other duties assigned to him by the superior officers.

205. 8 Deputy Chief Engineer (Vigilance)

The Deputy Chief Engineer (Vigilance) shall, in the capacity as vigilance officer have the authority to inspect, as per directions from superior officers, any work of the Public Works Department and shall also be responsible for the following :

1. Conduct enquiries regarding allegations against any P.W.D staff (ministerial and technical) and submit his findings and proposals to Chief Engineer, Administration.
2. Initiate disciplinary action *and* submit the report to Chief Engineer, Administration.
3. Conduct enquiry on complaints from the Vigilance Commission, Anti Corruption Bureau, Govt. Officers, members of Legislative Assembly, general public etc. and submit the report to the Government/ Chief Engineer, Administration.
4. Conduct departmental enquiries and propose action, if required, against the Govt. servants involved.
5. Conduct random inspection of PWD offices to ascertain whether the records are maintained as per PWD Code and Manual.
6. Collect Annual Confidential Reports and keep under safe custody after verification.
7. Forward Confidential Reports on request by DCE, Administration, for declaration of probation and for producing before the Departmental Promotion Council.
8. Collect the landed property statement of all PWD officers and keep it under safe custody.

205 8.1 Executive Engineer (Vigilance)

He shall be responsible for the following, as instructed by the superior officers:

1. Assist in conducting enquiries regarding allegations against any PWD staff (ministerial and technical).
2. Any other duties assigned to him by the superior officer.

205.8.2 Assistant Executive Engineer (Vigilance)

He shall assist in vigilance matters, as instructed by the superior officers:

205. 9 Executive Engineer (Environmental & Social)

He shall be responsible for the following, as instructed by the superior officers:

1. Provide legal representation for the department in the Courts of Law i.e. to participate in legal cases involving Department in Courts of Law, monitor progress of the ongoing litigation cases and prepare monthly progress reports.
2. Prepare legal documents relating to land acquisition, employees' service and contract and other legal documents as required by PWD.
3. Advise the field officers in legal matters particularly in respect of land acquisition cases.
4. Prepare instructions/notices & circulars explaining changes to legal issues that affect PWD.
5. Develop, maintain and update a database on legal clauses, litigation, and judgements etc. that are relevant to the Department.
6. Arrange training of junior officers/Assistant Engineers in legal matters, which are most relevant to PWD on a regular basis at the PWD Training Centre.
7. To provide expert opinion to the authorities for settlement of legal claims put forward by the officers and employees.
8. To act as a defending lawyer on behalf of PWD at time of arbitration.
9. To assist PWD in all related matters.

205. 9.1 Assistant Executive Engineer (Environmental and Social)

He shall be responsible for the following, as instructed by the superior officers:

1. Develop the detailed criteria and guidelines to be employed by PWD to enforce the Highway Protection Act
2. Co-ordinate with PWD offices, police, and other departments as necessary, to implement enforcement of the Highway Protection Act;
3. Act as the PWD co-ordinator for the Working Group set up to manage the utility authority access to PWD Right of Way;
4. Co-ordinate with HRD Cell for the training to expedite land acquisition.
5. Assist PWD as required on all rehabilitation & re-settlement issues.
6. Liaise with the Assistant Executive Engineer (Policy Guidelines) to ensure appropriate legal input and suggest modification of PWD policies
7. Prepare drafts on engineering aspects related to land acquisition, rehabilitation and re-settlement.
8. Assist in preparing para-wise reply considering the technical aspects also, for the respondents to the cases filed against the Government where PWD's interest is involved as assigned and arrange sending replies to the State Law Office and concerned Government Lawyers.
9. Assist in filing of appeal cases in the higher courts within the prescribed time limit.
10. Assist the Executive Engineer (Legal & Social) in the following issues:
 - (i) Develop, maintain and update a database on judgements, litigation, legal clauses etc
 - (ii) Legal matter of field offices, particularly in land acquisition cases and Highway Act.
 - (iii) In arbitration matters.
1. Assist the Executive Engineer on related matters.

205. 10 State Public Information Officer

He shall be responsible to provide information to persons requesting for the same under the Right to Information Act (RTI), 2005. He shall obtain the required information requested from the custodian of information of the office as contemplated under Section 5 of RTI Act, 2005.

205. 11 State Assistant Public Information Officer

He shall receive the application from persons requesting for information vide RTI Act and transfer the same to the State Public Information Officer. Also he may receive application under this Act and forward to the State Public Information Officer or senior officer in the Department, as stipulated in Section 5 of RTI Act, 2005.

206 Buildings Wing**206.1 Chief Engineer, Buildings**

In addition to the responsibilities assigned in section 203.1, he shall also be responsible for:

1. Assist in the revision of the Schedule of Rates (SoR) and data book.

2. Issue approval to layouts, master plans and architectural drawings, type designs of Government buildings prepared by PWD Architectural wing.
3. Accord TS to all the building works under his control as per delegation of powers.
4. To incorporate the district average conveyance in SoR.
5. Submission of utilization certificate to the Government in the case of Centrally Sponsored Schemes.
6. Submit annual administration report of buildings to Government.
7. To attend to the duties specifically assigned by the Government from time to time.
- 8.

206.2 Deputy Chief Engineer, Buildings

Superintending Engineers posted in the Chief Engineers office shall be designated as Deputy Chief Engineer (Buildings) and shall be responsible/accountable to the Chief Engineer in all official matters.

206.3 Executive Engineer (Planning), Buildings

He shall be responsible for the following, as instructed by the superior officers:

1. Coordinating with state planning department and other departments within the government.
2. Preparing annual plan, 5-years development plan and 20 year Master Plan for entire State.
3. Review of PWD activities and preparation of annual Administration reports.
4. Review of proposals for foreign aided projects/aid-worthy projects.
5. Review drafts of Pre Feasibility Report (PFR), Feasibility Report (FR) and Detailed Project Report (DPR) in accordance with field requirements, increased work load and adjustment of price escalation etc.
6. Preparing technical reports, briefing superior officers regarding progress of works lapses, remedial measures etc.
7. Issue directions for the revision of Schedule of rates and revision of standard data book.
8. Maintaining a database of various Indian and International codes for use in the department in coordination with the Assistant Executive Engineer (Policy Guidelines).
9. Collect progress report of all works including externally aided works and finance commission works and consolidate the progress report in every month.
10. Other duties assigned by the superior officers.

206. 3.1 Assistant Executive Engineer (Planning), Buildings

He shall be responsible for the following, as instructed by the superior officers:

1. Coordinating with state planning department and other departments within the government.
2. Review of activities and preparation of annual Administration reports
3. Prepare drafts of Pre feasibility report (PFR), Feasibility Report(FR) and Detailed Project Report(DPR)
4. Preparing annual plan, 5-years development plan and 20 year Master Plan for entire state.
5. Preparing draft proposals for foreign aided projects/aid-worthy projects.
6. Prepare revised drafts of Pre Feasibility Report (PFR), Feasibility Report (FR) and Detailed Project Report (DPR) in accordance with field requirements, increased work and adjustment of price escalation etc.
7. Preparing technical reports, briefing superior officers regarding progress of works lapses, remedial measures etc. .
8. To examine proposals for buildings from the general public, MLAs , MPs etc.
9. Ensure that the details (environmental, re-settlement, feasibility etc.) required for Feasibility Report and Detailed Project Report are obtained.
10. The revision of Schedule of Rates and revision of standard data book.
11. Review of items to ensure uniformity and review of adequacy of budget provisions..
12. Review of performance consistency of contractors throughout the State.
13. Review of proposals from divisions for allotment of maintenance funds under different subheads considering defined program and budgetary constraints.
14. Any other duties assigned to him by the superior officers.

206. 3.2 Assistant Engineer (Planning), Buildings

He shall be responsible for the following, as instructed by the superior officers:

1. Assist the Assistant Executive Engineer (Planning), Buildings, in all the activities
2. Initiate in the preparation of annual administration report.
3. Any other duties assigned to him by the superior officers.

206.4 Superintending Engineer (Judicial Circle)

In addition to duties as per section 203.3, he shall be responsible for:

1. All the works for the judiciary Department.
2. Attend meetings related to construction activities of Judiciary department.

206.5 Superintending Engineer (Buildings)

In addition to duties as per section 203.3, he shall be responsible for the following:

1. Approval of rent as per delegation of powers
2. Valuation of buildings as per delegation of powers
3. Attend meetings relating to building construction activities of various Government Departments.

206. 6 Executive Engineer, Buildings

In addition to duties as per section 203.5, he shall be responsible for the following:

1. To fix rates for cement, steel, etc. for departmental purchase.
2. Recommend market rates of items for annual revision of SoR.
3. Issue of Rent certificate, Non availability certificate, stability certificate etc.
4. Payment of property tax.
5. The district average conveyance shall be fixed after an inspection of quarries and in consultation with other Executive Engineers of the department in the District. This average conveyance so fixed shall be communicated to all sections and also reported to his superior officers.
6. Make payment to Electrical and Electronic Works.
7. Issue of salary to the PWD staff deployed to concerned LSGD division.
8. To check measurements and rent calculations as per the guidelines prescribed and to furnish details in the specific proforma.
9. Any other duties assigned to him by the superior officer.

206. 6.1 Assistant Executive Engineer, Buildings

In addition to duties as per section 203.7, he shall be responsible for the following.

1. Maintaining standard measurement books as prescribed in rules with regard to items of works regularly required to be done.
2. Verifying information about source and availability of principal construction materials and certifying the conveyance involved.
3. Inspection and verification of rent calculation.
4. Supervision and check measurement of works under his jurisdiction.
5. Arrange periodical maintenance of buildings and allied works.
6. To verify the final layout of walls, columns and beams of structures.
7. To scrutinize measurements and rent calculations as per the guidelines prescribed and to furnish details in the specified proforma.
8. Any other duties assigned to him by the superior officer.

206. 6.2 Assistant Engineer, Buildings

In addition to the duties as per section 203.9, an Assistant Engineer, in charge of a Buildings Section, shall be responsible for the following:

1. The inspection and issue of Fitness Certificate to school buildings, theatres etc., situated within his jurisdiction.
2. Inspection and furnishing of details necessary for issue of stability certificates of buildings when called upon.
3. Inspection, preparation of plans and collecting required data for the working out of fair rent of buildings when called upon to do so.
4. Inspection and report of the stage of progress of buildings built with financial aid from the Government.
5. To transfer building, including inventory and the electrical installations to the occupying/concerned department
6. Maintenance and upkeep of PWD Rest Houses, Quarters etc.
7. To prepare rent calculations as per the guidelines prescribed and to furnish details in the specific proforma.
8. Any other duties assigned to him by the superior officer.

206.7 Executive Engineer, Special Buildings

In addition to duties as per section 203.5 he shall be responsible for all works of Kerala House at Delhi, Bombay, Kanyakumari, works outside the state, all major building works in Thiruvananthapuram and any other special works allotted by the Chief Engineer.

206.7.1 Assistant Executive Engineer, Special Buildings

In addition to duties as per section 203.7 he shall be responsible for the following

1. Maintaining standard measurement books as prescribed in rules with regard to items of works regularly required to be done.
2. Supervision and check measurement of major buildings.
3. Arrange periodical maintenance works of Kerala House at Delhi, Bombay, Kanyakumari, all major building works and any other special works allotted by the Chief Engineer.
- 4.

206. 7.2 Assistant Engineer, Special Buildings

In addition to duties as per section 203.9, an Assistant Engineer in charge of a Buildings Section, shall be responsible for all works of Kerala House at Delhi, Bombay, Kanyakumari, all major building works and other special works allotted by the Chief Engineer and

1. Maintaining standard measurement books as prescribed in rules with regard to items of works regularly required to be done.
2. Supervision and measurement of major building works.
3. Arrange periodical maintenance of buildings
- 4.

206. 8 Executive Engineer, Legislative Complex

In addition to duties as per section 203.5, he shall be responsible for all construction and maintenance works of Legislative Complex, Thiruvananthapuram.

206. 8.1 Assistant Executive Engineer, Legislative complex

In addition to duties as per section 203.7 he shall be responsible for all construction and maintenance works of Legislative complex, Thiruvananthapuram

206. 8.2 Assistant Engineer (Legislative complex)

In addition to duties as per section 203.9 he shall be responsible for all construction and maintenance works of Legislative complex, Thiruvananthapuram.

207 Roads and Bridges Wing**207.1 Chief Engineer, Roads and Bridges**

In addition to the responsibilities assigned in section 203.1, he shall also be responsible for:

1. Give approval of alignment of roads and bridges.
2. Accord Technical Sanction to all road and bridge works under his control.
3. Sanction investigation estimate for all road/ bridge works as per delegation of powers
4. To obtain approval of Government for separate estimate for land acquisition and shifting utility services, in case of projects.
5. To decide the structures, costing above Rs.30 lakhs or structures of special nature that are to be referred to the DRIQ Board for design
6. Submission of annual administration report to government.

207.2 Deputy Chief Engineer, Roads & Bridges

Superintending Engineers posted in the Chief Engineers office shall be designated as Deputy Chief Engineer (Roads & Bridges) and shall be responsible/accountable to the Chief Engineer in all official matters.

207.3 Executive Engineer (Planning - Roads & Bridges)

He shall be responsible for the following, as instructed by the superior officers:

1. Review of annual plan, 5-years development plan and 20 year Master Plan for entire state.
2. Review of proposals for externally aided projects.
3. Review of PWD activities and preparation of annual administration report

4. Review of revised draft of Pre Feasibility Report (PFR), Feasibility Report (FR) and Detailed Project Report (DPR) in accordance with field requirements, increased work and cost escalation etc.
- He shall also be responsible for the Administration and implementation of the RMMS throughout the State by setting a suitable road maintenance program.
1. Set procedures and timings to ensure that road condition data is collected in a systematic and sustainable program;
 2. Liaise with and direct Executive Engineer in each Division to ensure maintenance activities are undertaken and actions as required to meet set Government policy and strategies;
 3. Set time table and schedules for Division staff for undertaking of regular audits to ensure that the budget and funds as proposed are spent as intended and that the works represent best value for expenditure;
 4. Co-ordinate and compile the annual State road maintenance budget requirements for budget submission;
 5. Assist the Chief Engineer to finalise and submit the required budget and supporting documentation to Government for approval;
 6. Recommend changes to maintenance procedures and techniques for more effective and cost effective maintenance;
 7. Prepare reports for reclassification and upgradation of roads for approval by Chief Engineer
 8. Report to the Chief Engineer any problems with the annual maintenance program and whether the road maintenance budget is adequate to achieve the set level of service:
 9. Overall charge of Road Policy, strategies, its implementation
 10. Coordinating with state planning department and other departments within the government.
 11. Review of PWD activities and preparation of annual Administration reports
 12. Maintaining a database of various Indian and international codes for use in the department in coordination with the Assistant Executive Engineer, Policy Guidelines.
 13. Collect progress report of budgetary works, non budgetary works, external financially aided works, NABARD assisted works and Tsunami works and consolidate the progress report in every month.

207.3.1 Assistant Executive Engineer, Planning (Roads & Bridges)

He shall be responsible for the following, as instructed by the superior officers:

1. Prepare annual plan, 5-years development plan and 20 year Master Plan for entire state.
2. Prepare of proposals for externally aided projects.
3. Review of PWD activities and preparation of annual administration report.
4. Prepare revised draft of Pre Feasibility Report (PFR), Feasibility Report (FR) and Detailed Project Report (DPR) in accordance with field requirements, increased work and cost escalation etc.
5. Preparing technical reports, briefing papers etc for senior engineers.
6. Examine and investigate proposals for roads and bridges from the general public, MLAs , MPs and others.
7. Assist in preparation of reports for reclassification and upgradation of roads for approval by Chief Engineer.
8. Ensure whether the reports (environmental, re-settlement, feasibility etc.) required for Feasibility Report and Detailed Project Report are obtained.
9. Review of data to verify uniformity and adequacy of budgets and consistency of contractor performance throughout the State; undertake regular audits.
10. Assist in review of proposals from divisions for allotment of maintenance funds under different subheads in consideration of defined programme and budgetary constraints.
11. Any other duties assigned to him by the superior officer.

207.3.2 Assistant Engineer, Planning (Roads & Bridges)

He shall be responsible for the following, as instructed by the superior officers:

He shall also assist in the preparation of the administration report.

Any other duties assigned to him by superior officers

207.4 Executive Engineer, Road Safety Cell

He shall be responsible for the following, as instructed by the superior officers:

1. Coordinate the activities of the Cell
2. Maintain and implement road safety policy and procedures
3. Conduct road safety audit

4. Inspect the road signs and markings and ensure these are adequate and properly placed and conform to the standards.
5. Direct the field officers regarding road safety measures.
6. Coordinate with other agencies like traffic police, trauma care centers and motor vehicles department

207. 4.1 Assistant Executive Engineer, Road Safety Cell

He shall be responsible for the following, as instructed by the superior officers:

1. Managing the collection of accident data, speed data and other related data and the analysis and preparation of Reports.
2. Identification of accident black spot and design remedial measures for accident prevention.
3. Coordinate with Road Safety Authority, PWD Divisions and the Police regarding road safety measures.
4. Preparation of Bill of Quantities and contract documents in respect of works under Road Safety Cell, if required.
5. Plan and conduct Road Safety Audits
6. Preparing Road Safety Manuals, Annual Road Safety Engineering programs including modifications.
7. Provide training to the PWD officers on Road Safety matters in co-ordination with HRD Cell.
8. Assisting in procuring consultancy services on road safety issues.
8. Assisting in maintaining an accident database in the Division.
9. Assisting in developing an asset management system of Traffic Control devices.
10. Preparation of annual budgets for Road safety activities.
11. Checking reports on progress of road safety works in the Divisions.
12. Arrange Seminars/Workshops on Road Safety Engineering and awareness.
13. Any other duties assigned to him by the superior officer.

207. 4.2 Assistant Engineer, Road Safety Cell

He shall assist the superior officers in all activities.

207. 5. Executive Engineer, IT

He shall be responsible for the following, as instructed by the superior officers:

1. The administration and upkeep of all PWD RMMS and GIS throughout the State to ensure that their operations support the Government of Kerala's aim of providing smooth, safe and cost effective roads.
2. Set the Administrative controls and level of access approvals to the RMMS and GIS for all staff of the PWD.
3. Prepare supporting information, including GIS mapping showing easily identifiable options for the CE to support approval for the annual road maintenance program and contract procurement.
4. Prepare GIS outputs or queries as considered necessary or as requested by the CE.

207. 5.1 Assistant Executive Engineer, IT

He shall be responsible for the following, as instructed by the superior officers:

1. WINGS and FMS.
2. Arrange publishing of tender notice for all PWD works.
3. Collect government orders, circulars etc. for publishing in Intranet /Extranet as per norms.
4. Publish specification on details to ensure the efficient use of road cutting protocol.
5. Coordinate with all the other IT initiatives.
6. Assist to provide IT facilities to all PWD offices in the state.
7. Issue of user ID for departmental officials and other authorized personnel for accessing Intranet/ Extranet of PWD portal.
8. Arrange publication of details pertaining to the RTI Act received from State Information Officers.
9. Any other duties assigned by his superior officers.

207. 5.2 Assistant Engineer, IT

He shall assist the superior officers

207.5.3 Assistant Executive Engineer, RMMS

He shall be responsible for the following, as instructed by the superior officers:

1. The administration and upkeep of RMMS throughout the State to ensure prepare adequate road maintenance budget to meet the required level of service for the road user.
2. Ensure that PWD offices in each district, conducts road condition survey on time.
3. Co-ordinate with the Assistant Executive Engineer, GIS, in checking the accuracy of the road data received from the districts.
4. Train all staff in the proper understanding and use of the Road Maintenance Management System in co-ordination with HRD Cell.
5. Preparation of the Annual Maintenance Program for the entire PWD road network and propose distribution of funds for routine maintenance activities.
6. Collect information from the field offices on major disasters like flood damages, collapse of bridges etc. and furnish reports to higher authorities.
7. Co-ordinate with the Assistant Executive Engineer, RMMS, in each district, to set procedures and timings to ensure that the annual road maintenance program is prepared to meet the required budget schedule;
8. Recommend changes to maintenance procedures and techniques for more effective and cost effective maintenance.
9. Any other duties assigned by his superior officers.

207. 5.4 Assistant Engineer, RMMS

He shall assist the superior officers, in all the activities.

207.5.5 Assistant Executive Engineer, GIS

He shall be responsible for the following, as instructed by the superior officers:

1. The GIS operations within PWD.
2. Giving directions to Assistant Engineers of the GIS unit.
3. Coordinate the GIS operations with the other Assistant Executive Engineers for RMMS, FMS / WINGS.
4. Coordination with HRD Cell for GIS training.
5. Any other duties assigned by his superior officers.

207.5.6 Assistant Engineer, Central GIS Unit

He shall be responsible for the following, as instructed by the superior officers:

1. To prepare and monitor actual work plans of the GIS unit and to ensure the timely execution of standard procedures.
2. To supervise and monitor the technical activities like data integration, performance analysis and map preparation.
3. To update the database of GIS and to keep the overall data quality for a sustainable operation of the GIS.
4. Collaborate and harmonize the technical aspects with other IT activities such as RMMS, FMS and WINGS.
5. Perform all technical working steps as per operation manual.
6. Any other duties assigned by his superior officers.

207.5.7 Technicians/ Overseer, Central GIS Unit / RMMS

The duties of technicians shall be the following as instructed by superior officers.

1. Supervise technical operations.
2. In charge of actual technical performances, such as integration of spatial and attribute data, retrieval and analysis of data, code assignment, preparation and taking print outs of maps etc.
3. Specific tasks assigned, based on their preferences and specifications.
4. Interact with other IT operations, especially with the operators of the RMMS database.
5. Any other duties assigned by his superior officers.

207.5.8 Assistant Executive Engineer, Local GIS Units & RMMS

He shall be responsible for the following, as instructed by the superior officers:

1. Coordinate the GIS operations on local level and between Local GIS Unit and Central GIS Unit.
2. Prepare the work plan for the technicians and monitor their performances, based on the requirements and instructions from the Superintending Engineer / Executive Engineer.

3. Arrange the GPS surveys for geographical database maintenance, the preparation of maps for various purposes and regular operations for maintenance planning.
4. Report to the Superintending Engineer / Executive Engineer but shall also communicate directly with the Central GIS Unit.
5. Assist the Executive Engineer, IT, to prepare the annual road maintenance budget and program.
6. Any other duties assigned by his superior officers.

207.5.9 Technicians / Overseers, Local GIS Units & RMMS

The duties of the technicians shall be the following as instructed by superior officers

1. Conduct data analysis, data retrieval and map preparation in their area of jurisdiction.
2. Co-ordinate the GPS surveying and data collection through Sub-Divisions and Sections for database maintenance.
3. Any other duties assigned by his superior officers.

207.6 Assistant Executive Engineer, NABARD Cell

He shall be responsible for the following, as instructed by the superior officers:

1. NABARD assisted PWD Road and Bridge projects and their implementation through territorial Roads and Bridges Division.
2. Co-ordinating with NABARD relating to financial assistance from NABARD.
3. Preparing annual plan of NABARD assisted PWD Road and Bridge projects for the state.
4. To examine proposals for roads and bridges from the general public, MLAs, MPs etc. to utilise NABARD assisted PWD Road and Bridge projects.
5. Preparing draft proposals for NABARD assisted projects, collecting drafts of Pre Feasibility Report(PFR), Feasibility Report(FR) and Detailed Project Report(DPR) and preparing revised drafts of the same in accordance with field requirements.
6. Ensuring that the details (environmental, re-settlement, feasibility etc.) required for Feasibility Report and Detailed Project Report are obtained.
7. Review of activities of NABARD assisted PWD Road and Bridge projects and preparation of periodical reports.
8. Preparing technical reports, briefing papers etc for senior engineers.
9. Any other duties assigned to him by the superior officers.

207.6.1 Assistant Engineer, NABARD Cell

He shall assist the Superior officers in NABARD works.

207.7 Superintending Engineer, Roads and Bridges

In addition to duties as per section 203.3, he shall be responsible for the following:

1. Periodical inspection of sites and review the progress
2. Verification of maintenance registers, road charts, etc.
3. Forecast of requirements of bitumen and steps taken to procure them through the division.
4. Review of road traffic statistics and recommendations for reclassification and up gradation of roads.
5. To implement Restoration Protocol.
6. To approve the plugging/ seating of well foundations of bridges
7. Accord Technical Sanction as per delegation of powers for road, which are under his control.
8. Propose adequate provisions in budget proposal for data collection activities for RMMS
9. To approve the design of structures within his TS powers.

207.8 Executive Engineer, Roads

In addition to duties as per section 203.5, he shall be responsible for the following

1. As the Highway Authority, take suitable steps to evict encroachments as per provisions of Highway protection Act.
2. Furnish the details of monthly progress achieved in the eviction of encroachments as per Highway Protection Act.
3. Arrange departmental supply of bitumen for works as per requirement.
4. Reimbursement of actual cost of items purchased by contractor for works as per delegation of powers.
5. Ensure compliance to road cutting protocol by co-ordinating with utility agencies and publish the road cutting programme in the web site.

6. Implement the actions proposed by the Road Safety Cell.
7. Ensure that the entire land required for the work has been taken over and is in possession of the department free of encumbrance prior to arrangement of work.
8. Direct the field officers on the implementation of routine maintenance works in accordance with the PWD Road Maintenance Manual.
9. To approve the design of structures within his TS powers.
10. To prepare the annual maintenance programme based on RMMS for the next financial year and to forward the same before end of November.
11. To inform the District Collector to take over the land already acquired but no longer required for PWD with the consent of the Chief Engineer.

207.8.1 Assistant Executive Engineer, Roads

In addition to the duties as specified in section 203.7, he shall have the following specific duties

1. Assist the Executive Engineer in the implementation of Highway Protection Act.
2. Supervision and check measurement of road works.
3. Implement the Road Safety works as approved from the Central Road Safety Cell.
4. To inspect the toll collection centers and ensure that the toll collection as per regulation.
5. To check the design of structures and drawing for all culverts and minor bridges having single effective span upto 15 metres, within the TS power of Executive Engineer,
6. To assist the Executive Engineer in identifying the land acquired earlier but no longer required.
7. To take action to evict all encroachments with the help of Revenue and Police authorities.

207.8.2 Assistant Executive Engineer, Quality Control

He shall be responsible for the following, as instructed by the superior officers:

1. Monitoring Quality of all PWD works in the respective districts under his charge. He shall furnish report with specific remarks to the concerned Executive Engineer with a copy to the Superintending Engineer (Roads) circle concerned.
2. Utilizing the services of laboratories under the National Highway wing as well as any other PWD approved labs for testing.
3. Submission of fortnightly reports to the Superintending Engineer of concerned Roads Circle.

207.8.3 Assistant Engineer, Roads

In addition to the duties as specified in section 203.9, he shall have the following specific duties

1. To assist the Assistant Executive Engineer in implementation of Highway Protection Act.
2. Emergency works like removal of fallen trees, earth slips, diverting water from road surfaces etc. shall be and immediately report to the higher authorities.
3. Whenever earthwork quantity exceeds 300 m³, levels shall invariably be taken.
4. To design and prepare the drawing for all culverts and minor bridges having single effective span within the TS powers of Executive Engineer.
5. To maintain registers for all the roads and culverts under his charge in the required proforma.
6. Supervise toll collections within his jurisdiction.
7. Conduct traffic census in co-ordination with RMMS unit.

207.8.4 Assistant Engineer, Quality Control

In addition to the duties as specified in section 203.9, he shall assist the Assistant Executive Engineer, Quality Control.

207.8.5 Executive Engineer, Environment

He shall be responsible for the following, as instructed by the superior officers:

1. Liaison with various wings of the department for the collection of information about projects.
2. Study the Projects and Initiate the Screening and Scoping.
3. Ensure the Protection /Prevention/Minimization of Air Pollution, Noise Pollution, Soil Contamination and Water Pollution.
4. Protection of Site of Natural / Cultural Heritage.
5. Optimum use of Natural Resources.
6. Use or reuse or recycling of wastes generated during all stages of the project Execution.

7. Protection of Flora and Fauna.
8. Identify the Requirements of Environmental Procedures to be followed and permission to be obtained.
9. Arrange to prepare the Environmental Impact Assessment (EIA) and Environmental Management Plan (EMP), based on the requirement of permissions and sensitivity of the environment.
10. Ensure that the EMP forms part of the Contract document.
11. Evaluation of the Contractors' past performance on the implementation of the Environmental Management aspects.
12. Ensure that the cost of environmental works is included in the project cost.
13. Oversee the implementation of the EMP during the execution.
14. Oversee the implementation of the Closure Plans after the completion of the physical works
15. Enhancement of the vacant land of the project by floriculture, horticulture, arboriculture etc..
16. Recording of the good environmental practices.
17. Conducting the induction and refresher training for Engineers and Contractors.
18. Review contractor Environment and Social Impact Assessment (ESIA) Action plan.
19. Review of Environmental and Social Factors (RESF), Environment and Social Management Plan.
20. Verify the project report and to see that the environmental aspects are included before issuing TS.

207.8.5.1 Assistant Executive Engineer, Environment

He shall be responsible for the following, as instructed by the superior officers:

1. Assisting to arrange the preparation of Environmental Management Plans for projects, checking reports and furnish opinion or comments on the environmental issues during execution of project.
2. Ensuring that the Department/ Contractors, while carrying out work at site, follow the EMP of the project.
3. Providing feedback to the concerned Executive Engineer on all environmental issues of on going PWD projects and works. Undertaking and/or co-ordinating all internal and external compliance monitoring and evaluation through suitable agency.
4. Reviewing of project proposals and preparation of tender documents for procurement of Environmental Services (EIA and EMP) PWD projects.
5. Examining EIA Report and formulate the plan and methodology for further study by the consultant and communicate the observations to the Executive Engineer (Environment). Interpretation of the requirements of the Environment Impact Assessment (EIA) documentation (including the Rehabilitation Action Plan (RAP) into an Environmental Management Plan (EMP).
6. Monitoring all construction activities as specified in the Environment Management Plan (EMAP).
7. Liaison with Road Safety Cell, Arboriculture head and maintaining inter-departmental co-ordination.
8. Preparation of collaboration plan with the identified collaborating agencies in order to deliver the RAP (Resettlement Action Plan) entitlements, as well as other (social and natural) environmental deliverables, during implementation and operation phases of the project
9. Any other duties assigned by the superior officers.

207.8.5.2 Assistant Engineer, Environment

He shall be responsible for the following, as instructed by the superior officers:

1. Assisting the Assistant Executive Engineer, Environment.
2. Monitoring environmental impacts of projects and preparing all monitoring reports.
3. Assisting in preparing annual budget, EMP and selection of consultants & preparation of Operations/Plan of the unit with annual updates
4. Disseminate the need for high environmental standards throughout PWD.
5. Arranging training on presenting environmental aspects to PWD officers in conjunction with HRD Cell.
6. Developing and updating database on environmental aspects and ESM (Environmental & Social Management).
7. Develop/implement ESM training program throughout PWD.
8. Any other duties assigned by the superior officers.

207.9 Executive Engineer, Bridges

In addition to duties as specified in section 203.5, he shall be responsible for the following:

1. Conduct periodic inspection of all bridges under his jurisdiction and furnish inspection reports to the Road Maintenance Unit.
2. Arrange maintenance of all bridges and approaches for a length of 50 m on either side..
3. Coordinate with utility agencies to implement Restoration Protocol.

4. Approve design of structures within his TS powers.
5. Approve the founding level of bridges.
6. Approve the staging & scaffolding of major RCC components.
7. Approve method of Pre-stressing and ensure that the design load is applied in the case of all Pre-stressed Concrete masonry.

207.9.1 Assistant Executive Engineer, Bridges

In addition to the duties as specified in section 203.7, he shall have the following duties.

1. Supervision and check measurement of bridge works.
2. Arrange maintenance of bridges and approaches for a length of 50m on either side.
3. To conduct periodic inspection of all bridges.
4. Assist the Executive Engineer to coordinate with utility agencies to implement restoration protocol.
5. Supervise concrete pouring of all RCC works.
6. Arrange to prepare design of structures.
7. Recommend the founding level of bridges.
8. Recommend the method of pre stressing and supervise the Pre-stressing procedure.
9. Any other duties assigned by the superior officers.

207.9.2 Assistant Engineer, Bridges

In addition to the duties as specified in section 203.9, he shall have the following duties:

1. Vegetation removal from the structures.
2. Before preparing an estimate for a Bridge work the Assistant Engineer concerned shall personally verify the necessity and adequacy of the various provisions as per approved design.
3. Whenever earthwork quantity exceeds 300 cubic m. levels shall be invariably taken.
4. Conduct periodic inspection of all bridges.
5. Initiate action to coordinate all works.
6. Prepare/Obtain design of structures.
7. Furnish details for finalising the founding level.
8. Adhere to the approved method of pre stressing
9. Scrutinise and forward the staging and scaffolding details obtained from the contractor for approval.
10. Supervise concrete pouring of all concrete works.
11. Any other duties assigned by the superior officers.

207.10 Assistant Executive Engineer, Quality Assurance

He shall be responsible for the following, as instructed by the superior officers:

1. visits the work site as directed by superior officers
2. Check the quality of materials used in the work.
3. Carry out a systematic check on the field test carried out by the field staff during the course of the work.
4. Provide guidance to the field staff in case of any problem relating to routine field tests.
5. To guide in setting up laboratories at various stations/work sites.
6. To review the quality & performance of new materials and techniques introduced in the Department from time to time on the basis of the field inspections.

208 National Highways Wing

208.1 Chief Engineer, National Highways

In addition to the responsibilities assigned in section 203.1, he shall also be responsible for:

1. Initiate actions to get the proposals included in the annual plan.
2. To initiate actions to get the proposals approved from MoRTH.
3. To accord TS to works as per delegation of powers.
4. To allot funds under various heads to the divisions based on the allocation from MoRTH.
5. Submit proposals to MoRTH for declaration as NH.

208.2 Deputy Chief Engineer, National Highways

Superintending Engineers posted in the Chief Engineers office shall be designated as Deputy Chief Engineer (National Highways) and shall be responsible/accountable to the Chief Engineer in all official matters.

208.3 Superintending Engineer, National Highways

In addition to duties as per section 203.3, he shall be responsible for the following

1. Accord TS to works as per delegation of powers.
2. To approve the plugging/ seating of well foundations of bridges
3. Periodical inspection of sites and review the progress of works.
4. Recommend the proposals to MoRTH.

208.4 Executive Engineer, National Highways

In addition to duties as per section 203.5, he shall be responsible for the following

1. Issue of TS to works as per delegation of powers.
2. Monitor and review of all works within his jurisdiction.
3. Ensure eviction of encroachments on the National Highway.
4. Ensure prevention of encroachments on the National Highway.
5. Coordinate with other utility agencies for implementation of restoration protocol for road cutting
6. To move for land acquisition after the proposal has been sanctioned by MoRTH.
7. Any other duties assigned by the superior officers

208.4.1 Assistant Executive Engineer, National highways

In addition to duties as per section 203.7, he shall be responsible for the following

1. Supervision and check measurement of works under National Highways.
2. Implement the road safety works.
3. Verify that the toll collections within his jurisdiction are as per regulations in force.
4. To assist in ensuring eviction of encroachments on the National Highway.
5. To submit proposal for land acquisition.

208.4.2 Assistant Engineer, National highways

His duties shall be as per section 203.9

208.4.3 Assistant Executive Engineer, Quality control

He shall be responsible for the following, as instructed by the superior officers:

1. Ensure adherence to quality as per the IRC standards.
2. Submit fortnightly Quality inspection reports of works to Superintending Engineer and concerned divisions.
3. Any other duties assigned by the superior officers.

208.4.4 Assistant Engineer, Quality control

He shall assist the Assistant Executive Engineer, Quality Control, in all related activities as per IRC standards as instructed by the superior officers.

209 DRIQ Board**209.1 Chief Engineer, DRIQ**

In addition to the responsibilities assigned in section 203.1, he shall also be responsible for:

1. Overall charge of Designs done departmentally using various methods including modern softwares (purchased or hired) or through outsourcing.
2. Preparing a priority list for checking and approval of the designs, after consultation with other Chief Engineers.
3. To issue approval to detailed structural designs and detailed structural drawings for the construction of Government buildings, bridges and other structures.
4. To oversee environmental and quality control activities of all PWD works.
5. Inspect major works for guidance on design aspects.
6. Issuing administrative sanction to investigation estimates for which investigations are to be conducted under the direct supervision of the DRIQ Board.
7. To ensure management of local issues in all PWD works.

8. Approving sanction to investigation, investigation reports, preliminary project report and detailed project report prepared by PPU.
9. Issuing necessary Instructions to field officers on the design aspects of structures, if requested by them.
10. Convening of DRIQ Board meeting.
11. Approving tour of engineers of the DRIQ board to major work sites in the state under the control of PWD, other departments or agencies.
12. Arranging purchase of books and periodicals for reference.
13. Arranging refresher courses and computer training for engineers of the various wings of the department.
14. Arranging training for newly recruited engineers of the department, within the first two years of service.

209.2 Director, Design

He shall be responsible/accountable to the Chief Engineer in all official matters, with particular reference to the following:

1. Checking the designs prepared in his office or submitted from various PWD offices and recommends the same for approval by Chief Engineer.
2. If necessary, inspect the work, and give instructions to the subordinate officers.
3. Fixing the time schedule for completing a design work, including the maximum time granted to each officer to complete the work within his responsibility.
4. Arranging monthly conference of engineers of the DRIQ Board in the first week of every month to review the progress achieved in the designs based on time schedule fixed, analyse the reasons for short fall and report them to the Chief Engineer.
5. Arranging technical discussion led by eminent engineers once in every month, for participation by engineers of the DRIQ Board.
6. Exercising administrative and financial powers delegated to him
7. Approve designs of structures referred to DRIQ Board by Superintending Engineer or Executive Engineer.
8. Assisting the Chief Engineer in any matter entrusted to him.

209.3 Joint Director, Design

He shall be responsible for the following, as instructed by the superior officers:

1. Finalize the key plan of buildings based on the architectural drawings.
2. Arranging a preliminary discussion with the connected officers.
3. Issue directions to Assistant Director and Deputy Director in design of structures and checking of drawings.
4. Review the design calculations of structures prepared by DRIQ Board or received from other offices including detailed checking of critical sections.
5. Review of drawings prepared in DRIQ Board including detailed checking of critical sections and those received from subordinate offices.
6. If the details for the preparation of a design are insufficient or are lacking, the same shall be called from the concerned officers under intimation to the Chief Engineer.
7. Inspecting site of works if necessary and issuing instructions to concerned officers regarding data to be collected.
8. Distributing design works among the various Assistant Directors and give them instructions from time to time regarding the design.
9. Calling for additional data if required.
10. Assisting his superior officers in any matter entrusted to him.

209.3.1 Deputy Director, Design

He shall be responsible for the following, as instructed by the superior officers:

1. Issue directions to Assistant Director for design of structures, checking the design calculations and drawings prepared by the Assistant Director or those received from subordinate offices and effecting modifications, if necessary.
2. Assisting superior officers in preparing designs of structures referred by the competent authority.
3. Carrying out field inspections, if necessary, with concurrence of his superior officers and collecting additional data required for design.
4. Assisting his superior officers in any matter entrusted to him.

209.3.2 Assistant Director

He shall be responsible for the following, as instructed by the superior officers:

1. Preparing designs for various structures based on field data received and the preliminary discussion held with the field officers and instructions from superior officers.
2. Checking designs of structures received from PWD offices.
3. Assisting his superior officers in preparing designs of structures referred to the design wing by competent Authority.
4. Scrutinising drawings prepared by Draughtsman inspecting site of work, as directed by his superiors and collecting additional data required for design.
5. Preparing notes on technical matters referred to him.
6. Assisting his superior officers in any matter entrusted to him.

209.3.3 Deputy Director, Computer Cell

He shall be responsible for the following, as instructed by the superior officers:

1. Installation and maintenance of computers in DRIQ Board.
2. Procurement & supply of required consumables.
3. Exercise proper control over the expenditure on the above items as per the rules and orders in force and maintain proper accounts for the same.
4. Assist the Chief Engineer in issuing Administrative Sanctions for Estimates for the procurement and maintenance of hardware and software installations.
5. Initiate action to prepare Administrative report.
6. Assisting his superior officers in any matter entrusted to him.

209.3.4 Assistant Director, Computer Cell

He shall be responsible for the following, as instructed by the superior officers:

1. Preparing estimates for the procurement and maintenance of hardware and software installations.
2. Keeping all the installations, software's and their licenses updated.
3. Initiate actions for purchase or hire of modern software for enhancing the performance of DRIQ Board.
4. Arranging necessary awareness program in association with software vendors.
5. Preparation of Administrative Report.
6. Any other job assigned by superior officer.

209.4 Director, Research & Quality Control

He shall be responsible/accountable to the Chief Engineer in all official matters, with particular reference to the following:

1. Check the quality aspects of the works in the department.
2. To ensure that the quality levels of works specified are being achieved during execution of works and to report to the Chief Engineer DRIQ.
3. Liaise with the divisions to ensure that the required quality is enforced in all works.
4. Issuing inspection notes of a site to the subordinate officers under intimation to concerned Chief Engineer.
5. Submitting quarterly progress report of the tests and research studies conducted by the Kerala Highway Research Institute to the Chief Engineer, DRIQ.
6. Reviewing the progress of works undertaken by the KHRI every three months.
7. Assisting the Chief Engineer in other matter entrusted to him.

209.5 Joint Director, Project Preparation Unit and Social Cell

He shall be responsible for the following, as instructed by the superior officers:

1. Review of investigation works, investigation reports, SIA reports and feasibility.
2. Review of interim report and DPR for the projects entrusted.
3. Issue proper guidance to all the activities to subordinate officers.
4. Any other duty assigned by the superior officers.

209.5.1 Deputy Director, Project Preparation Unit

He shall be responsible for the following, as instructed by the superior officers:

1. Check the preliminary and detailed investigation, Resettlement Action Plan (RAP) and Land Acquisition Plan (LA).

2. Check the feasibility report.
3. Check the interim report.
4. Check the Detailed Project Report.
5. Any other duties assigned by the superior officers.

209.5.2 Assistant Director, Project Preparation Unit

He shall be responsible for the following, as instructed by the superior officers:

1. Organize and conduct preliminary investigation for preparing feasibility report.
2. Preparing feasibility and interim reports for the projects entrusted.
3. Organize and conduct detailed investigation for preparing Detailed Project Report.
4. Preparing DPR for projects entrusted.
5. Any other duties assigned by the superior officers.

209.6 Joint Director, Quality Management

He shall be responsible for the following, as instructed by the superior officers:

1. Assist the Director, Research & Quality Control, to implement, review and maintain the quality systems of works and propose additions whenever necessary, in the Standard Bidding Documents.
2. Co-ordinating the implementation of systems as per Quality Manuals.
3. Co-ordinate with the HRD Cell for the training on quality aspects for engineers and contractors.
4. Assisting the Director, Research & Quality Control, and the Committee of Chief Engineers to identify & formulate quality management documents and procedures for their branches, and co-ordinate the development and implementation of such quality management documents.
5. Liaise with the quality control units to ensure proper co-ordination and monitoring progress reports received from those units.
6. Review of the conditions related to the quality aspects in the Standard Bidding Documents for contracts and proposes alterations, if required.
7. Assist the Director, Research & Quality Control, as and when required.
8. Any other duties assigned by the superior officers.

209.6.2 Deputy Director, Quality Management

He shall be responsible for the following, as instructed by the superior officers:

1. Assisting the Joint Director, Quality Management, to implement, review and maintain the quality systems of works and propose additions whenever necessary, in the Standard Bidding Documents.
2. Co-ordinating the implementation of systems as per Quality Manuals.
3. Co-ordinate with the HRD Cell for the training on quality aspects for engineers and contractors.
4. Assisting the Joint Director, Quality Management, and the Committee of Chief Engineers to identify & formulate quality management documents and procedures for their branches, and co-ordinate the development and implementation of such quality management documents.
5. Liaise with the quality control units to ensure proper co-ordination and monitoring progress reports received from those units.
6. Review of the conditions related to the quality aspects in the Standard Bidding Documents for contracts and proposes alterations, if required.
7. Assist the Joint Director, Quality Management, as and when required.
8. Any other duties assigned by the superior officers.

209.7 Director, Investigation & PPU

He shall be responsible/accountable to the Chief Engineer in all official matters, with particular reference to the following:

The Director, Investigation & PPU, shall be responsible for over all checking of the various tests, studies and research conducted in the Kerala Highway Research Institute.

1. Inspecting various sites, where investigations are in progress and issuing necessary instructions.
2. Assist the concerned Chief Engineer in issuing Administrative Sanction for investigation estimates.
3. Inspecting the sites, where investigation is in progress and issue necessary directions to the field officers.
4. Authorise the conduct of investigation works.
5. Ensure the collection of all necessary data required for the design.
6. Initiate actions for applied research.

7. Verify details taken during investigation and adequacy of the provisions of PPR and DPR.
8. Coordinate the activities of the Project Preparation Unit for Roads, Buildings, Bridges and National Highways.
9. Assist the Chief Engineer in other matters entrusted to him.

209.8 Joint Director (KHRI)

He shall be responsible for the following, as instructed by the superior officers:

1. As the disbursing officer of the department in regard to works, supplies and services under his charge he has to exercise proper control over the expenditure on these items in accordance with the rules and orders in force and render proper accounts for the same to the Accountant General in the prescribed manner. His responsibility in this regard is detailed in the KPWA Code.
2. Coordinate training of PWD officers in association with the HRD Cell.
3. Periodically publishing Technical Magazine comprising of research papers, training program, case studies etc.
4. Directing the subordinate officers for the conduct of various material tests conducting various surveys, purchase of technical periodicals for library, procurement of necessary softwares, etc.
5. He shall have overall control of all the testing and studies conducted by the institute.
6. Inspect various sites where tests and studies are in progress and issue instructions to subordinate officers.
7. Prepare inspection notes and communicate to field officers.
8. Submit monthly progress report of works undertaken by the Institute to the Director.
9. Prepare a program of research works intended to be taken up each year and submit it to the Director and Chief Engineer before 30th April every year.
10. Exercise administrative and financial powers delegated to him.
11. Assist the Chief Engineer in issuing Administrative Sanction for investigation estimates.
12. Arrange research-oriented studies, seminars and workshops.
13. Attend IRC meetings.
14. Participate in technical seminars and training conducted by other organizations.
15. Any other duties assigned by the superior officers.

209.8.1 Deputy Director (KHRI)

He shall be responsible for the following, as instructed by the superior officers:

1. Coordinate and arranging training of PWD officers with HRD Cell.
2. Directing the Assistant Directors for conduct of various tests & studies and issuing necessary instructions to his subordinate officers.
3. Co-ordinate purchase of technical periodicals for the library, conducting various surveys, etc. as directed by the Joint Director
4. Assisting the Joint Director in publishing Technical Magazine
5. Checking the readings and test results recorded by the subordinate staff and verifying the register of test results.
6. Submitting reports on the test results and studies to the Joint Director, after conducting independent tests, if necessary.
7. Controlling the work of subordinate technical staff attached to his division.
8. Corresponding with subordinate officers for furnishing additional data or other routine matters.
9. Arranging research oriented tests and studies
10. He shall exercise administrative and financial powers delegated to him
11. Forecasting the requirements of important materials, Tools and Plant and making arrangements to procure them according to prescribed rules.
12. Conducting material tests where ever necessary, as per general or special instructions.
13. Assist field officers in ensuring Quality Control.
14. Monitoring the progress of works in their respective Divisions.
15. Scrutinising and checking bills for making payments.
16. Periodically checking the prescribed accounts and furnishing the details to Joint Director as per rules and instructions.
17. Giving suitable directions to subordinate officers regarding information to be collected and nature of work to be done.
18. Checking survey works, levels, nature of soil, sub soil, result of borings and all field data of works undertaken by the Institute.

19. Administrative control of the subordinates officers, ensure adequacy of staff and labour, make interim arrangements for carrying out the work.
20. Periodically examine whether Government materials, Tools & Plants etc., are properly looked after and take steps to correct inadequacies.
21. Placing orders for supply of articles in accordance with rules and processing all orders so that all the requisite procedures are completed in time for receipt of articles.
22. Passing and payment of bills connected with stores transactions in accordance with rules.
23. Taking timely action to prevent deterioration of any of the items stocked in the stores and arranging disposal of unserviceable articles as per rules.
24. Maintaining accounts as per rules and rendering the required details to the Joint Director.
25. Ensure quality of works in compliance with environmental regulations.
26. Assisting the Joint Director in other matters entrusted to him.

209.8.2 Assistant Director (KHRI)

He shall be responsible for the following, as instructed by the superior officers:

1. Directly supervising all tests and studies entrusted to him.
2. Issuing necessary instruction to subordinate technical staff.
3. Checking the readings and test results recorded by the subordinate staff and maintaining the register of test results.
4. Prepare report, on tests and studies after holding discussion with the Deputy Director and Joint Director.
5. Assisting the Joint Director in Publishing Technical Magazine
6. Controlling the work of subordinate technical staff entrusted with the tests and studies.
7. The proper conduct of all works assigned to him.
8. Recording measurements and assisting in check measurements.
9. Watching the progress of works and taking steps to remove bottlenecks if any.
10. Ensuring the accuracy of instruments like testing equipments, weighing balances, tapes etc., by frequent checks and adjustments.
11. Maintaining and submitting proper accounts for the receipts, issues and balances of different articles as per rule.
12. Inspecting the different stores to detect articles that are deteriorated likely to get deteriorated and arrange the disposal of the same as per rule.
13. Assist in arranging research oriented tests and studies.
14. He shall be the custodian of all Tools & Plants under his section.
15. Any other duties entrusted to him by the superior officer.

209.8.3 Research Assistant (KHRI)

He shall be responsible for the following, as instructed by the superior officers:

The First Grade Overseer posted as a Research Assistant (Kerala Highway Research Institute) shall, in addition to the duties as per section 203.12, whichever is applicable, be responsible for :

1. Conducting tests and field studies as per directions issued by superior officer.
2. Making necessary arrangements for conducting field studies and tests.
3. Conveying the equipment required for field test or study to the site.
4. Recording properly all readings taken during the tests and studies in a register.
5. Bringing to notice of his superior officers, any difficulty or assistance required during a test or study.
6. Maintaining files and preparing draft letters and notes as directed by his superior officers.
7. Keeping in safe custody all the registers and files relating to works dealt by him.
8. Preparing required drawings relating to studies conducted.
9. Keeping in safe custody all testing equipments and its accessories during the conduct of work..
10. Assisting in preparing and checking detailed estimates for works and submit notes for issuing Technical Sanction, for forwarding to higher offices.
11. Assisting in inviting tender, preparing tender schedule, tender acceptance, executing agreement for works, passing bills and making payments and submitting notes for issuing orders.
12. Co-ordinate the work of subordinate overseers.
13. Assisting the superior officers in all matters entrusted to him.

209.8.4 Other Technical Subordinates

Other Technical Subordinates posted in the Kerala Highway Research Institute shall have the following duties, as instructed by the superior officers:.

1. Assist the First Grade Overseer and superior officers in conducting tests and studies.
2. Prepare necessary drawings required.
3. Assist in office work.
4. Assist the First Grade Overseer in conveying the equipments to site.
5. Keep under safe custody all equipments and accessories entrusted to him at a site or office by the first grade overseer or superior officers.
6. Any other duties assigned by the superior officers.

210 Projects

210.1 Chief Engineer, Projects

In addition to the responsibilities assigned in section 203.1, he shall also be responsible for:

1. Manage any specialised projects as per agreement.
2. Assign duties to his subordinate officers to manage Land Acquisition, Social Impacts, Quality Control, Environment, Safety and service procurement as per requirements.
3. Liaison with the external funding agencies for sanctions and payments.
4. Finalise Bid Documents for the project.

210.2 Superintending Engineer, Projects

In addition to the duties as per section 203.3, he shall also have the following duties:

1. Issuing direction and guidance of works as per agreement.
2. Sanctioning bills and recommending for payment.
3. Reviewing Bid Documents for the project.

210.3 Executive Engineer, Projects

In addition to the duties as per section 203.5, he shall also have the following duties:

1. Overall supervision of works as per the agreement of KSTP.
2. Timely transmission of bills and recommending for payment.
3. Scrutinizing preparation of Bid Documents for the project.

210.3.1 Assistant Executive Engineer, Projects

He shall be responsible for the following, as instructed by the superior officers:

1. Supervision of works as per the agreement.
2. Timely checking of bills and recommending for payment.
3. Assisting in preparation of Bid Documents for the project.

210.3.2 Assistant Engineer, Projects

He shall be responsible for the following, as instructed by the superior officers:

1. Supervision of works as per the agreement.
2. Timely verifying bills and recommending for payment.
3. Assisting in preparation of Bid Documents for the project.

211 Kerala Road Fund Board

The implementation of works of Kerala Road Fund Board shall be through regular divisions of PWD.

211.1 Chief Engineer, KRFB

In addition to the responsibilities assigned in section 203.1, he shall also be responsible for:

1. Assisting the Member Secretary on all the activities of the Kerala Road Fund Board.
2. Inspecting and supervising works and recommending bills for payment by the Member Secretary.
3. Coordinating with Government and other departments, Quasi-government institutions for all activities.
4. Preparing annual plan for Road Fund Board.
5. Assisting in inviting consultancies, executing agreements, managing of such consultancies and their payment and maintaining KRFB account.
6. Implementing decisions of the KRFB.
7. Evaluation of Pre Feasibility Report (PFR), Feasibility Report (FR) and Detailed Project Report (DPR) from consultants and recommend to Member Secretary.
8. Review of activities of KRFB projects.

211.2 Project Engineer, Kerala Road Fund Board

He shall be responsible for the following, as instructed by the Chief Engineer:

1. Inspecting and supervising projects.
2. Processing and verifying bills for payment.
3. Examining and investigating proposals for taking up projects.
4. Review of activities of KRFB projects and preparation of periodical reports.
5. Assisting in implementation of the decisions of KRFB.
6. Preparing technical reports and notes.
7. Coordinating with Government and other Departments, Quasi Government institutions and attending meetings.
8. Any other duties assigned by the superior officer.

211.3 Assistant Executive Engineer, Kerala Road Fund Board

He shall be responsible for the following, as instructed by the superior officers:

1. Coordinating with Government and other departments, Quasi-government institutions for all activities.
2. Inspecting and supervising works and processing bills for payment.
3. Preparing annual plan for Road Fund Board.
4. Examining and investigating proposals for taking up projects.
5. Preparing Terms of Reference for inviting consultancies, executing agreements, managing of such consultancies and their payment.
6. Maintaining KRFB account.
7. Implementing decisions of the KRFB
8. Preparing draft proposals, collecting details of Pre Feasibility Report (PFR), Feasibility Report (FR) and Detailed Project Report (DPR) from consultants in accordance with field requirements.
9. Ensuring whether the details (environmental, re-settlement, feasibility etc.) required for Feasibility Report and Detailed Project Report are obtained.
10. Review of activities of KRFB projects and preparation of periodical reports.
11. Preparing technical reports and notes.
12. Any other duties assigned by superior officer.

211.4 Assistant Engineer, Kerala Road Fund Board

He shall be responsible for the following, as instructed by the superior officers:

1. Inspecting and supervising works.
2. Assist the Assistant Executive Engineer in Coordinating with Government and other departments, Quasi-government institutions for all activities.
3. Assist in preparing annual plan for Road Fund Board.
4. Assist the assistant Executive engineer in examining and investigating of proposals for taking up projects.
5. Assist in preparing Terms of Reference for inviting consultancies, executing agreements, managing of such consultancies and their payment.
6. Assist in implementing decisions of the KRFB.
7. Preparing draft proposals, collecting details of Pre feasibility report (PFR), Feasibility Report (FR) and Detailed Project Report (DPR) from consultants in accordance with field requirements.
8. Ensure whether the details (environmental, re-settlement, feasibility etc.) required for Feasibility Report and detailed Project Report are obtained.
9. Review of activities of KRFB projects and preparation of periodical reports.
10. Preparing technical reports and notes.
11. Any other duties assigned by superior officer

212 Local Self Government Department (LSGD)**212.1 Chief Engineer (LSGD)**

In addition to the duties as per section 203.1., he shall be responsible for all activities in LSGD.

213 Architectural Wing**213.1 Chief Architect**

The Chief Architect shall be responsible for the efficient functioning of the Architectural wing of the PWD. His responsibility shall include:

1. Advise Chief Engineer, Buildings, on selection of site and approval of master plans and layouts.

2. Issuing instructions and guidance to subordinates for the preparation of master plans, layouts, preparation of plans, sections, elevations and interior layout of building to suit the requirements, preparation of detailed drawings and specifications of various components of buildings.
3. Advise and recommend for approval of the plans, sections elevations etc., of buildings after verification.
4. Finalising type designs for various types of buildings commonly in use, for revising existing type designs from time to time.
5. Suggesting detailed specifications for items generally involved in building construction which are not included in the detailed standard specifications of the department.
6. Inspection of major building works during construction, if requested and giving instructions to field officers regarding various features of the work under intimation to the Chief Engineer, Buildings.
7. Distributing the work in his branch to various subordinate officers, giving guidance to them in the manner in which work has to be done and controlling their work.
8. Approving of service drawings for building utilities such as electrical, water supply, sewerage, fire, rainwater harvesting etc.

213.2 Deputy Chief Architect

He shall be responsible/accountable to the Chief Architect in all official matters.

213.3 Architect

He shall be responsible for the following, as instructed by the superior officers:

1. Directing the preparation of master plans, layouts, preparation of plans, sections, elevations interior layout of building to suit the requirements, preparation of detailed drawings and specifications of various components of buildings.
2. Scrutiny of plans, sections, elevations etc. of buildings
3. Finalise the architectural design of minor buildings within the T.S. powers of Executive Engineer.
4. Preparation of type designs for various buildings commonly in use, and revising existing type designs from time to time.
5. Preparation of working drawings and detailed specifications for items generally involved in building construction, which are not included in the detailed standard specifications of the department
6. Working out designs of components, which are vulnerable.
7. Inspection of major building works during construction if required, with the consent of the Chief Architect and giving instructions to field officers regarding various features of the work.
8. Giving directions and guidance to subordinate officers in the manner in which work has to be done, and controlling their work.
9. Assisting his superior officers in all matters entrusted to him.
10. Review of service drawings for building utilities such as electrical, water supply, sewerage, fire, rainwater harvesting etc.

213.3.1 Assistant Architect

He shall be responsible for the following, as instructed by the superior officers:

1. He shall be responsible for assisting the architect in the preparation of master plans, detailed plans, specifications etc. with regard to any project assigned to him.
2. Assisting the architect in the preparation of Architectural Designs of building projects and preparation of detailed working drawings.
3. The scrutiny of architectural drawings keeping in view of the structural stability of various component parts.
4. Working out designs of various components, which are vulnerable due to restricted size on account of architectural or other considerations.
5. Guiding and controlling the work of subordinate staff.
6. Assisting his superior officers in all matters entrusted to him..
7. Checking of service drawings for building utilities such as electrical, water supply, sewerage, fire, rainwater harvesting etc.

213.3.2 Architectural Head Draughtsman

He shall be responsible for the following, as instructed by the superior officers:

1. The preparation of detailed working drawings and scrutiny of the drawings prepared by the Draughtsman.
2. Preparation of specifications of special items based on instruction from Architect or Assistant Architect.
3. Assisting his superior officers in all matters entrusted to him.

4. Scrutinizing of the service drawings for building utilities such as electrical, water supply, sewage, fire safety, rain water harvesting etc.
5. Assisting his superior officers in all matters entrusted to him.

Architectural Draughtsman (Grade I & II)

He shall be responsible for the following, as instructed by the superior officers:

1. Preparation of drawings based on instructions given to him by higher Officers.
2. Preparation of tracings of drawings.
3. Plotting survey work, reducing and plotting level sections etc. based on field data furnished to him marking contours in survey drawings.
4. Checking plotted sections and surveys received from field offices with field book.
5. Preparing of service drawings for building utilities such as electrical, water supply, sewerage, fire safety, rainwater harvesting etc.
6. Assisting his superior officers in all matters entrusted to him.

213.3.4 Artist

He shall carry out any work that may be specifically assigned to him by his superior officer.

213.3.5 Modeler

He shall carry out any work that may be specifically assigned to him by his Superior Officers.

214 Electrical Wing

214.1 Superintending Engineer, Electrical

He shall be responsible/accountable to the Chief Engineer (Buildings) in all official matters relating to Electrical works. His responsibilities shall include:

1. Inspection of major installations and works, which require his advice and assistance.
2. Issuing inspection notes immediately after inspection.
3. Sanctioning estimates and arranging works within his powers.
4. Scrutinise and recommend the estimates to the Chief Engineer, for according TS.
5. Overall control of the work of subordinate officers.
6. Giving sanction for arrangements related to VIP visits and Government functions, as per delegation of powers.
7. Exercising overall control over the establishment of the electrical wing.
8. Exercising administrative and financial powers delegated to him.
9. Suggesting and implementing technical innovation in the execution of electrical works.
10. Recommending schedule of rates for different items of works involved for approval of Chief Engineer every year.
11. Examining the quality of different makes of electrical materials and preparing list of approved makes for use in electrical works for the guidance of subordinate officers. If different catalogue numbers/sub sections are available for the same brand, the particular catalogue number/sub section shall be mentioned.
12. Recommending specification for materials and works involved in electrification works for approval by the Chief Engineer.
13. Issuing departmental approval for electrical materials.
14. Issuing Electrical Contractor License (all categories).
15. Examining relevant documents and notes and issuing order on routine matters subject to any general or specific instruction of the Chief Engineer.
16. Examining relevant documents and notes and recommending actions in cases requiring Chief Engineer's attention.

214.2 Executive Engineer, Electrical

The Executive Engineer, Electrical, shall assist his superior officers in the matter of all Electrical works.

His responsibilities will include:

1. Preparation of specifications of materials and works involved in electrification works for the recommendation of the Superintending Engineer and keeping the specifications upto date.
2. Verifying the quality of different makes of electrical materials
3. Reviewing the work of the Assistant Executive Engineers, Electrical, by:
 - a. Test checking estimates sanctioned by them.
 - b. Test checking contract documents of electrical works carried out under advice of the Assistant Executive Engineer, Electrical.
 - c. Inspecting at least 5 major works in every district subject to a minimum of 50 works in a year.

- d. Inspection of electrical installations, at least 2 major installations in every sub-division in a year and also installations in important buildings such as hospitals, to see if these are properly maintained. For this purpose, installation will be considered as major when the total connected load exceeds 150 KVA.
4. Proper reports after inspection and test check vide (a) to (d) above shall be put up to Superintending Engineer.
5. Taking initiative in suggesting technical improvements in the execution and maintenance of electrical works.
6. Giving directions for arrangement of works related to VIP visits and Government functions.
7. Sanctioning of estimates within his powers.
8. Issuing instruction for preparation of Annual Indents for materials, Tools & Plants, etc.,
9. Arranging the issue of timely reminders on technical reference remaining unanswered from subordinate officers.
10. Representing the Department in conferences and discussions concerning electrical works or those in which the Superintending Engineer is unable to be present and taking follow up action after informing the Chief Engineer/ Superintending Engineer.
11. Distributing the works in the office among the staff working under him and giving them timely and necessary instructions regarding the work to be done.
12. In the electrical estimates, necessary provision for funds shall be included for making payments to avail service connection from the KSEB.
13. In addition to the above, he shall also carry out any other work that may be specifically assigned to him by his superior officers.

214.2.1 Assistant Executive Engineer, Electrical

He shall be responsible for the following, as instructed by the superior officers:

1. Checking estimates submitted by the Assistant Engineer.
2. Inspection and holding discussions with concerned officials before finalising the estimates.
3. Assisting the concerned Executive Engineer in checking Tender/Contract documents etc., in connection with the Electrical works carried out by the Division.
4. Inspecting works during execution, exercising quality control, check measuring works, scrutinising bills etc.
5. Forwarding Bills for payments to the concerned Electrical/ Buildings division.
6. To check the arrangements of works related to VIP visits and Governmental functions.
7. Following the instructions received from higher officers from time to time regarding proper execution of the work.
8. Carrying out any other duties that may be specifically assigned to him by superior officers.

214.2.2 Assistant Engineer, Electrical

He shall be responsible for the following, as instructed by the superior officers:

1. Guiding and controlling of the work of the electrical staff attached to the section.
2. Arranging rectification of defects reported to him by the field staff and restoring supply.
3. Guiding in proper maintenance of installations and safety measures.
4. Periodical testing of installations, noting the test readings and making timely action for rectification of defect, when the test readings are not within the safe limits.
5. Preparing and giving instruction for the preparation of estimates for electrification works and verifying the adequacy in conformity with standards & norms.
6. Inspecting works in progress and giving necessary instructions
7. Arrangement of works related to VIP visits and Governmental functions.
8. Taking measurements of all works and preparation of bills.
9. Carrying out any and other duties that may be assigned to him by his superior officers.

214.2.3 First Grade Overseer, Electrical

He shall be responsible for the following, as instructed by the superior officers:

1. Inspection and verification of inventory register and ensuring that it is maintained properly and entries are made up to date.
2. Overall supervision of the work in the section.

3. Arranging shift duty of the staff and allocation of work to subordinates.
4. Maintenance of stores, Tools & Plant.
5. Maintaining MS Accounts.
6. Security of the inventory Register maintained by Second Grade Overseer .
7. Marking of points of works, supervision of works and taking required follow-up action.
8. Periodical inspection of installations.
9. Preparation of Tender Schedule, Tender Documents etc.
10. Collecting details for the preparation of estimates.
11. Keeping watch over the progress of works and reporting to the Assistant Engineer, Electrical, about the same.
12. Checking the quality of materials on arrival at site and at the time of usage on work to see that they comply with specifications.
13. Checking the quality of work under execution and checking whether the work is executed as per agreement condition.
14. In the event of violation of any of the items referred as (11) and (12) above, reporting the matter to Assistant Engineer, Electrical, in writing, then and there.
15. Maintaining work spot order book as per rules and keeping an account of the daily usage of departmental materials on the work.
16. Taking charge of unserviceable or dismantled materials obtained during the execution of work and arranging for their disposal as ordered by higher officers.
17. Keeping account of Tools & Plant, if any, issued to Contractor.
18. Attending shift duty including holidays when posted in generating station/sub station.
19. Any other duties that may be assigned to him by his superior officers.

214.2.4 Second Grade Overseer, Electrical

He shall be responsible for the following, as instructed by the superior officers:

1. Inspecting the electrical installations.
2. Collecting details for the preparation of estimates.
3. Preparing estimate for electrical works.
4. Preparing, updating and maintaining inventory register.
5. Attending shift duty including holidays when posted in Generating station/Sub station.
6. Any other duties that may be assigned to him by his superior officers.

214.2.5 Lineman, Electrical

He shall be responsible for the following, as instructed by the superior officers:

1. To work in shift duty including holidays. Attending fuse calls and rectification of the same including restoration of supply to overhead lines after carrying out required maintenance.
2. Checking the installations and carrying out rectification of faults and petty maintenance works, if found necessary.
3. Attending to such work as and when necessary, for immediate restoration of supply.
4. Maintaining a diary of works attended to.

Carrying out instructions received from higher officers from time to time regarding proper execution of works and other duties that may be assigned to him by his superior officer

214.2.6 Assistant Lineman, Electrical

He shall be responsible for the following, as instructed by the superior officers:

1. Attending to petty repairs to the installations such as changing switches, holders, flex wire etc.
2. Rectification of defects in overhead lines, changing of street light bulbs etc.
3. Attending to fuse calls, tracing out and locating faults and helping other staff as per the directions of overseer or other superior officers.
4. Reporting within 24 hours to the Overseer and the Assistant Engineer, defects in the installation inspected by him.
5. Maintaining a diary of works attended to.
6. Any other duties that may be specifically assigned to him by superior officers.

214.2.7. Helper, Electrician

He shall be responsible for the following, as instructed by the superior officers:

1. Attending fuse calls.
2. Rectifying the defects of lights, fans etc.
3. Cleaning the installations as and when directed by the Overseer and other superiors.
4. Assisting other staff as per directions of the Overseer, Lineman or other superior officers.
5. Replacing bulbs and tubes, replacing starter, choke and condenser in fittings.
6. Cleaning of air-conditioning units, generators, Panel boards etc.
7. Cleaning of inverter, filling distilled water in the batteries of generator/inverter.
8. Filling of water/coolant and up keeping of radiators of generators.
9. Attending shift duty including holidays as assigned by the superiors. .
10. Any other duties that may be assigned to him by his superior officers.

215 Electronics

215.1 Executive Engineer, Electronics

The Executive Engineer, Electronics, shall be the Technical advisor to the Chief Engineer, Buildings, in the matter of all electronics works. He shall be responsible/accountable to the Chief Engineer (Buildings) in all official matters, including the following:

1. The technical control of all works connected with the Electronics Wing subject to the overall control of the Chief Engineer, Buildings.
2. The arrangements for VIP visits and other Governmental functions.
3. Examining relevant documents and notes in respect of Electronic works and issuing orders on routine matters subject to any general or special instructions of the Chief Engineer.
4. Suggesting technical improvements in the execution and maintenance of Electronic and IT related works.
5. Inspection of all works under the Electronics Subdivisions like installation of EPABX (Electronic Private Automatic Branch Exchange), Computer & Accessories, LAN (Local Area Network)/ WAN (Wide Area Network), P. A. (Public Address) System, Internal Telephone system, Community listening centre, servicing stations under the various Sections maintained by the Department and sound equipment in buildings.
6. The periodical inspection of all major and important works.
7. The reviewing of stock materials for Electronics Works and arranging supply of requirements wherever necessary.
8. Scrutinise and recommend the estimates to the Chief Engineer, for according TS.
9. Reviewing monthly progress reports regarding works and issue of directions wherever necessary.
10. Any other work not mentioned in the above, relating to the Electronics Wing, assigned by the Chief Engineer or Deputy Chief Engineer.

215.2. Assistant Executive Engineer, Electronics

He shall be responsible for the following, as instructed by the superior officers:

1. Checking estimates for electronic works and conducting site inspections wherever necessary for finalising the estimates.
2. Maintaining and repairing of IT Equipments related to GIS, RMMS, FMS, WINGS.
3. Inspection of works during execution and giving guidance and instructions to subordinates.
4. Maintaining and procuring stores attached to the Subdivision including distribution of requirements for replenishing buffer stocks.
5. Verification of buffer stocks, dismantled materials etc., in the sections under him.
6. Inspection of Community Listening Centres, Servicing Stations, Public Address Installations, other electronic equipments, works and installations like EPABX (Electronic Private Automatic Branch Exchange), Computer & Accessories, LAN (Local Area Network)/ WAN (Wide Area Network) under his jurisdiction.
7. Issuing certificates of unserviceability of Community Listening Sets or other equipments according to rules.
8. Forwarding Bills for payments to the concerned division.
9. Any other duties that may be specifically assigned to him by his superior officers.

215.3. Assistant Engineer, Electronics

He shall be responsible for the following, as instructed by the superior officers:

1. Preparation of estimates relating to electronic works and execution of works.
2. Maintaining and repairing of IT equipments related to GIS, RMMS, FMS, WINGS.
3. Supervise the works during execution and submission of bills.

4. Guiding and controlling the installations, Servicing Stations, Public Address Installations.
5. Guiding and controlling the staff of his section.
6. Inspection of Community Listening Centres and other equipment and installations, according to instructions.
7. Distribution of works among the staff and taking up works himself whenever necessary.
8. Maintenance of buffer stock and tools and plant including procurement of spares and equipments.
9. Preparation and prompt submission of periodicals and MS Accounts.
10. Recommendation of unserviceable radios, audiovisual equipments and accessories for disposal.
11. Assisting the Assistant Executive Engineer in the collection of dues from Panchayats/ other departments / institutions.
12. Assisting in the preparation of estimates for procurement of IT equipments (GIS, RMMS, FMS, WINGS) and spare parts
13. Any other duties assigned to him by his superior officer.

215.4. Radio Mechanic

He shall be responsible for the following, as instructed by the superior officers:

1. Installation and repairs of radio sets and other equipments.
2. Public Address (P. A) Installations.
3. Using discretion in respect of works in an emergency.
4. Assisting the Assistant Engineer in the preparation of records, periodicals etc., and in office work.
5. Assisting the Assistant Engineer in the preparation of estimates and execution of works.
6. Any other duties specifically assigned to him by his superior officers.

216 Ministerial

216.1 Administrative Officer

He shall be under the direct control of Chief Engineer, Administration, and shall assist the Chief Engineer (Administration) for all administrative matters in general, with particular reference to the following and in accordance with Government orders in force:

1. The establishment matters including transfer and posting of all non-gazetted ministerial staff of PWD.
2. To record opinion about members of the staff in their Confidential Reports, prepare the confidential reports of the Superintendents and Administrative Assistants and submit them direct to the Chief Engineer, Administration.
3. To sanction destruction of old records of the headquarters unit as laid down in the Manual of Office Procedure.
4. To dispose off papers of routine nature.
5. To organise and distribute work in the headquarters unit as directed by the Chief Engineer (Administration).
6. To conduct fortnightly review of the "Register of Establishment /Audit objections.
7. To conduct administrative inspection of all offices in the P.W.D., with the approval of the Chief Engineer (Administration) and submit reports with review thereof to the Chief Engineer (Administration).
8. To sanction TA bills for December and previous months preferred after March of the succeeding years
9. To sanction pension to all officers, whom he is competent to appoint.
10. To sanction reimbursement of medical expenses subject to rules.
11. To countersign TA bills of non-gazetted officers below the rank of Administrative Officer.
12. To sanction temporary withdrawals from Provident Fund Deposits of subordinates.

216.2 Administrative Assistants

The Administrative Assistant shall assist the Chief Engineer/ Superintending Engineer in managing establishment matters. He shall be responsible for the following, as instructed by the superior officers:

1. Guiding and controlling the work of all ministerial staff in the office to ensure that business rules/Manual of Office Procedure are properly observed.

2. Reviewing the work of the section heads under his control to see that they carry out the work systematically and promptly.
3. Ensuring prompt action being taken on important and urgent matters and where necessary bringing such cases personally to the notice of the Chief Engineer/Deputy Chief Engineer/Superintending Engineer/Administrative Officer.
4. Examining relevant documents and notes and issuing orders of purely routine matters subject to general or special instructions of Chief Engineer/Deputy Chief Engineer/ Superintending Engineer/ Administrative Officer.
5. Making temporary arrangements for carrying out the work on subordinate ministerial or Class IV officers who may be absent, on leave etc.
6. Maintaining order and discipline in the office, in accordance with instructions of Chief Engineer/Deputy Chief Engineer/ Superintending Engineer/ Administrative Officer.
7. Seeing that registers, books, accounts etc. as per prescribed rules are maintained and kept up-to-date and to checking accuracy of postings at intervals.
8. The safe custody of documents and other valuables entrusted to his care.
9. Scrutinizing files, notes etc. on matters requiring orders of higher authority and putting up such cases promptly with his own remarks.
10. Yearly preparation of list for each categories of staff for transfers and postings according to transfer norms
11. Preparing monthly list of vacant posts in each categories for filling up vacancies by promotion or by posting through PSC or posting through employment exchange
12. Ensuring safe custody of office furniture and maintenance of accounts, thereof.
13. Exercising supervisory control over the custodians of typewriter, Furniture, stationery and other valuables in Chief Engineers Office and circle office.
14. Carrying out any other duties specifically assigned to him by superior officers.

216.3 Administrative Assistant (Treasury)

He shall be responsible for the following, as instructed by the superior officers:

1. Ensuring timely preparation, encashment and disbursement of pay and allowances of all non gazetted staff and auditing of salary bill / TA bills etc prepared by gazetted officers for its encashment and disbursal in the Chief Engineer's office.
2. He shall be in charge of timely preparation, encashment and disbursement of contingent bills.
3. To maintain proper accounts for all the transactions and submit monthly accounts to the Accountant General.
4. Any other duties assigned by the Chief Engineer (Administration).

214.4 Administrative Assistant (Vigilance)

He shall be assisting Chief Engineer, Administration/ Deputy Chief Engineer, Vigilance. He shall be responsible for the following, as instructed by the superior officers:

1. Processing enquiries regarding allegations raised against any PWD staff, complaints received from the Vigilance Commission, Anti Corruption Bureau, Govt. Officers, and members of Legislative Assembly etc.
2. Assisting verification of records and to see that they are maintained as per PWD Code and Manual.
3. Collection of yearly confidential reports and processing of Confidential Report as directed by Chief Engineer, Administration/ Deputy Chief Engineer, Vigilance.
4. Any other duties assigned to him by the superior officer.

216.4.1 Senior Superintendents

Senior Superintendent shall be the head of Establishment Branch in accordance with the procedure prescribed in the Manual of Office Procedure and shall assist in the administrative control of the ministerial staff working in that section. He shall be responsible for the following, as instructed by the superior officers:

1. The marking of the papers received in the Establishment Branch to the concerned clerks and ensuring that the papers are duly delivered to the clerks concerned.
2. The scrutiny of the papers and files attended to by the clerks in their section.
3. Putting up notes on matters requiring orders of superior authorities.
4. The scrutiny of personal registers and such other register needed for the prompt business transactions of office in the manner detailed in the Manual of Office procedure and KPWA Code.
5. Receiving tapals and putting up to Assistant Executive Engineer (Technical)/Executive Engineer (General)/Deputy Chief Engineer.

6. Making alternate arrangements to distribute the works due to the temporary absence of a subordinate employee with the approval of head of office.
7. Ensuring prompt action being taken on urgent matters.
8. Ensuring the orderly arrangements of files, registers etc., by the clerks to enable any file being traced out without much difficulty.
9. Periodically reviewing the old files and records with a view to close them as per rules laid down in the manual of office procedure.
10. Controlling the work of Class IV staff.
11. Carrying out any other duties specially assigned to them by superior officers.

216.4.2 Junior Superintendents

Junior Superintendent shall be the head of Establishment Branch, if there is no post of Senior Superintendent in an office. Their responsibilities as head of the Establishment Branch shall be the same as that of Senior Superintendent. He shall be responsible for the following, as instructed by the superior officers:

1. Safe custody of chequebooks and preparing cheques on passed bills.
2. Ensuring the safe custody of cash and other valuables and documents entrusted to their care by head of office, proper remittance of cash to the treasury, and maintenance of cashbook and other accounts in the proper form as per rules.
3. The scrutiny of personal registers and such other registers needed for the prompt business transactions of office in the manner detailed in the Manual of Office Procedure and KPWA Code.
4. Scrutinising contractor's bills. This shall include checking arithmetical calculation, checking MAS account, WBO's, Works Abstract, Contractors' Ledger and Checking quantities with schedule provisions.
5. Assisting the Assistant Executive Engineer (Technical), in preparation of works budget, and establishment budget performance budget, Revised budget and re-appropriation of funds.
6. Bringing to the notice of the Assistant Executive Engineer (Technical)/Executive Engineer, power of attorney relating to a work.
7. Maintenance of registers relating to MAS account, Survey Report, Work Abstract and contractors Ledger.
8. Scrutinising survey reports.
9. Overseeing the preparation of monthly accounts.
10. Preparation of schedule of settlement with treasuries.
11. Initiating action on audit notes of Accountant General.
12. Any other work entrusted by his superior officers.

216.4.3. Head Clerk

He shall be responsible for the following, as instructed by the superior officers:

1. The distribution and scrutiny of the work of each Clerk
2. The scrutiny of bills and files attended to by the Clerks, submission of returns on the due dates, maintenance of accounts etc.
3. Ensuring that cash deposits other than cash, and other valuables are kept in safe custody and the cash book and other records as prescribed in the rules are properly maintained.
4. Disbursing salaries and allowances to the staff
5. The Head Clerks shall also carryout any other work assigned to them by their superior officers.
6. A Head Clerk when posted in a Sub Division shall in addition to the above be responsible for:
7. Receiving tapals and putting up to the Assistant Engineer (Works), if such an officer is posted or to the Assistant Executive Engineer.
8. Safe custody of power of attorney/bank guarantee relating to a work and bringing to the notice of the Assistant Executive Engineer while passing bills.
9. Preparing cheques on passed bills.
10. Safe custody of furniture of sub division office.
11. Assisting the Assistant Engineer (Works) and the Assistant Executive Engineer in maintaining order and discipline in office.
12. Handing over cash and all other items in his custody on transfer as directed by the Assistant Executive Engineer.
13. Assisting the Assistant Executive Engineer and Assistant Engineer (Works) in all matters entrusted to him.

216.4.4 Upper Division Clerks & Lower Division, Clerical Attender

Clerks shall carryout any or all the ministerial duties involved in the business transactions of the office to which they are attached as prescribed in the Manual of Office Procedure. The actual scope of their work in any office will be decided by the head of the ministerial section with the approval of the head of office or subordinate officer entrusted with the responsibility. Clerks (LD clerks and UD Clerks) in the PWD Office will also function as accountants.

The responsibilities of clerks shall, include:

1. Maintaining files and registers up-to-date.
2. Safe custody of registers, files, papers, documents, books or any other valuables entrusted to their care.
3. Putting up papers including correspondence files, connected files, notes etc., for orders of competent authority without delay.
4. Bringing to the notice of the superior officer matters that need special attention.
5. Taking prompt action on unanswered references by issue of timely reminders, putting up draft, Demi Official letters etc.
6. Carrying out the accounting work in the office such as checking bills, posting of accounts, maintaining various account registers, compiling returns etc., as prescribed in KPWA Code and other Codes, when posted in the accounts branch.
7. Handling and safe custody of cash, timely remittance of cash to Treasury, maintenance and rendering of prescribed account etc., as per rules.
8. Carrying out any other duties of a ministerial nature assigned to them by superior officers.
9. Clerk when posted in a section office shall be responsible for:
10. Receiving tapals and assisting the Assistant Engineer in all matters entrusted to him.
11. Maintaining inward and despatch registers.
12. Putting up audit notes for passing bills within powers of the section officer.
13. Safe custody of agreements executed for works, deposits other than cash and imprest cash allotted to Assistant Engineer.
14. Safe custody of power of attorney/bank guarantee relating to a work and bringing to the notice of the Assistant Engineer while passing bills.
15. Safe custody of cash received in section office and timely remittance to the treasury.
16. Keeping under lock & key, field books and measurement books issued to the section office and maintaining movement register.
17. Receiving all cheques issued to the Assistant Engineer
18. Disbursing salaries, allowance, advance etc. relating to the staff of section office.
19. Assisting the section officer in maintaining imprest and other accounts..
20. Handing over files, registers, cash, service books and other valuable items in his custody while on transfer as per directions of the Assistant Engineer.
21. Preparing draft letters on all matters and putting up for approval of the Assistant Engineer.
22. Posting entries in Service book and keeping the same.

216.4.5 Confidential Assistant

Duties as per Manual of Office Procedure

216.4.6 Typist

Duties as per Manual of Office Procedure

216.4.7 Clerk/Typist

Duties as per Manual of Office Procedure

216.4.8 Fair Copy Superintendent

Duties as per Manual of Office Procedure

217 Finance Wing

217.1 Senior Finance Officer/ Financial Assistant

The Financial Officer/Financial Assistant is to assist the Chief Engineer/ Superintending Engineer in exercising financial control in the working of the department/circle.

His responsibilities shall include.

1. Preparation/scrutiny/finalisation of Budget Estimates for annual plans, 5 year plan and 20 year master plan in accordance with rules in force and orders of the Chief Engineer/ Superintending Engineer. Give remarks on matters mentioned in G.O. (P) No. 388/92/Fin dated 6.5.1992 to the respective Head of Offices.
2. They shall be assigned the work relating to

- (1) Distribution, resumption and relocation of funds with the approval of the Head of the Department/Offices.
 - (2) Reconciliation of departmental accounts with the figures booked in the Accountant General Office.
 - (3) Control over departmental revenue and expenditure with includes:
 - (i) Watching the progress of departmental revenue and expenditure and issuing instruction to the subordinate any like likelihood of excess is anticipated.
 - (ii) Reporting to heads of Department deviations from rules relating to expenditure noticed on the part of the subordinate officers.
 - (iii) Initiating and dealing with proposals relating to re-appropriations, re-allotments, supplementary grants and surrender of savings and
 - (iv) Scrutinizing expenditure statement relating to plan scheme.
 - (4). Scrutiny of proposals involving enhancement, refund and abandonment of revenue and write off, remission of dues, liabilities etc.
 - (5) Deal with inspection reports, audit paras and objections.
 - (6) Conduct annual inspection of offices with the prior approval of the Head of department/Office and submission of notes of such inspection of the perusal and orders of Heads of Office/Department.
 - (7) Issue of instructions of departmental officers regarding
 - (i) Maintenance of accounts and observance of account rules and
 - (ii) Correct accounting of stores and observance of store rules.
 - (8) To arrange the proper maintenance of accounts and connected registers on the loans sanctioned or disbursed except routine loans to Government servants and to watch the prompt recovery of such loans.
3. All files involving financial aspects will be marked to the financial assistants/Finance Officers for their opinion/advice by Head of Departments/Officer or by any mid-level officer who deals with cases.
4. The Head of Department/Offices will normally be guided to the opinion/advice of the Financial Assistants/Finance Officers in the matter involving financial commitment and in case where the advice of Finance Assistant/Finance Officers is not accepted specific reason justifying such as a step will be recorded in the files.
5. The financial Assistants/Finance Officers will also scrutinizing files on:
- (1) Verification of claims for pension and other retirement benefits.
 - (2) Fixation of pay and allied benefit sanctioned on the basic pay Revision Orders.
 - (3) Proposal involving relaxation of economy orders.
 - (4) Grants/Loans sanctioned by the Department and conduct test audit the accounts of the institutions in receipt of grant aid or loans from Government and furnish utilization certificate.

217.2 Divisional Accountants

The Divisional Accountant's main function shall be to assist the Executive Engineer in exercising financial control over the transactions of the Division and in maintaining accounts of the transactions correctly in accordance with rules in force.

The Divisional Accountant is the head of Accounts Branch of the division office. The main duties and responsibilities of the Divisional Accountants are detailed in the KPWA code. His duties shall include:

1. Proper distribution of work in Accounts Branch with the approval of Executive Engineer.
2. Marking of papers received in the Accounts Branch to the concerned clerks in the section.
3. Preparation of budget annual plans, 5-year plan and 20 year master plan, making proposals for reappropriations etc. under instructions from the Executive Engineer.
4. Scrutiny of all papers involving or relating to financial transactions.
5. Scrutinising contractors bill and putting up notes on financial aspects.
6. Bringing to the notice of the Executive Engineer, power of attorney related to a work, while passing bills.
7. Safe custody of agreements and power of attorney for works and to see that registers for the same are maintained.
8. Putting up notes on matters dealt by him for orders of Executive Engineer.
9. Controlling the work of subordinates entrusted with the safe custody of cash, valuables, documents etc.
10. Making temporary arrangements for carrying out the work of the Accounts Branch by suitably distributing the work attended to by a clerk or other subordinate absent, on leave etc.
11. Ensuring prompt action being taken on urgent financial matters.
12. Assist the Executive Engineer in ensuring financial discipline particularly in incurring expenditure within the allotment.
13. Carrying out any other duty assigned to him by the Executive Engineer.

14. When a Divisional Accountant is posted in Stores, he shall, in addition to the above,
 - i. Assist the Stores Officer and Custodian of Stores by maintaining the proper accounts of transactions.
 - ii. Responsible for I.A.P.W.D. adjustments in the District Stores.
 - iii. Responsible for proper accounting and adjustments of firm invoices of maintenance of C.S.S.A. claims.
 - iv. Carrying out any other duties specially assigned to them by superior officers.

218 Miscellaneous

218.1 Stewards, Butlers, Caretakers, Managers or other staff in charge of Rest Houses, Tourist Bungalows etc.

Other staff in direct charge of Rest Houses, Camp Sheds, Tourist Bungalows etc. of the PWD, by whatsoever designation they are called, shall attend to the following duties:-

1. Keep the rooms and premises in a clean and tidy condition. See that rooms are swept at least once every day and also keep the rooms and bathrooms cleaned immediately after the occupant vacates..
2. See that the furniture provided in each room is kept in its proper place and kept daily dusted.
3. See that the bath room and lavatory fittings in every room are functioning satisfactorily, and if any defect is noticed, set right the same locally if it can be arranged and if not report to the Assistant Engineer for urgent action.
4. See that the electrical equipments are kept in good order, fused bulbs replaced etc.
5. In the case of rest houses not provided with running water, see that water required is made available in the bath rooms for occupants.
6. See that bed linen, crockery, cutlery etc. are kept in clean and usable condition.
7. Provide sufficient linen for the use of occupants of each room according to prescribed standards.
8. In the case of rest houses, which are not electrified, see that lamps are trimmed, filled with oil and kept ready for the use of the occupants and for general lighting.
9. Where gardens exist see that the garden is watered, trimmed and kept clear of rubbish.
10. Maintain the occupation register and see that every occupant fills up the required columns on arrival and before leaving.
11. Collect the rent due from the occupants and send the collections together with copy of the occupation register to the concerned officer every 15 days or at such intervals as prescribed.
12. Where reservations are ordered by the Collector see that the rooms are kept so reserved without being allowed to be occupied. In case there is no reservation by the Collector, the rooms are to be made available to guests on first come first serve basis. This however is subject to any other reservation made by the Executive Engineer in charge of the bungalow.
13. Keep account of furniture, linen, crockery and cutlery and any other item entrusted to his charge and make periodical checks to see that they are all available.
14. Arrange the washing of linen, bedclothes etc., and keep account of item so arranged to be washed.
15. Where the rest house is provided with catering arrangements, arrange supply of good food and drinks as prescribed to the occupants at the approved schedule of rates. This schedule of rates shall also be exhibited in public.
16. Control the work of such subordinates in the rest house as are placed under his charge and report to superior officers cases requiring sanction of appointment of substitutes, institution of disciplinary proceedings etc.
17. See that unnecessary fans, lights & Air Conditioners are switched off at the appropriate time and the use of water and electricity economically controlled without any inconvenience to occupants.
18. Bring to the notice of the Assistant Engineer in charge, all repairs and maintenance required for buildings and installations, without delay.
19. They shall also carry out any other duties that may be specifically assigned to them by their superior officers.

218.2 Drivers of Departmental Motor Vehicles

Their duties will include:

1. Drive the vehicles carefully within the prescribed speed limits observing all the traffic regulations.
2. Keep the vehicles in road worthy condition. This will include washing and cleaning of vehicles.
3. Check water levels in radiator and battery, oil level in crankcase, fuel level in fuel tank and tyre pressures every day before the vehicle is taken out.
4. Once a fortnight check oil level in gearbox and brake fluid.
5. Report any mechanical fault or damage immediately to controlling officer or the officer in-charge.

6. Attend to routine maintenance as prescribed such as topping up of oil, filling radiator, cleaning of oil and fuel filters, inflating tyres, applying grease where required, etc.
7. When the vehicle is taken out for servicing point out any items needing special attention and be available at the servicing station or work- shop to see that servicing is done properly.
8. When the vehicle is taken for maintenance or for special repairs, assist in the completion of the repairs or carry out such other jobs as are ordered to be done by the officer in charge of the vehicle.
9. In case of accidents the driver shall report the matter to the nearest police station and the officer in charge of the vehicle and abide by instructions of the police in regard to further movement of the vehicle.
10. Be in charge of the tools and spares of the vehicle entrusted to him.
11. Keep account of materials like fuel, lubricating oil etc. entrusted to his care.
12. Maintain log books as prescribed.
13. Take order from the officer in charge of the vehicle in regard to trips to be made, passengers or materials to be carried etc.
14. Intimate in advance the date of renewal of tax, insurance, pollution test, fuel tests etc.
14. They will also carry out any other duties that may be specifically assigned to him by their superior officers.

Drivers of Road Rollers

Their duties shall include: -

1. Drive the road rollers with care and safety observing traffic regulations to the site where rolling work is to be done.
2. Keep the roller in working condition and report to the superior officers defects if any for necessary repair work being arranged.
3. Make a routine check of all the points needing daily inspection such as fuel level in the case of Diesel Engines, water level in the boiler in the case of steam engines, lubricating oil levels and such other features as may be prescribed either generally or for the particular equipment.
4. Carry out the rolling work in the prescribed manner making as many passes as are necessary and are directed to be done.
5. Attend to routine maintenance as prescribed such as topping up of oil applying grease, where required etc.
6. Whenever the rollers are left at roadside after the day's work it is his duty to see that the danger light is put in front of the roller. This is to avert the chances of other vehicles colliding against the roller.
7. When the roller is taken for maintenance or for special repairs, assist in the completion of the repairs or carry out such other jobs as are ordered to be done by the officer in charge of the roller.
8. Be in charge of the tools and spares of the roller entrusted to him.
9. Keep account of materials like fuel, lubricating oil etc. entrusted to his care.
10. Maintain log books as prescribed.
11. Intimate in advance the date of renewal of tax, insurance, pollution test, fuel tests etc.
12. They shall also carry out any other duties that may be specifically assigned to them by their superior officer.

218.4 Drivers or Operators of Equipments like Concrete Bitumen Mixers, Pile Drivers, Pumps, Compressors, and Lift etc.

1. Attend to routine day-to-day maintenance of the equipment such as oiling, cleaning etc.
2. Check up various parts of the equipment as prescribed before starting it for use.
3. Operate the equipment and during the operation check whether it is working smooth. If any faulty performance is noticed, stop and investigate the cause of the same and take corrective steps at site to the extent possible.
4. When the equipment is taken for maintenance or for special repairs assist in the completion of the repairs or carry out such other jobs as are ordered to be done by the officer in charge of the equipment.
5. Be in charge of the tools and spares of the equipment entrusted to him.
6. Keep account of materials like fuel, lubricating oil etc. entrusted to his care.
7. Maintain log books as prescribed. 8. They shall also carry out any other duties that may be specifically assigned to them by their superior officers.

Sergeant

Supervision of security of the office complex and activities carried out by the following categories of staff, viz. Watcher, Gardner, Sweeper, Scavenger, Worker, Pump Operator, etc.

218.5 Watcher

Security of the offices and premises at all times.

218.6 Peon/Attender

1. Opening of offices at least half an hour before the actual office time or as per direction of head of office

2. Locking up of offices half an hour after the actual office time or as per the direction of the head of office.
3. Opening and closing of doors and windows, cleaning of all office furnitures including computers.
4. Collect drinking water in the vessel/jar provided for that purpose.
5. Transmitting of files inside the office and hand delivery to other offices or as per direction of head of office
6. Delivery of Tapal.
7. Any other duties as per the direction of the superior officers.

218.7 Lascar

He shall help in survey work in addition to duties of the peon.

218.8 Worker

He shall attend to any work assigned to him by his superior officer.

218.9 Gardener/ Head gardener

He shall formulate, develop and upkeep gardens in the office premises, rest houses etc.

218.10 Ferryman

He shall operate the ferries. He shall also attend to any work assigned to him by his controlling officer when ferry is not needed.

218.11 Scavenger

He shall clean toilets, washbasins, urinals and bathrooms in the office complex

218.12 Sweeper

1. He shall sweep the entire office building and premises, including removal of cob-webs, daily or as directed by the controlling officer.
2. Disposal of rubbish as per the direction of the controlling officer.
3. Cleaning of toilets, washbasins, urinals and bathrooms in offices.

218.13 Part time sweeper

He shall perform the following duties in the morning session.

1. He shall sweep the entire office building and premises, including removal of cobwebs, daily or as directed by the controlling officer.
2. Disposal of rubbish as per the direction of the controlling officer.
3. Cleaning of toilets, washbasins, urinals and bathrooms in offices.

218.14 Other workers such as Carpenter, Ratner, Blacksmith, Welder, etc.

They shall have duties assigned to the post of the peon.

219 PWD Law Officers

Law Officer, PWD, shall be under Chief Engineer, Administration, and he shall be responsible for giving advice to PWD officers in all legal matters referred to him.

219.1 Liaison officer, High Court

He shall be in the rank of Assistant Executive Engineer, PWD. He shall be responsible for liaisoning with the Advocate General's office regarding cases pending before the High Court.

219.1.1 Liaison officer, Other Departments

He shall be responsible for liaising with that department head as per clause 2.3.15, for construction works in the concerned department.

220 District Rural Development Agency (DRDA)**220.1 Executive Engineer**

In addition to the duties as per section 203.5, he shall be responsible for the supervision and execution of PMGSY projects in each district

220.1.1 Assistant Executive Engineer,

In addition to the duties as per section 203.7, he shall be responsible for the supervision and execution of DRDA works and assisting the Executive Engineer in PMGSY projects.

Assistant Engineer,

In addition to the duties as per section 203.9, he shall be in charge of PMGSY projects and other DRDA works.

Mechanical Wing, Chief Engineer:

In addition to the duties as per section 203.1 he shall be responsible for:

1. According TS to all works related to mechanical items as per delegation of powers.
2. Seeing that the rules regarding accounting and financial control at various levels are properly enforced.
3. Works shall be tendered only after providing sufficient funds for meeting the expenditure. Works having inadequate provision in the budget shall not be allowed to be put to tender under any circumstances.
4. Submission of the annual Administration report to the Government.
5. Purchasing mechanical items for all departments as per delegation of power.

221.2 Superintending Engineer & Deputy Chief Engineer, Mechanical

He shall be responsible for the following, as instructed by the superior officers:

He has control over two PWD mechanical divisions at Thiruvananthapuram and Kozhikkode and his office is attached to the office of the Chief Engineer (Mechanical), Thiruvananthapuram. In addition to the duties as per Clause 102.1.1.3 he shall also be responsible for the Purchase of mechanical items for all departments as per his delegation of power.

221.3 Executive Engineer, Mechanical

He has control over the two PWD Mechanical divisions at Thiruvananthapuram / Kozhikkode and shall have overall supervision of sub division works under him. In addition to the duties as per 102.1.1.5 he shall also be responsible for:

1. Issuing economy certificate to departmental light motor vehicles for repair works which exceeds Rs10,000/-
2. Issuing economy certificate to departmental heavy vehicles for repair works which exceeds Rs15,000/-
3. Attending Condemnation Board meetings for the Police Department vehicles.
4. Attending vehicle purchase committee meetings of Police Department.

221.3.1 Assistant Executive Engineer, Mechanical division [Thiruvananthapuram/ Kozhikkode]

In addition to the duties as per section 203.7, he shall assist the Executive Engineer in all matters.

221.3.2 Assistant Executive Engineer, Mechanical sub-division [Thiruvananthapuram Mavelikkara/ Chalakkudy/ Kozhikkode/ Kannur]

In addition to the duties as per section 203.7 he shall be responsible for:

1. Testing and issuing fuel consumption certificates of vehicles.
2. Preparation of estimates for repair and maintenance works and issuing essentiality certificates for vehicles of all Government departments and quasi-government institutions.
3. Supervision of works and scrutiny of bills for repairs and maintenance.
4. Maintenance and repairs of all construction equipments of PWD like road rollers, compressors, tar boilers, hot mix plants, etc.
5. Supervision of works for repair and maintenance of refrigerators, HVAC chiller plants, air conditioner set etc.
6. Valuation of vehicles including confiscated vehicles
7. Recommendation for condemnation of vehicles/machineries.
8. Attending the Condemnation Board meetings of Fire Force vehicles.

221.3.3 Assistant Engineer, Mechanical

In addition to the duties as per section 203.9 he shall assist the concerned Assistant Executive Engineer in all matters.

221.3.4 Assistant Executive Engineer, Mechanical subdivision (Legislature Complex Building Division, Thiruvananthapuram)

In addition to the duties as per section 203.7, he shall be responsible for the following:

1. Mechanical related works in the Legislative Complex
2. Erection, commissioning and repair of HVAC chiller plants, lifts, etc.

221.3.5 Assistant Engineer, Mechanical subdivision (Legislature Complex Building Division, Thiruvananthapuram)

In addition to the duties as per section 203.9 he shall assist the Assistant Executive Engineer in all matters.

221.3.6 Assistant Executive Engineer (Mechanical - NH, Mechanical subdivision Alappuzha, attached to National Highway Division Alappuzha)

In addition to the duties as per section 203.7 he shall also be responsible for the following:

1. For the operation, maintenance and repairs of equipments under National Highway wing of the entire state.
2. Testing of fuel consumption of vehicles of National Highway wing of the entire state
3. Maintenance and repairs of vehicles of National Highway wing of the entire state
4. Attending the Inspection Committee for the issue of fitness certificate for road construction equipments of contractors of NH.

221.3.7 Assistant Engineer (Mechanical, NH section- Thrissur, Alappuzha)

In addition to the duties as per section 203.19 he shall assist the Assistant Executive Engineer in all matters.

222 Powers

The powers delegated to the various officers of the department in regard to administration, technical and financial matters are given in below. In addition to the above, the following powers must be considered as inherent in the exercise of the duties of each job

Delegated powers shall be used wisely and carefully. It cannot and shall not be a weapon for implementing of work in piece meal to evade sanctions from higher authorities. No work may be started before a proper estimate for it has been prepared and sanctioned by the competent authority, unless it is so started strictly in accordance with a special order of Government or some specific codal provisions or departmental rules. The nature and date of sanction shall be clearly recorded in the bills relating to the work. It is the responsibility of the implementing officer and officer who is passing the bills for the work, to see that the respective work is executed under written orders of competent authority. They shall also check and ensure that an Administrative Sanction and Technical Sanction shall precede a tender from competent authority and sufficient funds are provided in the Budget for the respective work. In the case of work which is taken up without satisfying these basic conditions all the executing officers and officers responsible for passing the bills for the work will be personally held responsible and strict action will be taken against them. Any loss caused to Government on account of such irresponsible execution of work will be recovered from those officers who are responsible for execution and passing the bills for the respective work.

Administrative Powers

Sl No	Nature of powers	Chief Engineer	Superintending Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer	Administrative Officer	Remarks
1	Creation of posts	Part time contingency post & make appointments						
2	Appointments subject to PSC rules of Sanctioned posts	CE Administration to make appointments up to lowest gazetted post	Non Gazetted Posts in circles (temporary or permanent)	Upper Division clerk and Overseer Grade II	Lower Division clerk and Third grade Overseer		To appoint and promote non-gazetted ministerial officers and last grade employees in the headquarters units with concurrence of concerned CE	
			Menials charged to office contingencies					
3	Transfers and postings	All officers whom he is competent to appoint.	All NGOs & AEs within the circle	All NGOs within the Division	All NGOs within the subdivision		Within the headquarters unit whom he is competent to appoint	
		Post any officer whom he is competent to appoint for special duty for a period not exceeding one year.	Post all non-gazetted officers working under him on working arrangements for a period not exceeding six months.	Same as EE but for a period not exceeding three months.				
		Provided the strength in the cadre is not exceeded, no special allowance is payable on account of the special duty. Postings in gazetted cadre shall be intimated to government The officer ordering working arrangement is authorised to order payment of TA and meet the MO charges for sending their pay, as and when found necessary.						
		To detach officers whom he is competent to appoint from one office and fix another office as their headquarters on working arrangements for a period not exceeding six months in exigencies of public service.						
		Fix the headquarters and jurisdiction of all section offices including individual works	Recommend removals and transfers of Divisional and					

			Sub divisional Officers from his Circle					
4	Sanction of Leave	Casual leave to all subordinate officers.					Casual leave to all gazetted officers up to and including Administrative Assistants in the headquarters unit	
		Surrender of earned leave, subject to eligibility, to all officers working under him.						
		All kinds of leave except study leave, leave without allowance exceeding 120 days and special disability leave to all officers and staff under him					To sanction leave, other than study leave and special disability leave, to those whom he is competent to appoint	CE (Admn) to sanction charge allowance for additional charge as per rules
5	Impose minor punishment on any officer serving under him	Other than Superintending Engineers or officers of equivalent rank.	Other than Executive Engineers.	other than Asst. Executive Engineers	other than Assistant Engineers	Any non-gazetted officer working under him.	To institute disciplinary proceedings against those whom he is competent to appoint.	Powers subject to Kerala Services Rules
		Dismiss, degrade, suspend, effect recovery from pay, discharge and retire under rules, or to accept resignation of any officer whom he is competent to appoint.				Suspend any non-gazetted officers working under him		Subject to Kerala Services Rules and other rules laid down by Government from time to time.
6	Sanction of Tours for subordinate staff	Within the country, except for journey by air	Within the state and in the adjoining districts of neighbouring states	Tour within the state.	Tour within his jurisdiction	Tour within his jurisdiction		Journey outside the state for CEs require Govt. sanction. All journeys by air also require Govt. sanction.
No separate sanction is required for sanctioning travelling allowance to an officer for journey outside jurisdiction undertaken on the orders of competent authority. Attendance certificate shall be produced by non-gazetted officers. CE to sanction the cancellation charges already incurred by an officer for journey approved by the Chief Engineer and subsequently cancelled for valid reasons.								

7	Provident Fund	Sanction temporary withdrawals from provident fund deposits without monetary limit & nonrefundable withdrawals from PF upto 3/4th of the balance at the credit of the subscriber..	Sanction NRA equal to an amount of Rs 1 lakh or ½ the amount standing to the credit of subscriber or 5 times basic pay, whichever is less.	Sanction NRA equal to an amount of Rs 75,000 or ½ the amount standing to the credit of subscriber or 5 times basic pay, whichever is less.	Sanction NRA equal to an amount of Rs 50,000 or ½ the amount standing to the credit of subscriber or 5 times basic pay, whichever is less.	-	To countersign and forward applications for admission to Provident Fund from members of staff of the headquarters and Sanction temporary withdrawals from provident fund deposits without monetary limit to his subordinate officers	Subject to conditions and limitations under GPF (Kerala) Rules.
8	Increments	To execute agreement in respect of advance sanctioned and to execute agreements and reassignments of Insurance policies offered as collateral security to all officers under his administrative control.	EE (General) shall sanction increments to all non-gazetted staff in the Circle. To fix pay of all non-gazetted officers.	Sanction increments to all non-gazetted staff in the Division. To fix pay of all non-gazetted officers.	Sanction increments to all non-gazetted staff in the Division and Sub-division. To fix pay of all non-gazetted officers.		To sanction increments to those whom he is competent to appoint. To fix pay of all non-gazetted officers.	DCE admin to sign Increment Certificates of non-gazetted technical staff of the headquarters unit
9	Advance TA	Sanction advance TA, 15 days before the actual journey	Nil	Nil	Nil	Nil	Nil	
10	Sanction Reimbursement of medical expenses	To all subordinate officers				Nil		Subject to Govt Servants Medical Benefit Rules.
11	Investigation of arrear claims	To sanction investigation of arrear claims including claims which cannot be					To sanction investigation of arrear claims including claims of not more than	

		verified by audit due to limited period of preservation.					five years old, excluding time-barred claims.	
12	Training facilities to officers	To depute technical hands to seminars, short term courses and for study purposes within India.						Training programme shall be monitored by HRD Cell.
13	Sanction shifting of telephones	To sanction shifting of or disconnection of the phones in his jurisdiction.	To sanction shifting of phones in his jurisdiction					
14	Sanctioning of TA bills	To sanction TA Bills of all staff working under him and his TA Bills.	To sanction TA Bills of all staff working under him.				Countersign TA bills of non-technical Gazetted Officers in the headquarters unit below the rank of the Administrative Officers.	TA Bills shall be sanctioned within 15 days after receipt and kept ready for payment.

Financial Powers

		Chief Engineer	Superintending Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer	Remarks
1	Administrative Sanction						
A	<i>Original Works</i> (i) Original works	Rs. 15 lakhs	Rs. 8 lakhs	Rs. 5 lakhs	Rs 75000	Nil	GO (P) No. 667/2000/Fin dated 22/3/2000
	(ii) Electrification/ Electronics Works	Rs. 7 lakhs	Rs. 3 lakhs	Rs. 2 lakhs	Rs. 50000	Rs 15000	
	(iii) Investigation of schemes	Unlimited (budgeted works) Rs. 3 lakhs (for all works)	Rs. 2 lakhs (for all works)	Rs. 1 lakh	Rs. 50,000	Nil	
	(iv) Contribution works	Rs. 15 lakhs	Rs. 8 lakhs	Rs. 5 lakhs	Rs 75000	Nil	
B	<i>Repairs</i> (i) Special repairs of Buildings	Rs. 3 lakhs	Rs. 1 lakh	Rs. 75000	Nil	Nil	
	(ii) Ordinary and Special repairs Electrical	Rs. 2 lakhs	Rs. 40,000	Rs. 15000	Nil	Nil	GO (P) No. 667/2000/Fin dated 22/3/2000
	(iii) Repairs of Roads	Rs. 15 lakhs	10 lakhs	Rs. 6 lakhs	1.5 lakhs	Rs. 10,000	
2	Technical Sanction						
	(i) Original, maintenance and investigation	Unlimited	Rs. 45 lakhs	Rs. 15 lakhs	Rs. 3 lakhs	Rs. 20,000	GO (P) No. 667/2000/Fin dated 22/3/2000
	(ii) Electrification/ Electronics works	Unlimited	Rs. 6.5 lakhs	Rs. 2 lakhs	Rs. 50,000	Rs. 15,000	
	iii) Contribution works	Unlimited	Rs. 45 lakhs	Rs. 15 lakhs	Rs. 3 lakhs	Rs. 20,000	
	(iv) Municipal/Local Bodies works	Unlimited	Rs. 45 lakhs	Rs. 15 lakhs	Rs. 3 lakhs	Rs. 20,000	
3	Sanctioning tender excess						
	(i) Works where the estimated value of TS is Rs 15 lakhs or less	25 %	20 %	15 %	Nil	Nil	GO(P) No. 106/2006 dated 6.3.2006
	(ii)) Works where the estimated value of TS is above Rs 15 lakhs and upto 100 lakhs	20%	15 %	Nil	Nil	Nil	
	(iii) Works where the estimated value of TS is above 100 lakhs	20 %	Nil	Nil	Nil	Nil	
4	Excess over Estimate						
	(i) Works where the estimated value of TS is Rs 15 lakhs or less	25 %	20 %	15 %	Nil	Nil	GO(P) No. 106/2006

	(ii)) Works where the estimated value of TS is above Rs 15 lakhs and upto 100 lakhs	20%	15 %	Nil	Nil	Nil	dated 6.3.2006
	(iii) Works where the estimated value of TS is above 100 lakhs	20 %	Nil	Nil	Nil	Nil	
5	Sanction for Purchase, Manufacture and Repairs of Stores including T&P						GO (P) No. 667/2000/Fin dated 22/3/2000
	(i) Sanction for purchase of T&P charged to work	Rs. 7 lakhs	Rs. 3 lakhs	Rs.1.5 lakhs	Rs. 35,000	Rs. 8,000	
	(ii) Sanction for purchase of T&P not charged to work (excluding motor vehicles)	Rs. 7 lakhs	Rs. 7 lakhs	Rs. 1.5 lakhs	Rs. 75,000	Rs. 8,000	
	(iii) Sanction for materials other than T&P	Unlimited	Rs. 7 lakhs	Rs. 1.5 lakhs	Rs. 75,000	Rs. 8,000	
	(iv) Sanction for purchase of Stock articles T&P required for electrical/electronics works	Unlimited	Rs. 1.5 lakhs	Rs. 25,000	Rs. 6,000	Nil	
	(v) Sanction for repairs of Motor Vehicles	LMV Rs. 25,000 others Rs. 25,000	LMV Rs. 15,000 others Rs. 25,000	LMV Rs. 3,000 others Rs. 5,000	LMV Rs. 1,000 others Rs. 1,000	AE LMV Rs. 500	
	(vi) Sanction for repairs and carriage of T&P	Unlimited	Rs. 3 lakhs	Rs. 70,000	Rs. 15,000	Rs. 3,000	
6	Sanction of Survey Reports						Go (P) no. 128/PW dated 17.6.1968
	(i) For disposal of stores	Unlimited	Rs. 3 lakhs	Rs. 70,000	Rs. 35,000	Rs. 7,000	
	(ii) For disposal of buildings	Unlimited	Rs. 1 5 lakhs	Rs. 7 lakhs	Rs. 2 lakhs	Nil	
	(iii) unserviceable articles including T7P and improvements in acquired lands and trees (both living and dead)	Unlimited	25,000	10,000	Nil	Nil	
7	Write off						GO (P) No. 667/2000/F in dated 22/3/2000
	Of stores on account of deficiency or deterioration	To value of Rs. 15,000 at a time (annual limit 1.5 lakhs)	Rs. 3,000 at a time (annual limit Rs. 70,000)	Nil	Nil	Nil	

8	Contracts and Tenders					
	(i) Invitation of Tenders and execution of agreements					
	(a) All works except item (b) below	Unlimited	Unlimited	Upto his TS powers	Upto his TS powers	Upto his TS powers
	(b) Electrical / Electronic works	Unlimited	Unlimited	Upto his TS powers	Upto his TS powers	Upto his TS powers
	(c) Purchase of materials and T & P	Unlimited	Unlimited	Same as for sanction of purchase	Same as for sanction of purchase	Same as for sanction of purchase
	ii) Waiving of tender calls	Upto Rs. 3 lakhs	Upto 1.5 lakhs	Rs. 70,000	Rs.15,000	Rs.3,000
9	Miscellaneous powers					
	(i) Passing and payment of bills	Bills other than work Bill - Unlimited	Bills other than work bill - Unlimited	All bills without monetary limit	1.Part and Final payments for contract entered into by him (including approved tender excess and excess over estimate). 2.All bills relating to supplies and services within his competency of sanction	1. Passing of all bills including work bills, bills relating to supplies and service and contingent bills (recurring and non recurring) within his powers of sanction
	(ii) To draw temporary advance for payment of vouchers	within his powers of payment	within his powers of payment	within his powers of payment	within his powers of payment	payment of bills, vouchers within his powers of payment.
	(iii) Sanction refund of revenue	Unlimited	Rs. 2 lakhs	Rs. 35,000	Rs. 750	Nil

GO (P) No. 667/2000/Fin dated 22/3/2000

	Sanction re-appropriation of Funds	Unlimited	Unlimited	Rs. 10,000	Nil	Nil	GO (P) No. 667/2000/Fin dated 22/3/2000
	(iv) Office Expenses (Non-recurring)	Rs. 20,000 in each case	Rs. 10,000 in each case	Rs. 5,000 in each case	Rs. 1,000 in each case	Rs. 500 in each case	
	(v) Office Expenses (Recurring)	Expenses relating to his office and those under his charge	Expenses relating to his office and those under his charge	Nil	Nil	Nil	
	(vi) Purchase of books and periodicals	Unlimited	Rs. 7,000 (A.L. 15,000)	Rs. 4,000 (A.L. 8,000)	Rs. 2,000 (A.L. 4,000)	Rs. 750 (A.L. 1,500)	
	(vii) Purchase of stationery	Rs. 2,000 at a time (A.L. 30,000)	Rs. 1,000 at a time (A.L. 15,000)	Rs. 500 at a time (A.L. 5,000)	Rs. 300 at a time (A.L. 3,000)	Rs. 100 at a time (A.L. 1,000)	
	(viii) Purchase of Scientific and Mathematical instruments	Unlimited	Rs. 35,000 (AL)	Rs. 15,000 (A.L)	Rs. 7,000 (A.L)	Rs. 1000 (A.L)	
	(ix) Sanction for purchase of Office furniture	Unlimited	Rs. 10,000 at a time (A.L. 2.5 lakhs)	Rs. 5,000 at a time (A.L. 1.5 lakhs)	AEE Rs. 3,000 at a time (A.L. 50,000)	Rs. 2,000 at a time (A.L. 10,000)	
	(x) Printing of forms reports pamphlets, notices photo copying, stenciling ammonia printing	Rs. 25,000 (A.L.)	Rs. 10,000 (A.L.)	Rs. 5,000 (A.L.),	Rs. 2,000 (A.L.)	Rs. 1,000 (A.L.)	
	(xi) Replacing spares of vehicles without consulting mechanical wing	Rs. 4,000 at a time (A.L. Rs. 25,000)	Rs. 3,000 at a time (A.L. Rs. 20,000)	Rs. 2,000 at a time (A.L. Rs. 15,000)	Rs. 1,500 at a time (A.L. Rs. 7,000)	Rs. 750 at a time (A.L. Rs. 3,000)	
	(xii) Advertisement Charges	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	
	(xiii) Photographic Charges	Unlimited	Rs. 5,000 in each	Rs. 3,000	Rs. 1,500	Rs. 500	
	(xiv) Demurrage/ Wharfage Charges	Rs. 5,000 in each case	Rs. 2,000	Rs. 1,000	Rs. 500	Nil	
	(xv) Workmen's Compensation	Unlimited	Unlimited	Nil	Nil	Nil	
	(xvi) Renting of private buildings	Rs. 5000	Rs. 3000				
	(xvii) Rent Fixation	Unlimited	Rs. 15,000 per month	Rs. 7,000 per month	Rs. 3,500 per month	Rs. 1,500 per month	
	(xviii) Issue of Rent Certificate	Unlimited	Unlimited	Unlimited	RS. 3,500 per month	Rs. 1,500 per month	

	(xix) Valuation of Buildings	Unlimited	Rs. 55 lakhs	Rs. 15 lakhs	Rs. 6 lakhs	Rs. 50,000 Rs. 1.5 lakh (Plinth area valuation)	
	(xx) Sanction lease of usufructs of trees and land	Rs. 7 lakhs/year in each case not exceeding 3 years	Rs. 1.5 lakhs/year in each case not exceeding 3 years	Rs. 70,000/year in each case not exceeding 3 years	Rs. 35,000/year in each case not exceeding 3 years	Rs. 7,000/year in each case not exceeding 3 years	
	(xxi) Sanction auction of right for conduct of ferries / canteen etc	Unlimited	Upto Rs. 1.5 lakhs and powers for confirmation and remission of revenue on account of interruption	Upto Rs. 70,000	Upto Rs. 35,000	Nil	
	(xxii) Sanction right for collecting toll at bridges	Rs. 35 lakhs	Nil	Nil	Nil	Nil	
	(xxiii) Auction of articles and buildings						
	(a) Conduct of auction	Unlimited	Unlimited	Unlimited	Upto an assessed value of Rs. 70,000	Upto an assessed value of Rs. 7,000	
	(b) Confirmation of auction	Unlimited (even if bid amounts is less than the assessed value)	Unlimited (Provided the bid amount is not less than 50% of assessed value)	Confirmation of auction conducted by him if the bid amount is not less than 75% of assessed value	Confirmation of auction conducted by him if the bid amount is not less than 75% of assessed value	Confirmation of auction conducted by him if the bid amount is not less than 75% of assessed value	
	(xxiv) Approval of designs for engineering structures (Monetary limit)	Unlimited	Rs. 30 lakhs	Rs. 15 lakhs	Rs. 6 lakhs	Nil	

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	(xxv) Arranging works departmentally	Rs. 10 lakhs	Rs. 4 lakhs	Rs. 2 lakhs	Rs. 1 lakh	Rs. 50,000	
	(xxvi) Expenses for conducting Training CE, DRIQ	Rs. 25,000 (max) per course of two weeks subject to a minimum of 15 participants (annual limit 2 lakhs)					
	(xxvii) Expense for conducting Seminars and Technical discussion CE, DRIQ	Rs. 10,000 per discussion (A.L. Rs. 50,000)					GO (P) No. 667/2000/F in dated 22/3/2000
	(xxviii) Sanction of estimate for eviction of encroachments	Rs. 10 lakhs	Rs. 7 lakhs	Rs. 5 lakhs (A.L.)	Rs. 1 lakh (A.L.)	Nil	
	(xxix) Imprest for expenditure on removal of fallen trees, earth slips, diverting stagnant water					Rs 1000 at a time Monthly limit 5000	
	(xxx) Imprest for Departmental Execution					Rs 10 Lakhs at a time	

* - GO (P) NO. 667/2000/FIN Dated 22.03.2000

Note: 1. Joint Director, KHRI shall exercise powers delegated to Executive Engineers in all the relevant items

Appendix 200A**QUESTIONNAIRE** (Vide item 10 of section 203.3, under Superintending Engineer)

1. Is the division having adequate staff? if not, indicate where it is deficient.
2. Is the technical and ministerial staff distributed properly according to requirements?
3. Are there sanctioned posts left vacant; if so why?
4. Is there sufficient number of scientific and mathematical instruments? Are they in good working condition? If there is deficiency indicate the same.
5. Are the tools and the plant and the staff to man them adequate?
6. Have steps been taken to forecast and procure the requirements of departmental materials?
7. Are the arrangements for conveyance of the required materials to different work sites adequate?
8. Has action been taken and followed up in all cases where land acquisition is involved? If not indicate cases where delays are noticed.
9. Have estimates been prepared for all budgeted works; if not what are the steps taken ?
10. Have steps been taken to regularize works started without adequate funds? Give details.
11. Are there works started without Administrative Sanction or Technical Sanction? If so give details and reasons.
12. Has a Review of expenditure vis-à-vis budget provision been made with regard to works under various head? If so where performance budget has been introduced, has the review of the performance been made in accordance with the performance budget?
13. Have estimates been prepared and sanctioned for all budgeted works? If not, indicate the present position regarding estimates as given below:
 - a. No. of works not yet investigated,
 - b. No. of works investigated and in the design stage.
 - c. No. of works where estimate is under preparation or scrutiny.
 - d. No. of works where investigation design or estimate is held up on account of some special reasons.
14. Has a test check of the designs approved by the Executive Engineer been made? If so, are these in accordance with standards followed in the Department? Where type designs are available are these being adopted?
15. Are there cases where the actual cost of work has exceeded or is likely to exceed the Sanctioned Estimate by more than 50%? If so, make a case study and indicate the principal reasons for the excess and how such large excess can be avoided in future.
16. Have all safety precautions been taken in the works under execution?
17. Have the various registers like Revenue Register Tender Register, Building maintenance register, Acquittance roll been examined? What are the general conclusions after a review of the register?
18. Are service books kept up-to-date?
19. Has a test check of overtime allowances paid been made? If so, does this disclose any abnormalities or irregularities?
20. Has a test check been made regarding wages of workers to whom Factory Act is applicable? If so does this disclose any irregularity?
21. Has the Executive Engineer inspected the Subdivision office and Stores if any under his control during the year? If so review any one of the inspection registers of the Executive Engineer and indicate the findings.
22. Are labour gangs in different sections of roads adequate?
23. Is sufficient number of quarries available?
24. Is road traffic statistics conducted and details kept in proper form?
25. Are there pending replies to remarks of Audit reports, inspection reports and public accounts, committee estimates committee etc? If so give details.
26. Have sufficient computers installed in Divisions and are they operational? If not, action taken.

Section 300**301 Human Resources and Training****301.1 General**

The Public Works Department of Kerala employs over 10,000 persons directly and gives employment to over 80,000 persons indirectly. Being a service organisation, the officers and staff of PWD shall be morally committed to the society and shall uphold the values of the Department. This shall be reflected always in the quality of works, integrity and demeanour.

The Department is responsible for:

- Investigation, Planning, Design, Implementation and Maintenance of all public works undertaken by Government
- Economic development of the State by providing required road infrastructure
- Development of interstate road and building infrastructure facilities
- Road safety
- Enhanced mobility of people and goods and services
- The construction and maintenance of Public Buildings

302 Human Resources

The quality of persons employed, along with their skills, abilities and expertise shall contribute to the human resource of the Department. The management of this resource is undertaken by the Administration wing of PWD. The establishment of the Department can be broadly grouped into Technical and Ministerial (Financial/ Establishment) branches with functions as per section 204. Each branch has State Service comprising of Gazetted Officers and a subordinate service comprising of non-Gazetted officers.

The Department aims to provide all its employees with a work environment that is constructive to both personal and professional growth through responsible management, professional competence and efficiency.

302.1 HR and Training Cell

This cell is under the overall control of the Chief Engineer (Administration) who is assisted by the Deputy Chief Engineer (Administration) and other officers and staff.

303 Code of Conduct

PWD is committed to a workforce of officers and staff both technical and non-technical that displays the highest standards of integrity and fairness in all aspects of work that enhance departmental and stakeholder trust and confidence. Developing PWD values of innovation, honesty, integrity, respect for people, accountability, teamwork, sharing of knowledge all provide a sound framework from which PWD can build a safe, professional environment for all its employees.

304 Recruitment Process

The requirement in terms of personnel for the effective functioning of the department shall be assessed and reported as per clause 309 “norms for workload assessment” to the Kerala Public Service Commission. The Kerala Public Service Commission carries out all recruitment. The KPSC has prescribed norms for selection based on the age, qualification, screening tests and interview.

304.1 Induction Process

Each employee in the PWD shall be aware of the obligations and the standards of behaviour that are expected from them. They shall read, understand and comply with the provisions of the Kerala Service Rules, PWD Code and Manual, PWD account code, Manual of Office Procedures and other relevant rules and orders issued from time to time by the competent authority.

An Induction programme for orienting the new employees to their new work environment and role shall be conducted; this includes everything from understanding technical role required by the employee, to PWD rules and procedures. An employee handbook shall also be provided for awareness.

305 PIS and ID cards

The Personal information of all staff shall be entered in to the Personnel Information System (PIS) of the department. Forms duly filled up shall be submitted to HR / Administration office at Head Office or at the circle offices and after updating, the photo identity shall be issued.

All staff shall possess the ID card at all times while on duty and shall be displayed/produce on demand. This card should be surrendered in the event of discharge/retirement from service.

306 Probation period

All newly recruited employees shall be placed on probation and the probation shall be declared as per the relevant provisions of Kerala Service Rules (KSR).

306.1 Department test

Before the declaration of probation, employees, both technical and non-technical, should pass the obligatory test prescribed for them. The promotion to higher post for each category shall be given only after passing the required department tests prescribed for them.

307 Rules

Officers in the respective services are governed by the rules of recruitment, seniority, promotions, etc., applicable, to the particular service. Special statutory rules have been issued for certain services and in respect of other services until statutory rules are prescribed, recruitment, seniority, promotion, etc., will be based on Executive orders of Government or any other authority delegated by Government to issue such orders

The following rules generally govern the norms of leave, pay, retirement, disciplinary action etc.

- The Kerala Service Rules, Volume I, Parts I & II,
- The Kerala Service Rules, Volume II, Part III,
- Updated PWD special rules are also binding.
- Government Orders issued from time to time on the recommendations of the Pay Revision commission on Revision of Pay and Allied Matters,
- Government Orders on the revision of Pension and Other Related Benefits issued from time to time
- Government of Kerala Manual for Disciplinary Proceedings

308 Transfers

Transfers and posting shall be done strictly according to specific transfer norms of the government/department issued from time to time. The persons who have undergone specific training programme from the department may be given preference in the respective field at the time of transfers and posting.

309 Norms for work load.

The quantum of work handled by the Department may vary from time to time and it is necessary that suitable norms shall be fixed, so that the staff strength of the Department be augmented, reduced or arranged according to requirements. In case of specialised works, new posts/ units shall be created. The HR cell shall assess all such requirements from the concerned Chief Engineer and submit proposals for creation/ deployment/ abolishment of post to the Chief Engineer.

The government will fix, from time to time, such norms for the various units under the Public Works Department based on the suggestions from the Chief Engineer Administration.

310 Promotions

The Higher Departmental Promotion Committee (DPC) decides upon all gazetted promotions. The preparation of select list and other relevant rules on promotion to higher post will be governed by the Kerala State Subordinate Service Rules based on the recommendations of the departmental promotion committee.

The Administration Wing or Lower Departmental Promotion Committee decides upon all non-gazetted promotions.

At the end of each calendar year, employees will undertake a “Performance Appraisal” with their superior officer.

311 Disciplinary Actions/ Misconduct

Non-compliance to any of the existing rules shall incur disciplinary actions. Disciplinary proceedings shall be as per Government of Kerala, Manual for Disciplinary Proceedings.

312 Cessations and Retirement

Retirement from Government service is at the prescribed age decided by the government.

The appointing authority can only accept the resignation of a Government servant after settling the liabilities in respect of the service or post in question.

313 Miscellaneous**313.1 Dress Code**

As part of staff moral, pride in PWD and respect for themselves and their work, all officers must present themselves in neat and clean attire. Those officers who are required to wear a uniform at work must ensure that this is kept neat and clean.

313.2 Outside employment

No officer may undertake work for another Government office or a private or public body or a private person or accept fee, without the sanction of the Government.

313.3 Confidentiality

All information made available to employees in the course of their employment with the department is to remain highly confidential. An officer shall not issue or make any public statement concerning the public works department's operations or release information on any operational matter.

Employees should also act in accordance to the 'Right of Information Act -2005' which is "An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto."

313.4 Training

Training is an investment made on the human resource of the organization to provide and hone the competencies, required to do an existing job well and also to perform for future needs. Targeted and monitored training can set up an environment of good morale and productivity and contributes in creating a powerhouse of competencies for the public works department.

The department is committed to provide officers with the required training and development so as to enable to perform their work effectively and develop their skills in line with departmental requirements. Other Human Resource Systems shall support and synergise the training efforts.

Being a technical organization, the focus on skills training shall be based on the day-to-day developments in the field of construction engineering. Training shall be under the control of Human Resources Cell within the Administration wing.

Training shall focus on induction, refreshers training for present employees and specialisation for employees whose responsibilities or duties change through advancement or Departmental transfer

The Chief Engineer in charge of the HR cell will decide the needs of the training under which the personal have to be under gone. The person thus deputed will help and benefit the public works department as a whole.

313.4.1 Training Functions of HR Cell

- Documenting the key training inputs needed, covering all functions and all categories of staff to upgrade the capability and skills levels to meet the department's objectives in a cost effective manner.
- Formulation of training courses as per the above need.
- Coordinating and finalizing training schedules for the staff.
- Publishing annual training calendar
- Engagement of permanent and temporary faculty for the training courses, as required.
- Implementing training.

- Training feedback- this feedback, along with changes in individual performance needs to be tracked, recorded and reviewed for modification in future programmes.
- Periodic review of training course

313.4.2 Induction Training

Satisfactory completion of the induction training shall be considered for declaration of probation. Induction training for engineers shall include module on technical aspects like project preparation, Implementation, tendering and contract management, quality, environment and social etc.

313.4.3 Refresher Training

Periodic training programmes shall be conducted for all employees for development of core skills like leadership, communication, time management, environment management and subjects related to changes/ updates in their relevant fields.

313.4.4 Specialised Training

With a vision to elevate PWD to the international standards, new systems, techniques and procedures are to be adopted and implemented. Whenever such systems are put in place, in order to ascertain their effective usage, specialised training shall be imparted to selected personnel.

Experts in the field, or other organisations or consultants shall impart training.

313.5 Road safety

Periodic training on Road Safety shall be given to the concerned field officers. This shall be coordinated with the Central Road Safety cell and the HR cell.

313.6 Environment

Periodic training on Environment aspects shall be given to the field officers and also to all PWD officials. The basic environment awareness training will be integrated with the other mainstream programme. In addition stand-alone environmental training shall be conducted on a need basis. This shall be coordinated with the environment cell and HR cell.

313.7 Social

Periodic training shall be given on Social Impact Management with emphasis on latest methods and developments in social management and issues on quality of life etc.

313.8 Quality

Periodic training on Quality control shall be given to the field officers. This shall be coordinated with the Quality Assurance cell and the HR cell.

All Assistant Engineers shall be given periodic training in the KHRI Laboratory to familiarize with the various tests.

313.9 Training for Management Information System (MIS)

Managing the transition and change from the current systems and processes to those that leverage on technology and induction of IT/IS would require significant focus on Training and Change Management and enhance the skill levels of the human resources available with the Department.

Training shall be done in-house at training facility that is fully equipped with PCs, required peripherals, and connectivity and with LCD Projector.

The three levels of training shall be:

Basic training	Other specialized training	Training for systems
<ul style="list-style-type: none"> • Use of Personal Computers • Common office automation utilities MS OFFICE (word processing, spreadsheets, presentation systems) • Internet and email • Groupware and workflow • Use of WINGS 	<ul style="list-style-type: none"> • Functional core team training • Technical core team training • Methodology and tools training • Knowledge transfer workshops 	<ul style="list-style-type: none"> • GIS • FMS • RMMS <p>Others (AutoCAD, STAAD, Tally, NISA.....)</p>

313.10 GIS

Periodic training on GIS shall be given to the concerned field officers. This shall be coordinated with the IT Cell (GIS) and the HR cell.

313.11 RMMS

Periodic training on RMMS shall be given to the concerned field officers. This shall be coordinated with the IT Cell (RMMS) and the HR cell.

313.12 FMS

Periodic training on FMS shall be given to the concerned officers. This shall be coordinated with the IT Cell and the HR cell.

313.13 Project Preparation

Periodic training on Project Preparation shall be given to the Assistant Engineers and Assistant Executive Engineers. This shall be coordinated with the PPU and the HR cell.

313.14 Preparation of Budget

Periodic training on Preparation of Budget shall be given to the Engineers in the Planning Wing. This shall be coordinated with the HR cell.

313.15 Specialisation in concerned Wing

In order to enhance the competencies of the Department, considering recent trends, personnel with specialised qualifications including doctorates in different fields are required in PWD. Facilities for up gradation of Qualifications to the Engineers shall be permitted under the Quality Improvement Programme of the Department. Those with specialised qualifications and Doctoral qualifications utilising their specialisations in P.W.D. shall be encouraged.

313.16 Budget for Training

The HR cell of PWD shall be in overall charge of all training within PWD. They shall prepare a training schedule for next calendar year. Budget proposal shall be prepared and incorporated in the budget.

The budget for specialised training on specific systems shall be included in the concerned wing.

313.17 Monitoring and reporting

The HR Cell of PWD shall maintain record of all the training conducted and the list of attendees.