

MANUAL I

PARTICULARS OF ORGANISATION OF PWD AND ITS FUNCTIONS & DUTIES

Organization of Public Works Department

1. Public Works Department is one of the Departments of Government, which looks after construction and maintenance of Roads and Building in the State. In order to ensure timely and effective completion of P.W.D.'s work, Public Works Department has evolved a specific setup in which following wings/department viz Civil/Electrical/Mechanical/Architectural/Parks and Gardens work together.

The Control of the Operations of these wings vests in "Govt of Maharashtra" and at Govt. level this control is exercised by Minister (Public Works) and Minister of State (Public Works) and they are assisted by Secretary (Roads) and Secretary (Works).

2. The secretary (Roads) is in charge of construction and maintenance of Roads in the State. The Secretary (Works) is in charge of construction and maintenance of Govt. Buildings, National Highways and B.O.T. works of both roads and Buildings.

2.1 The Maharashtra State is divided in to Six Revenue Divisions. On the basis of these 6 revenue Divisions, six P.W.Regions are established for entire Maharashtra. There are 6 Chief Engineers for different Regions with headquarters at Mumbai, Pune, Nashik, Nagpur, Aurangabad and Amravati and two more Chief Engineers viz. C.E. (Special Project), Mumbai who looks after the execution of expressway work in Mumbai and another C.E. (National Highway) who is in charge of Designs Organisation. The implementation of various works in the public Works Region is carried out under the administrative and technical control of Regional Chief Engineers.

2.2 The Chief Engineers are assisted by Superintending Engineers in charge of Circles, posted at different places, who are responsible for administration and execution of works within the Circles.

2.3 Under each field Superintending Engineer, 4 to 5 Executive Engineers in charge of Divisions are posted. Each of them is having a jurisdiction of one District or 3 to 4 Talukas. For every Taluka a Deputy Engineer in charge of Sub-Division is posted.

Sub-Division is the lowest office. The prime sources for any information are the Sub-Divisional and Divisional Offices. For works of State Sector, Executive Engineers work under the control of P.W.Deptt., whereas for the works of Local sector, (Z.P.) Executive Engineers work under the control of Rural Development Deptt. The State sector is looking after the works of State Highways (S.H.) and Major District Roads (MDR), whereas the local sector is looking after the work of Other District Roads (ODR) & Village Roads (VR).

- 2.4 Other than the P.W.Circles mentioned above one Vigilance & Quality Control Circle headed by Superintending Engineer is working under each Region. The Superintending Engineer is assisted by Executive Engineers (Vigilance) and (Quality Control). Under the Control of Vigilance & Quality Control Circle there are Regional Laboratories as well as District Laboratories equipped with necessary equipments for testing the quality of materials used for construction. This Circle carries out inspection of works executed by Field Engineers to ensure that the works are not only handled and executed to required quality, but also by following the rules and regulations, both technical and administrative, as prescribed by Government of Maharashtra from time to time. This Circle also carries out functions of technical audit and vigilance by means of surprise field inspection. This circle also carries out the functions of training and education to field staff at District Head-quarters at suitable places. The duties of Vigilance & Quality Control Circle also include the work of investigation of complaints.
- 2.5 There is one Vigilance Squad under the direct control of Govt. in PWD. It is headed by Superintending Engineer. It deals with the complaints received from Government.
- 2.6 Other Than the Civil Engineering Organization as given above, Coastal Engineering, Electrical Engineering, Mechanical Engineering, Designs, Architecture, Parks and Gardens are the various other wings of the Department. They have their specific work under the control of Public Works Deptt. Mechanical Engineering wing is under the administrative control of Water Resources Deptt.
- 2.7 Coastal Engineering wing deals with the construction and maintenance of Anti-Sea Erosion Bunds constructed at vulnerable spots along the coast. Similarly it deals with the construction and maintenance of fishing and commercial ports & jetties. The Coastal Engineer (Rank of Superintending Engineer) is in charge of this wing, assisted by Harbour Engineer (Rank of Executive Engineer) and Assistant Harbour

Engineer (Rank of A.E./D.E.). As per the necessity, he looks after the roads connecting to ports and harbours.

- 2.8 The Design Circle of Public Works Department mainly deals with the structural design of buildings and Major Bridges, Buildings of Ground + 3 stories and bridges of 30m. length are generally designed at field level. But buildings with storeys more than ground + 3 and bridges having length more than 30m. are designed (structurally) by the Designs Circle. The Design Circle is headed by the Chief Engineer assisted by three Superintending Engineers, one looking after the Design of building and others looking after the design of bridges. The Superintending Engineers are further assisted by the Executive Engineers and Assistant Engineers or Sub-Divisional Engineers. This wing produces structural designs, drawings and also maintain the same for further need of any nature.
- 2.9 The Architecture wing advises Local Officers of PWD on all matters relating to building plans in general, architectural treatment, selection of sites, approval of layouts, etc. and carries out technical scrutiny of plans of building proposed to be erected/constructed by Government. The Architects also prepare Type Drawings of different Housing Complexes and other administrative & functional buildings. The architect prepares drawings/ plans after taking into consideration the various requirements of the concerned Department and submits the same to Scrutinising Committee for approval, as per necessity. The architect prepares working drawings and inspects buildings at certain stages, from architectural point of view to ensure proper construction as per the plans & detailed drawings. The architect also obtains various approvals from the local planning authority.
- 2.10 The works of development and maintenance of public parks and gardens around Government buildings, both residential and non-residential, gardens in the Government Hospitals and Educational Institutions, Government nurseries etc. are entrusted to the Parks and Gardens Organizations, which is headed by Director of Parks and Gardens. The other important functions of the Organisation are 1) To certify designs and estimates of new garden work 2) to take up execution of new garden works and maintain them after the completion of works or to hand over the same to the User Department 3) to establish nurseries for maintenance and development of Government gardens 4) to render advise on the problems related to gardening 5) to arrange flower decorations for important state functions.

- 2.11 The Electrical Wing is headed by Chief Engineer (Electrical). This wing prepares plans and estimates for electrical installation in government buildings and carries out supervision on such works and also looks after the maintenance of all electrical installations in the government buildings.
- 3.0 The technical establishment of Mechanical Organisation is under the control of Water Resources Department. One Superintending Engineer (Mechanical) at State level and Assistant Chief Engineers of the rank of Executive Engineers at Regional levels are posted to PWD on deputation. They look after the maintenance and repairs of different construction machinery and inspection vehicles belonging to PWD. The Officers of Mechanical Organisation also carry out inspection of machinery/vehicles and recommend survey reports.
- 4.0 MERI & Maharashtra Training Academy deals with road research activity & training needs (both technical & administrative) of Technical Officers. These institutions are under the administrative control of Water Resources Department.
- 5.0 The Detailed Organisation charts of different offices as mentioned above are attached herewith. Detailed organisation structure is also available on Web Site www.mahapwd.com and is updated as and when changes occur.

Functions & Duties of Public Works Department

- 6.0 P.W.D. deals with the construction and maintenance of roads. PWD is in charge of construction of buildings of all Government Departments. P.W.D. also executes works entrusted by Semi – Government organisation, as ‘Deposit Contribution’ works. The PWD is in charge of maintenance of all residential and non-residential buildings of State Government Department.

The Department thus deals with 2 classes of works viz ‘Original Works’ and ‘Repairs & Maintenance’. The expenditure under these classes is maintained separately. The Term ‘Original Works’ indicates construction of entirely new works or even of alternations to existing works. The term ‘Repairs and

Maintenance' indicates primary operations undertaken to maintain in proper conditions, the buildings and road works.

For every work (excluding repairs) initiated by or connected with the requirements of the Department (including PWD) the administrative approval of the Department concerned is obtained, prior to taking up the work. This is a sort of request by other Department to PWD to execute certain specified work at stated sums to meet the administrative needs of the Department.

6.1 Roads Development in the State is being done in accordance with the 1981-2001 Road Development plan. The 2001-2021 plan is ready and under finalisation. The provisions for expenditure on the road and building works are made in the plan outlay of the five year plans of the Government. The Government also gets the outlay from Central Road Funds and Loans from NABARD, HUDCO etc. The work of village connectivity (Construction of Roads) is carried out by PWD based on recommendations of Planning Commission in 1986 for Ninth Five Year Plan period as below.

Priority I : 100% connectivity to Villages with Population above 1000 and above 500 in Tribal or Hilly Area.

Priority II : 75% connectivity to Villages having population between 500 to 1000 and between 200 to 500 in Tribal or Hilly Area

6.2 For Road Development of Tribal Area, separate outlay under Tribal Sub Plan is made available by Tribal Development Department.

6.3 The Department has started taking the private sector's participation in development of works on "Built Operate and Transfer" (BOT) basis. The Government has finalised its policy and procedures for taking up the road projects under BOT. The Entrepreneurs recover their investment and interest by keeping Toll Rights. The Bombay Motor vehicle Tax Act (Section 20) is amended to make it possible for the Entrepreneur to collect Toll. PWD also takes up the development of the government plots as per

the requirements, through private participation for construction of buildings as per requirements on BOT basis.

6.4 The National Highways are vested with Ministry of Road Transport and Highways, Government of India. Public Works Department executes the works on the National Highways on agency basis. Government of India makes available funds for the development and maintenance of National Highways in the State.

7.0 Public Works Department of Govt. of Maharashtra primarily executes following different development works

- Construction of New Roads & Bridges.
- Maintenance and repairs of existing Roads and Bridges.
- Construction of Govt. Buildings
- Maintenance and Repairs of existing Govt. Buildings
- Construction of Roads/ Govt. Buildings on BOT basis.
- Undertaking Deposit Contribution works relating to different Department of Govt. of Maharashtra as well as of other Local Bodies.
- Resettlement works due to Natural calamities like flood, earthquakes etc.
- Construction of Roads under Employment Guarantee Scheme, M.L.A., M.P. fund works etc.
- Construction of Helipads for very very important persons visits, wherever required.
- Fixation of rent of private premises requisitioned for housing Govt. offices.
- Designs, construction, maintenance and repairs for runway relating to the Aviation Department.
- Development of Parks and Gardens in the vicinity of important Public Buildings and landscaping of grounds in order to transform them into gardens.
- Reservation of Govt. Rest Houses and Circuit Houses.
- To under-take auction, sale of fruit trees along the road sides.
- To permit construction of approaches on both sides of roads to private individual, other institutions, factories, petrol pumps etc.

- To allow irrigation drains, electricity lines, telephone duct cables etc along and across the roads.
- To evacuate the encroachment coming along the road sides.
- Issue of certificates periodically to Cinema Houses about stability of structures/arrangement related to electrical fittings conforming to Cinema Regulation Act.
- Issue of certificate for lifts operating in Private Buildings.
- To lease out the Govt. land for Exhibition/Circus or other purposes etc. temporarily
- Plantation of trees along the road sides.

8.0 For execution of works, field officers scrupulously follow PWD manual, Accounts Code, Specifications, Government Resolutions, Circulars issued from time to time.

9.0 Different functions relating to Establishment like Transfer of Employees, promotion to Employees, Appointment of staff, preparation of pension cases, preparation of seniority lists of various cadres etc. are carried out at various levels as per the powers delegated to respective officers.

The matters relating to tenders, such as invitation of tenders, acceptance of tenders, etc. are dealt with in accordance with the PWD Manuals and Account Codes by different officers as per the powers delegated to them.

The above functions & duties and organisation charts of all the offices are available on web site of this Department at. www.mahapwd.com

For powers & duties of PWD officers, refer Manual II.