

MANUAL-II

POWERS & DUTIES OF ITS OFFICERS AND EMPLOYEES0

Public Works Department is one of the deptt. of Govt. There are different wings i.e. Civil Engineering, Coastal Engineering, Electrical Engineering, Mechanical engineering, Designs, Architecture and Parks & gardens working under P.W.D.

The duties of Chief Engineer, Superintending Engineer, Executive Engineer, AE/ DE/ SDE/ SDO are mentioned in the Maharashtra Public Works Manual

The officers exercise powers as mentioned in Appendix 42 of Maharashtra Public Works Manual . The details are enclosed herewith in **Appendix 'A'**

The Administrative, Financial & Statutory powers which are delegated to the supervisory as well as subordinate officers of the P.W.D. are based on :-

- I) Maharashtra Public Works Manual.
- II) Maharashtra Financial Rules 1959.
- III) Maharashtra Contingent Expenditure Rules, 1965.
- IV) Maharashtra Budget Manual.
- V) Miscellaneous Financial Powers as per Financial Publications.
- VI) Maharashtra Civil Services (Pay) Rules 1981.
- VII) Maharashtra Civil Services Rules (General Conditions) 1981.
- VIII) Maharashtra Civil Services Rules (Joining time, foreign service) etc.1981.
- IX) Maharashtra Civil Services (Leave) Rules 1981.
- X) Maharashtra Civil Services (Discipline & Appeal) Rules 1979.
- XI) Maharashtra Civil Services (Conduct) Rules 1979.
- XII) Manual for Departmental Enquiries – 1991

These books may be referred as and when required.

List of officers who are to be deemed as “Head of Departments” for the purpose of Maharashtra Civil Services Rules, 1981 is enlisted in the enclosed **Appendix ‘D’** .

DUTIES OF THE OFFICERS IN GENERAL :

Civil Wing of the P.W. Deptt. is divided in four cadres as per hierarchy.

1. Chief Engineer, P.W. Region.
2. Superintending Engineer, P.W. Circle.
3. Executive Engineer, P.W. Division
4. Dy.Engineer, P.W. Sub Division (AEE/AE-I Gr-I/DE/SDE/SDO)

Chief Engineer:

The Chief Engineer is the professional head of the department and is responsible to Government for efficient working.

The Chief Engineer shall:

- (1) Provide technical guidance and guidance for supervision for ensuring both quality and progress of work.
- (2) Ensure co-ordination of activities of different wings of the Department.
- (3) Carry out inspections of the circle and divisional officers under his control as per the following frequency:
 - (a) Circle offices under his control once every year.
 - (b) Divisional offices-
Ten Divisional Offices each year or every divisional office in every three to four years

The Chief Engineer exercises control over the performance of the officers who maintain the Accounts. He monitors the budget allocations in general and advises the Superintending Engineers to avoid excess or lapses of grants. If in exercising his control, any financial irregularity is discovered and if he considers it to be serious as to require disciplinary action, he takes further necessary action.

For the Technical (Civil) matters in the Regional Office, two Assistant Chief Engineers assist the Chief Engineer. For monitoring the maintenance of machineries, Asstt. Chief Engineer (Mech.) is appointed in Regional Office.

For the Administrative matters in Regional Office the Special Superintendent assists the Chief Engineer and under him Superintendent, First Clerk, Senior Clerks, Junior Clerks are appointed

Superintending Engineer:

The Superintending Engineer is the Administrative Head of the Circle and is responsible to the Chief Engineer and he looks after the administration and general professional control of the in-charge officers of the department within his circle.

It is the duty of the Superintending Engineer to inspect the state of the various works within his circle and satisfy himself that the system of management prevailing is efficient and economical.

The Superintending Engineer is required to ascertain the efficiency of the subordinate offices and out door establishment and see and report whether the staff employed in each division is actually necessary and adequate for its management.

The Superintending Engineer is authorised to correspond directly with any of the local authorities, civil or military, within his circle.

He has to carry out inspections of the divisional offices under his control once every year and those of sub-divisional offices under him once in five years.

The Superintending Engineer is the controlling authority for budget and sees that the Accounts for works, stock, Tools & Plants are maintained throughout his circle and that the Executive Engineers submit the Accounts to the Accountant General punctually. The budget grants are placed by the Govt at the disposal of Superintending Engineer. He keeps the watch on the Headwise/sub headwise expenditure as compared to budget allocations. The Superintending Engineer is required to maintain the Letter of Credit (LOC) register in the prescribed format. He is required to monitor the expenditure against the available budget grants and exercise the effective control over expenditure through Letter of Credit (LOC) system as formatted by the finance dept. The Superintending Engineer has to exercise the control on monthly expenditure as per the monthly cash-flow system introduced recently.

For the Technical matters in Circle Office, Dy. Engineer (Asth. Superintending Engineer) assists Superintending Engineer. Moreover three/four Jr. Engineers, Head Draftsman, Draftsman, Tracer etc. assist in handling the technical matter.

For the Administrative matters, Superintendent assists the Superintending Engineer. Moreover first clerk/Sr.Clerks/Jr.Clerks are appointed to assist the Superintendent.

Executive Engineer :

The Executive Unit of the Department is the Division in charge of an Executive Engineer who is responsible to the Superintending Engineer for the execution and management of all works within his division.

The Executive Engineer is responsible to see that proper measures are taken to preserve all the buildings and roads in his division and to prevent encroachment on Government lands in his charge. He keeps accurate plans of all Government lands.

Every Executive Engineer is required to report immediately to the Superintending Engineer about any serious accident or unusual occurrence connected with his division and to state how he has acted in consequence.

The Executive Engineer, in addition to his other duties, acts as ex-officio professional adviser to all the departments of the administration within the limits of his charge.

The Executive Engineer has to carry out inspection of the sub divisional officers under his control once every year.

The Executive Engineer commences the construction of any work or spends funds after receipt of the sanction orders of the competent authority. Executive Engineer takes necessary steps to obtain funds for the works under his control and keeps its accounts and submits them punctually to A.G. as per rules in force. He is responsible for the correctness of the original records for expenditure etc. He has to watch physical progress of work, the progress of expenditure under each head / subhead in relation to L.O.C. / Budget grants and has to watch the expenditure as per monthly cash-flow system introduced recently. The Executive Engineer informs the likely excess expenditure on works to Superintending Engineer as per M.P.W. manual

For the technical matters in Division Office, Dy. Engineer (Dy.Executive Engineer) assist the Executive Engineer. Moreover three

to four Jr.Engrs., Draftsman, Tracer etc. assist in handling the technical matters.

For administrative matter in Division Office, First Clerk assist the Executive Engineer.

Accounts matter are dealt with by the Divisional accountant in Division and for purchase of material etc. storekeeper is appointed in Division office.

These three Branch heads viz Dy. Executive Engineer, First Clerk & Divisional Accountant assist the Executive Engineer.

Deputy Engineer:

A division is divided into sub divisions in charge of an Assistant Executive Engineer Class-I/Assistant Engineer Grade-I/Sub Divisional Engineer/Sub Divisional Officer/Deputy Engineer. These officers are responsible to the Executive Engineer in-charge of the division for the management and execution of works within their sub divisions. The Deputy Engineer/Assistant Engineer ensure proper and timely execution of work, ensure quality and quantity of work through testing of material & work done at specified intervals/frequencies. The Deputy Engineer prepares estimate/revised estimate/completion reports timely & exercises control on account pertaining to his Sub Division & submits the same timely to the executive engineer. He executes works related to E.G.S, M.L.A., M.P.Fund Works, deposit works etc.

To handle the technical matters in Sub Divisional office, 5 to 6 Jr.Engineers are appointed to assist Dy. Engineer. Preparation of works

estimate, supervision of work, recording measurement of the works are the important duties of the Junior Engineer.

For dealing administrative matter, account and store matter Sr.Clerk is appointed to assist Dy. Engineer of the sub division.

The Powers delegated by Govt. to P.W.D. officers in respect of Technical matters, administration, Accounts etc are enlisted in the enclosed Appendix 'B'.

The financial powers given by finance department is enclosed herewith as **Appendix 'c'**.

Other than civil engineering wing as given above, the duties of officers in general of other wings are as given below :-

Coastal Engineering

The duties of the officers of Coastal Engineering are in general same as those of Civil Engineering wing. The Coastal Engineer is equivalent to Superintending Engineer, Harbour Engineer is equivalent to Executive Engineer and Assistant Harbour Engineer is equivalent to Assistant Executive Engineer / Assistant Engineer Grade – I / Sub Divisional Engineer / Sub Divisional Officer / Deputy Engineer. They performs their duties according to powers delegated by Govt to P.W.D.Officers which are enlisted in **Appendix "A"**

Electrical Engineering Wing

The Electrical wing is headed by Chief Engineer (Electrical). This wing prepares plans & estimates for electrical installation in Govt building & carries out supervision on the work & also look after the maintenance of all electrical installations in Govt. Buildings.

The electrical branch is headed by the Chief Engineer (Electrical) who carries out advisory, administrative and executive functions pertaining to the generation and use of electricity.

The Advisory part consists of advising Government on all electrical matter in regard to the grant of license to private companies, persons and local bodies for the supply of electrical energy to the public and other matters connected therewith, such as, the scrutiny of the conditions and rates of supply, methods of construction, etc. as also revision of tariffs.

The administrative part involves supervision of working of the various electrical undertakings and the inspection of all medium and high pressure installations at places of public amusement, mills, factories, power stations, etc., which have to be carried out in the interest of public safety. It also consists of the grant of licenses to electrical contractors and conducting examinations for the grant of competency certificates to electrical supervisors and wiremen.

The executive side relates to the preparation of plans and estimates for electrical installations in Government buildings for the whole of the Maharashtra State and the supervision of such works when executed by contractors and the maintenance of all installations including the running of Govt. owned power stations.

The Chief Engineer (Electrical), Superintending Engineer (Electrical), Executive Engineer (Electrical) and Assistant Executive Engineer/Assistant Engineer Grade-I/ Sub-Divisional Engineer/Sub-Divisional Officer/Deputy Engineer, perform their duties according to the powers delegated by Govt to

P.W.D. Officers which are mentioned above and enlisted in the **Appendix “A”**
& “C”

Mechanical Engineering Wing

There is Superintending Engineer (Mechanical) at the state level, three Asstt. Chief Engineers (Rank of Executive Engineer) working under P.W.D. i.e. one Asstt. Chief Engineer H.Q. at Mumbai to look after machinery of Mumbai (P.W.) Region, Pune (P.W.) Region & Special Project Region, Mumbai. Two Asstt. Chief Engineer H.Q. at Aurangabad look after machinery of Aurangabad & Nasik (P.W.) Region, Asstt. Chief Engineer H.Q. at Nagpur looks after machinery of Nagpur and Amravati Regions.

The main duties of the Superintending Engineer (Mechanical) are to inspect the machinery, imparting guidance to the civil staff so as to reduce the sickness factor & improve utilisation of the machinery, advise the civil staff about planning, stocking and purchasing of spare parts, preparation of programme for better utilisation of the machinery with the help of civil engineers etc.

i) The Civil Divisions are entirely responsible for operational part of the machinery and the Mechanical Organisation is responsible for repairs and maintenance. For this purpose the sanctioned grant under the M&E Budget are split into two parts. Part-I, the cost required for the operations of the machinery placed at the disposal of the Civil Division, whereas the Part-II representing the cost pertaining to the repairs and maintenance is placed at the disposal of the Mechanical Organisation. The operational part will be operated by Civil Divisions and the maintenance and repairs part will be operated by Mechanical Sub-Division under the guidance of the Executive Engineer/Superintending Engineer.

- ii) Since the Mechanical Organisation has no drawing account, the expenditure account is maintained by the Civil Divisions, both for maintenance & repairs handled by Mechanical wing and operation handled by Civil Wing, within their respective budget limits of M&E, to be split as above.
- iii) The Mechanical Organisation act as a adviser to the Chief Engineers in respect of the Vigilance & Quality Control in the matter pertaining to machinery.
- iv) All the workshops and hotmix plants are operated by Mechanical wing. Work done in the Mechanical Workshop is handled on commercial lines and by job card system.
- v) The profit and loss account for operation of machinery are maintained by the Civil Wing. The same principle applies to the history sheets of all machinery shall, however, be maintained by Mechanical wing.

The stocking of spare parts is under the charge of Mechanical Organisation.

- vi) Transfer of machinery as well as procurement of new machinery is to be done on the basis of advice rendered by the Mechanical Wing.
- vii) For purchases pertaining to machinery, spare parts of machinery etc., the provisions of the store purchase manual published by the Industries Commissioner are followed.
- viii) For Administrative purposes, the Mechanical Sub-Divisions are attached to the Civil Divisions as specified by the Government from time to time. The Junior Engineer (Mechanical), however works under Deputy Engineer (Mech.). The operational staff is under Civil Wing (except for mechanical workshops and Hotmix Plants), while staff of M.&R. wing works under control of Mechanical Engineer.
- ix) The role of Mechanical Organisation in respect of the machinery belonging to the Zilla Parishads is in advisory capacity.

DESIGNS WING

The Designs Wing is headed by the Chief Engineer assisted by three Superintending Engineers, one looking after the design of buildings and other two look after the design of bridges. The Superintending Engineers are further assisted by the Executive Engineers and Assistant Engineers or Sub-Divisional Engineers. The function and duties of Superintending Engineers, Executive Engineers and Deputy Engineers are as under :-

(A) SUPERINTENDING ENGINEER (BRIDGE & BUILDING) :

- 1) Provide direction in the preparation of project designs. Approve the design parameters before design work is taken up in hand.
- 2) Approve the bridge/building designs as per Guidelines and norms fixed by the codes and Govt. This function of scrutiny and verification of designs is called as 'final design review'.
- 3) Draw up and issue technical circulars and notes.
- 4) Lay down technical norms and guidelines.
- 5) Prepare/Review type designs.
- 6) Co-ordinate design and construction.
- 7) Participate in the advisory roll for various Govt. Committees and study groups such as C.E.'s committee, Scrutinizing Committee, MERI Steering Committee, New Materials Committee, etc.
- 8) Provide directions and guidance in field queries and field problems.
- 9) Work on I.S. and I.R.C. committee as desired by Govt.
- 10) Provide guidance to the field officers in case of difficulties encountered during construction and post construction period.

B) EXECUTIVE ENGINEER:

He works under guidance of Superintending Engineer and occupies the middle level of 3 tier system (S.E., E.E., A.E./S.D.E.) and assumes duties and responsibilities inherent thereto. He is the in-charge of 'Unit' comprising 6 Asstt. Engineers and supporting administrative staff. He assists the

Superintending Engineer in all technical matters.

The specific functions performed by Executive Engineer in the Unit are as under :-

- 1) Assign work to Asstt. Engineers and to guide them.
- 2) Choose and finalise the alternatives to be processed after the Asstt. Engineer has completed the study in accordance with the direction.
- 3) Rescrutinise and verify the work of Asstt. Engineer and satisfy himself about the correctness of the designs and drawings. This function of verification is called as 'detailed design review'.
- 4) Hold discussions with the consultants about their design assumptions and scrutinize the design before submitting to Superintending Engineer.
- 5) Prepare Draft technical circular under guidance of Superintending Engineer.
- 6) Propose innovations/alternatives to the technical proposal.
- 7) Executive Engineer (Standards) – Bridge & Buildings assists the Superintending Engineer in technical and administrative matters as under.
 - i) Assist Superintending Engineer for various technical committees and study group.
 - ii) Issue of technical circulars and technical notes.
 - iii) Monitoring and review of design work in progress of both bridge and building Wings.
 - iv) Working on Committee for “Upgradation of Technology/ Knowledge”.
 - v) Management of training activities for Circle.
 - vi) Conducting, Coordinating meetings, minutes of meetings and subsequent correspondence.
 - vii) Preparation/Upgradation of type plans and drawings.
 - viii) Heads the establishment branch and hence controls the administrative staff.

ix) Works as Drawing and Disbursing Officer for Circle.

C) Assistant Engineer-1/Sub Divisional Engineer (A.E.-1/S.D.E.) :

- 1) Initiate actions on the cases assigned to them for preparation of designs and drawings.
- 2) Scrutiny of projects submitted by Consultants/field Officers. He submits his observations to Executive Engineer as to whether designs/drawings are in order or require modifications.
- 3) Preparation of designs by using standard type plan drawings.
- 4) Verify design calculations and assumptions done by another Sub-Divisional Engineer/Asstt. Engineer as directed by the Executive Engineer.
- 5) Assist in preparation of draft technical circulars to the Executive Engineer.
- 6) Initiate correspondence for the design projects for which they are in charge.
- 7) Work on the Committee for 'Upgradation of Technology/ Knowledge'.

CHIEF ARCHITECT TO GOVERNMENT :

Chief Architect is head of Architecture wing. Chief Architect is assisted by Dy.Chief Architect, Senior Architect and Architects.

Duties and Responsibilities of Chief Architect :-

- 1) To Advise Government and local officers of P.W.D. as and when asked for about General architectural queries related to building project, architectural treatment, selection of site, etc.
- 2) To prepare drawings/plans of Govt. Building after taking into consideration the various requirements of the concerned departments and to submit the same to scrutinizing committee for approval, as per necessity. To obtain approvals to the building project/layout from Municipal Corporation/Council, other related local planning authorities and initiate the correspondence therein.
- 3) To carry out scrutiny of detailed estimate for building project costing more than Rs.50.00 Lakhs, in view to define correctly the specific details in the drawing/plans & estimate.
- 4) To prepare Type plans/drawings of different housing complexes and other administrative & functional buildings. To prepare different type drawings for each category with different elevation to avoid repetition and monotonous feel / look.
- 5) To Advise / consult for the interior decoration of Govt. buildings and prepare drawings accordingly.
- 6) To advise about the suitability of electrical installations, Air conditioners, Acoustics for the buildings.
- 7) To review and approve the size and type of platform for statue's in relation to size and site of statue.
- 8) Advise Govt. about beautification of Roads, bridges etc.
- 9) To inspect building work at certain stages, from architectural point of view to ensure proper construction as per the plans & detailed drawings and guide the field staff accordingly.
- 10) Certify whether the building work done is satisfactory from architecture point of view or not, before handing over the completed building to the concerned department.

Duties and Responsibilities of Dy. Chief Architect :-

- 1) He works as an office head under guidance of Chief Architect.
- 2) To advise Government and local officers of P.W.D. as and when asked for about General architectural queries related to building project, architectural treatment, selection of site, etc.
- 3) To attend / and organise administrative and technical meetings and initiate correspondence accordingly.
- 4) To attend / guide about interior decoration of Govt. buildings and prepare drawings accordingly.
- 5) To review and approve the size and type of platform for statues in relation to size and site of statue.
- 6) To inspect building work at certain stages, from architectural point of view and guide the field officer accordingly.
- 7) He is assisted by Sr Architect / Architect / Jr. Architect, and holds administrative control over them. He is responsible to Chief Architect.

Duties and Responsibilities of Sr. Architect :-

- 1) He works as unit head under guidance of Dy.Chief Architect.
- 2) He assists the Chief architect in performing his duties and responsibilities conveniently. To supervise the architectural office work and prepare building proposals etc.
- 3) He is assisted by Architect / Jr. Architect, and he holds administrative control over them.

Duties and Responsibilities of Architect (cl.1) :-

- 1) To prepare detailed drawings / Execution drawings / Draft project plans under guidance of superiors.
- 2) To obtain the approval / NOC to building project / layout from Municipal Corporations / Councils, other related local planning authorities and initiate

correspondence therein.

- 3) Before issue of completion certificate, he inspects the completed building work in order to assess the construction as per approved drawings from architectural point of view and report the same to his superiors accordingly.

Duties and Responsibilities of Jr.Architects :-

- 1) To prepare detailed drawings / Execution drawings / Draft project plans under guidance of superiors.
- 2) To prepare proposals / drawings for obtaining NOC / approval from Municipal Corporations / Councils, local planning authorities in accordance with the Development Rules & Regulations.
- 3) Perform duties as and when delegated by Superiors and prepare specifications under their guidance.

Maharashtra Engineering Research Institute, Nasik :

[1] The MERI, Nasik, set up by State Government attends to the various problems of engineering research. The Institute with officers and staff functions under the administrative control of the Water Resources Department and the funds therefor are provided by that Department.

[2] In order to evolve and develop the use of new materials and new methods of designs in the field of roads, foundation investigations for bridges and buildings, experimental model studies, air strips etc., a Highway Research Division has been functioning under the control of the MERI. The Division mainly handles specific problems referred to it by the field officers of the Public Works Department and gives suitable advice and solutions thereof. These problems relate to testing of soils, design of high embankments, load testing of bridges, etc. In addition, this Division is also associated with research scheme at the national level.

[3] Further, with a view to promoting the continuous growth of research and development activities and enabling the engineering officers of the Public Works Department to take full advantage of the facilities available in the Highway Research Division, Government has set up a Steering Committee under the Chairmanship of the Secretary, Public Works Department for exercising a more effective technical control and giving adequate guidance to this Department.

Technical, Administrative & personality Development Trainings are available in house at the Maharashtra Training academy Nashik, previously known as Engineering Staff College. Training Workshops, seminars are conducted for Junior Engineers, Assistant Engineers, Executive Engineers at this academy. There are Regional Training centers available at Pune, Aurangabad, Nagpur which impart the various essential practical & academic knowledge to the Field Engineers.

PARKS AND GARDEN

Function/Duties of Director, Parks and Gardens are -

1. Planning, execution, co-ordination & control as regards gardening activities within Parks and Gardens organisation of P.W.D Govt. of Maharashtra.
2. According Technical sanctions to estimates related to garden works.
3. Rendering technical & professional advice/opinion on gardening activities
4. Controlling administrative financial/budgetary matters of Parks and Gardens Organisation.
5. Co-ordinating with other Govt. Depts. with regards to gardening works.
6. Inspection and assessment of works of subordinates.
7. Inspection of sub-ordinate offices.
8. Sanctioning District Schedule of Rates for common horticultural items in gardening works

9. Organising, participating and judging of flower shows at selected important places.
10. Arranging floral decorations at important Govt. functions.

Function/Duties of Additional Director/Asst. Director, Parks and Gardens:

1. Administrative, Technical, budgetary control within their jurisdiction.
2. Being a Drawing & Disbursing officer, responsible for salaries, remuneration of subordinate staff.
3. Preparation & Submission of estimates to head office for sanctions & execution of works.
4. Technical & administrative control over sub-ordinate offices & staff.
5. Rendering technical advice/opinion to other depts, institutions, public, regarding gardening activities.
6. Organising, participating & judging of flower shows at selected places.
7. Duties & responsibilities specifically entrusted by Director, Parks and Gardens e.g. Enquiry officer information officer etc.
8. Preparation of District Schedule of Rates for common horticultural items in gardening works & submission to head office for sanction.

Appendix "D"

List of Officers who are to be deemed as "Head of Departments" for the purpose of the Maharashtra Civil Services Rules, 1981

<u>Serial No.</u>	<u>Heads of the Department</u>
	Public Works Department and Irrigation
(1)	Architect to Government, Bombay
(2)	Administrators of Command Area Development Authorities.
(3)	Chief Engineers.
(4)	Chief Engineer (Electrical), Hydro Projects, Bombay
(5)	Commissioner, Command Area Development Authority and Secretary to Government.
(6)	Chief Engineer (Electrical), Bombay
(7)	Director, Maharashtra Engineering Research Institute, Nasik
(8)	Secretary to Government
(9)	Superintending Engineer of Circles.
(10)	Superintending Engineer, Designs (Roads and Building)
(11)	Superintending Engineer, Central Designs Organisation, Nasik
(12)	Superintending Engineer (Hydro.)