

सूचना का अधिकार अध्याय 5

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS AND THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR ITS CONTROL.

Service Rules :

- All the rules and Regulation of the departmental officers & employees are regulated by” Govt. Servant Discipline and appeal Rules year 1999 ” And issued GO’s and circulars by the UP Govt. from time to time.
- Some of the important functions of officers and important record manuals and documents held by PWD are enumerated below :

Functions To Be Discharged By The Functionary

1) Engineer-In-Chief & Head Of Department :

Essential functions:

- Overall Administrative head of all officers and employees of the department.
- Overall in-charge of all technical and financial matters.
- Key link between Govt. of UP and UPPWD.

2) Chief Engineer:

Essential functions:

- To exercise over all control of the works under execution - Progress and Quality. Technical sanction of all works above than Rs. 1 Crore.
- To approve tenders above Rs. 1 Crore for acceptance by SE.
- Administrative and technical head within the jurisdiction of the zone.
- Important link between local administration at Divisional Commissioner’s level and UPPWD.

3) Superintending Engineer

Essential functions:

- The Superintending Engineer is the administrative and technical head of a circle.
- To review and revise schedule of rates as well as sanction rates for new items.
- He has to inspect the important works in his Circle and is overall responsible for progress and quality of the works being executed.
- To accord technical sanction to the estimates for the works up to Rs 1 Crores.
- To accord acceptance of tenders and sign contract agreement on behalf of Governor of UP up to Rs. 1 crore. Similar powers can be exercised above Rs. 1 Crore with the approval of Chief Engineer.

4) Executive Engineer

Essential functions:

- The Executive Engineer is the in-charge of the Division and also called divisional officers in terms of financial matters. He is responsible to the Superintending Engineer for execution and management of all works within his Division. He is the drawing and disbursing authority for all works within the jurisdiction of his division.
- To accord technical approval up to Rs 40.00 lacs in case of road works.
- To accord acceptance of tenders and sign contract agreements on behalf of Governor of UP upto Rs. 40.00 Lacs.
- Key link between district administration and UPPWD.

5) Assistant Engineer

Essential functions:

- The Assistant Engineer is responsible to Executive Engineer for the execution and management of all works (Original or Maintenance) under his jurisdiction.

- Assistant Engineer is overall responsible for the methodology and correctness of the measurements recorded by JE of the works under his control and he should exercise control in this regard and should safeguard the interests of government.
- He should ensure that the materials allowed to go into the work are as per specifications. He should also ensure that the finished product conforms to the prescribed standard and specifications, and should get the required testing done in the laboratory as well as site.
- The Assistant Engineer should bring to the notice of the Executive Engineer any unsuitability or technical defect in a design. He is primarily responsible for all routine designs pertaining to the work.
- The Assistant Engineer is responsible for effective management of the contract as per various provisions of the contract agreement. He is Engineer-in-Charge for contract agreement signed by him as well as Executive Engineer.
- He should ensure that works are not carried out without proper requisition and taking over of the site and land. All required legal and environmental issue must be given with care.
- The Assistant Engineer should see that proper accounts are maintained for all Government financial transactions, and returns relating to them.
- The Assistant Engineer is responsible for the stores belonging to his section as well as the stores, tools and plant and materials at site of any works, which are under his direct charge.
- The Assistant Engineer is responsible for the safe custody of imprest money and he must, at all times, be ready to produce the total amount of the imprest in vouchers or in cash.

6) Junior Engineer

Essential functions:

- JE is primarily responsible for the methodology accuracy and correctness of the measurements of work entered in measurement book under his control.
- He should ensure that the material brought at site conforms to prescribed specifications and work is carried out according to the set standards and specification.
- He should ensure that no legal aspects is violated during execution of works.
- He is responsible of accuracy of all survey works.

Divisional Accounts Officer (Works)

Control of Expenditure: He is responsible to the Executive Engineer for correctness of all accounts of the division and timely submission of monthly accounts to AG UP. His position in terms of financial matters is analogous to that of Assistant Engineer in terms of technical matters.

Checking Of Computed Tenders: The D.A.O. is responsible for the checking the computed tenders i.e. for ensuring the correctness of arithmetical calculation, budget provisions, conformity with technical sanctions, compliance of prescribed rules for tendering etc.

Bringing the irregular transactions to the notice of the Executive Engineer: The D.A.O. is responsible for bringing prominently to the notice of the Executive Engineer all irregular transactions.

Review of Measurement Books: A regular review of all measurement books should be conducted. The review is in addition to the review conducted on the running accounts bill.

Scrutiny of Accounts: The D.A.O. should examine the accounts returns of the Divisional officer. He should exercise check on the transactions recorded in the Divisional cash and Stock accounts. All bills are pre-audited under his supervision before being put up to the executive engineer (Divisional Officer) for according "Pay Order".

Preparation Of Accounts: D.A.O is overall responsible for timely preparation of all accounts pertaining to payments, stock adjustment etc. and its submission to AG UP and SE. He has to ensure timely adjustment of road metal returns from JE. and submission of quarterly variations to AG, UP.

Arithmetical Accuracy of entries in the Measurement Books And Bills: The arithmetical accuracy of the entries in the **Measurement Books** relating to bills and bills itself sent for pre-audit should be checked cent percent in the divisional office under the supervision of the D.A.O. though not personally by himself.

Custody of Original Agreements: The original of agreements concluded by the Executive Engineer or by the higher authorities and all original tenders, confidential correspondence etc. shall be in the personal custody of the D.A.O.

CATEGORIES OF DOCUMENTS

1. FINANCIAL
 2. TECHNICAL
 3. ADMINISTRATIVE
 4. LEGAL AND REGULATORY
 5. PROCUREMENT AND CONTRACT
 6. PROJECT AND PLANNING
 7. INVENTORY OF ASSETS AND STOCK
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