

## **CODAL PROVISIONS IN BRIEF DUTIES & RESPONSIBILITIES OF SUB-ASSISTANT ENGINEERS**

Public Work Department has codified rules relating to every bit of activities of the Department, every kind of works, its management from concept to finish, organisational set up, their jurisdictions and power, duties and responsibilities, Miscellaneous rules regarding office works excluding accounts procedure. The first code came up in 1925. The first revision was published in 1951 dividing the code into two volumes- Vol. 1 containing the Text and Vol. 2, the appendices and forms.

### **Organisational Set up :**

The Public Work Department of the Government of West Bengal has two Directorates.

Public Works Directorate.

Archaeological Directorate.

P.W.D. has the following services.

#### 1. Engineering Services.

West Bengal Senior Services of Engineers (Executive Engineers and above)

West Bengal Service of Engineers. (Assistant Engineers)

West Bengal Sub-ordinate Engineering Services.

#### 2. General Services.

#### 3. Sub-ordinate Services and posts.

#### 4. Divisional Accountants and Senior Accounts Clerks.

Annual Reports are of two kinds.

Confidential and Open type.

Fresh appointment is made at the lowest cadre level and appointment at higher levels is made through promotion of lower cadre officers on the basis of Annual Reports-Confidential or otherwise.

Generally seniority is the prime criterion for promotion.

Appointment in the posts above Executive Engineers however, shall ordinarily be on the basis of merit. (Different forms of Annual reports approved)

### **Disciplinary Actions against erring Government Servants :**

For misconduct or neglect of duty on the part of delinquent officers, particularly serious cases which may render removal from Directorate, must be reported to government. Less important cases of misconduct/neglect of duty may be dealt by Executive Engineers, Superintending Engineer or Chief Engineer, as the case may be.

### **Punishments :**

- i) Censure.
- ii) With-holding of increments, promotion, stoppage of efficiency bar.
- iii) Demotion to lower post/lower scale.
- iv) Recovery of the loss caused by negligence.
- v) Suspension.
- vi) Removal from Service (Transfer)
- vii) Dismissal from service.

viii) Removal/Dismissal from service can be done by appointing authority and above.

### **Mierarchial Organisational Set Up :**

The Department headed by Principal Secretary (for other than works) and Engineer-in-Chief and Ex-Officio Secretary (for works)

Technical Head is the Chief Engineer supported by Addl. Chief Engineer and Asstt. Chief Engineer (S.E. Rank). Superintending Engineer supported by Tech. Asstt. (E.E. Rank).

Executive Engineer.

Asstt. Engineer.

Sub-Asstt. Engineer.

Work Assistants.

### **Codified Duties :**

Duties of Engineer officers upto the rank of Asstt. Engineers have been codified.

In fact in the hierarchy of different functional posts in the P. W. D. Executive Engineer under West Bengal Senior Services of Engineers holds a very vital and key post. The Department of Public Works execute all works through Executive Engineers of concerned jurisdiction.

Asstt. Engineers and Sub-Asstt. Engineers form the working hands and fingers of the Executive Engineer. The works are carried out through some Sub-Divisions held by some Asstt. Engineers. Jurisdiction of Asstt. Engineer is sub-divided into some section, whose charges are held by Sub-Assist. Engineers also called sectional officers. This section is the first step of foundation of the engineering set up for execution of public works.

### **Conventional Duties :**

Every Sub-Asstt. Engineer holding a section is the custodian of all Government assets and works in his jurisdiction. He is responsible for up keep of all buildings and roads in his areas. He is also responsible for routine supervision of all construction works, as well as maintenance of site accounts. He initiates the work to be carried out by submission of required estimates for technical sanction. He has to keep day to day record of all activities at site by record measurement in the Measurement Book. He keeps attendance of field staff and disburses their salaries. He is the high-way officer and responsible for keeping the highways free from encroachments. He has to carry out to routine maintenance of the highways with the departmental staff, if any. When in-charge of store, he has to maintain.

Stock account (Goods received Sheet) Form 8A.

Tools and plants account (Form 15) Indent/Requisition (Form 14)

Surplus Stock Account.

Indent (Form 17) Register (7A)

Bin cards (Form 8) Register of bin card (Form 12B) etc.

He has also to survey report the unserviceable materials for disposal.

He has to attend the problems in maintenance work and get the work done through group contractor on priority basis.

All these works are done directly under the Asstt. Engineer holding the Sub-Division, who is primarily responsible to submit monthly account and other accounts.

Sub-Asstt. Engineer is primarily responsible to record a measurement of works and draw bills in running account bill form (Form No. 27) and final bill (in Form No. 26.) He has to inform in advance if any tender quantity falls short of measurement and if any items is missing from the schedule for preparation of the supplementary tender. He has to study the drawings very thoroughly and is responsible to see that the works are carried out as per drawings and specifications. He has to attend the inspection of superior offices as per tour diary.

Some check lists of intermediate level supervision in the rank of Sub-Assistant Engineers/Junior Engineers are given below :

Intermediate level supervision  
(in the rank of Sub-Assistant)

**Junior Engineer :**

1. Study the Drawings and Tender Specifications thoroughly.
2. Note the discrepancies in drawings, specifications etc. and make an Estimate as per Drawing and check against provisions.
3. Get the Soil examined by the higher authority before allowing laying of foundation concrete etc.
4. Check the levels of founding beds.
5. Note the deficiencies and check the constructions with reference to drawings at the following levels :-
  - i) Founding Bed Level,
  - ii) Ground Level.
  - iii) Sill Level.
  - iv) Lintel Level.
  - v) Floor Level.

( Repeat the operation from (iii) for upper floors if any. )
6. Check the materials at site and get it passed by the Assistant Engineer.
7. Check before casting on the previous day that.
  - i) Materials are upto specifications and are sufficient.
  - ii) Shuttering is complete and in order.
  - iii) Reinforcements are true to drawing,
  - iv) Covers are in order (with special care for top bars )
  - v) Get the bar binding passed by the Assistant Engineer.
8. Record the measurements at following levels.
  - i) Plinth Level.
  - ii) Lintel Level.
  - iii) Floor Level.
  - iv) Doors & Windows, Fittings.
  - v) Sanitary Ft Plumbing Work.
  - vi) Complete Works.
9. Get the Wood-work checked by the higher authority before allowing Painting.
10. Check that the Sanitary & Plumbing Fittings are upto specifications.

**Professional Examination :** (May/November)  
by P.S.C.

Paper-I (100) Pass Mark-60 Duration 3 Hours.

Preparation of Simple Design and Estimates.  
Process for preparing materials for Tests.

Paper-II (100) Pass Mark-60 Duration-3 Hours.

Resources of materials and mode of utilisation and Management works.  
Departmental rules and accounts procedure.

Oral Test (100) Pass Mark-60 Duration-3 Hours,

**Departmental Examination :**

Accounts Paper-I (without books)  
Accounts Paper-II (with books)  
Hindi; Bengali.

**Work Charged Establishments :**

For augmentation of personnel strength required for specific works for specific term without loading regular establishment, employments are used to be made temporarily charging the cost direct to works :--

These are Work-Charged establishments.

Now-a-day fresh appointments have been stopped without concurrence of the Government.

**Works :**

Public Works may be classified into two broad categories.

Original Works.  
Repair and Maintenance.

One is for creation of new asset and another for maintenance of the created asset.

Original works-Comprise all new works, whether of entirely new work or of addition and alteration to existing works, also repairs to newly purchased buildings to bring it to P.W.D. standard.

Repairs & Maintenance- Routine repairs required annually or special repairs required at intervals in order to maintain the assets in proper usable condition.

**Administrative Approval :**

All original works including additions alterations to existing works need to be administratively approved by the concerned Administrative Deptt. as a token of administrative concurrence to the proposal. No. administrative approval is required for works chargeable to maintenance and repairs. Administrative approval of the work is in fact an order to execute certain specific works at a stated sum to meet the administrative needs of the Deptt. requiring the work..

The professional authorities generally submit rough cost estimates in response to the proposal initiated by the different Departments, and the administrative approval is accorded on the basis of the rough cost estimates.

### **Technical Sanction :**

All works need to be examined by the competent Technical Authority and accord Technical Sanction to be detailed estimate before execution.

Powers of according Technical Sanction are vested with different competent authorities for different range of values of the work.

### **Preparation of Projects :**

Every project estimate must be preceded with a report containing the following informations :

- Basis of preparation the estimate.
- Correspondence of the requisitioning Department.
- Reference drawings of C.G.A. land plan etc.
- Feasibility of construction.
- Schedule of rates.
- Analysis of rates for Non-schedule items.
- Brief specification of the work.
- Total cost of the estimate.

(Total cost should include the cost of contingent expenditure @ 5% of the estimated cost)

### **Repairs and Maintenance :**

Repairs may be divided into two classes.

- Ordinary Repair.
- Special Repair.

While ordinary repairs relate to routine maintenance conducted annually through group contractors, special repairs include such repairs which are not normally covered by ordinary repairs and are taken up periodically for special type of repairs to the buildings and roads. For this purpose detailed estimates are done and technically sanctioned before taking up the work through maintenance groups.

### **Contracts :**

Contract which is essentially an agreement between the Government of West Bengal on one part and the contractor on another part may be of three kinds.

- i) Lump-sum contract.
- ii) Item rate contract &
- iii) Combination of lump-sum contract and item rate contract. In Lump-sum contract the work is tendered for start to finish on the basis of detailed drawings and specifications including all materials and labour for a fixed sum.

In item rate contract the work is, sub-divided into different items of work for which priced schedule of items, quantities, rates and amount becomes a part and parcel of the tender agreement. In the third system the work is divided into the combination of lump sum contract and item rate contract as spelt out above.

### **Notice Inviting Tender :**

The first step towards implementation of a project work is the floating of Notice Inviting Tender. Generally notice is restricted among the enlisted Departmental contractors according to the value of works up to certain limit beyond which open tender are floated and capable outside agencies are also invited along with Class-I contractors of P.W.D.

In road and building works there are four categories of enlisted contractors viz :

		<b>Fixed Security Deposit</b>
<b>Class-I</b>	Upto Rs. 25.00 Lakhs (above Rs. 10.00 Lakhs)	Rs. 62,500
<b>Class-II</b>	Upto Rs. 10.00 Lakhs (above Rs. 5.00 Lakhs)	Rs. 25,000
<b>Class-III</b>	Upto Rs. 5.00 Lakhs (above Rs. 2.00 Lakhs)	Rs. 12,500
<b>Class-IV</b>	Upto Rs. 2.00 Lakhs	Rs. 5,000

In Sanitary & Plumbing works similarly there are three categories of enlisted contractors :-

<b>Class-I</b>	Upto Rs. 10.00 Lakhs (above Rs. 5.00 Lakhs)	Rs. 25,000
<b>Class-II</b>	Upto Rs. 5.00 Lakhs (above Rs. 2.00 Lakhs)	Rs. 12,500
<b>Class-III</b>	Upto Rs. 2.00 Lakhs	Rs. 5,000

For works above Rs. 50 lakhs open competitive tenders are floated.

### **Contract documents :**

The contract documents which is most vital agreement paper between Government on one part and the contractors on another part shall included the following :

Notice Inviting Tender (both abridged and detailed)

Tender Agreement in specific form according to value and category of the work.

Priced schedule of quantities of various item of work, rate and amount.

Special terms and conditions of the contract.

A complete set of drawings.

Complete specification of the work.

### **Tender :**

Tender should always be sealed and should be invite in the most open and public manner whether by advertisement in local Newspapers or by notice in English or Vernacular posted in public place, giving sufficient time for circulation. The amount of earnest money to accompany the tender should be indicated in the notice inviting tender The notice itself should include all relevant information :-

Name of work.

Amount of work.

Earnest money to be deposited.

Category of contractor and eligibility criterion.

Time of work.

Last date and time of application.

Last date and time of submission of tender.

Authority of acceptance.

Reservation about the acceptance of the tender.

**Acceptance of tender :**

In no case single tender should be accepted in first attempt without Government approval. Lowest tender can be accepted if the same is otherwise in order subject to maximum of 5% above. The amount put to tender without referring the same to the Govt. In case of apparently higher rates attempt should be made to bower down the rate by calling sealed bids among the participants.

**Work Order :**

On acceptance of the tender as per rules by the competent authority ( S. E upto Rs.-50,000,00 /E E. upto Rs.-10,000,00/- and A. E. upto Rs.-50,000/-) work order has to be issued to the selected contractor who may be asked to submit tender agreement within specified time, failing which the earnest money will be forfeited and offer will be given to the second lowest tenderer. Earnest money of all un-successful tenderers except the three lowest tenderers may be refunded immediately after the tender is accepted.

Different powers in respect of acceptance of the tenders, technical sanction, financial limit of works for different contractors both building and roads and Sanitary and Plumbing are annexed.

**Deposit Work :**

P,W.D, may occasionally with the sanction of the competent authority undertake to execute subject to certain rules contribution works for which the out-lay is provided wholly or in part from (a) funds of public nature but not included in the financial estimates and accounts of the Government, (b) contributions from public or private bodies or individuals.

**Supplementary estimates :**

Any development of a project thought necessary while a work is in progress, which is not fairly contingent of the proper execution of the work as sanctioned must be covered by a supplementary estimate accompanied by a full report of the circumstances which render it necessary.

**Revised estimate :**

A revised estimate is necessary when the total cost of the project exceeds by more than 10% of the sanctioned amount, a revised estimate is also necessary for technical sanction when a sanctioned estimate is likely to exceed more than 5%

It is essential that the revised estimate should be compared with the latest existing sanction of the competent authority giving reasons for revision of the estimate.

**Measurement books :**

Measurement book (Form No. 2900) must be looked upon as the most important record, since it is the basis of all quantities whether of work done by daily labour or by the piece work system or by contract of material received which have to be counted measured. All Measurement Books are serially numbered and issued to a person for the purpose of recording the measurement and preparation of the bill on the basis of measurement. A register of standard measurement books to avoid writing of repetitive measurement works are maintained or use in maintenance works.

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