

SUGGESTED DUTIES OF SUB-ASSISTANT ENGINEERS (ELECTRICAL)
POSTED AT P.W.D., P.W. (C.B.) AND HOUSING DEPARTMENT

GENERAL

Sub-Assistant Engineers are employed on original works; maintenance and petty works; planning work and store.

Sub-Assistant Engineers is the primary element in the executive unit. He is responsible both for the execution of works and maintenance of accounts with which he is concerned.

WHEN POSTED AT SECTION:

The duties of the Sub-Assistant Engineers engaged on original, maintenance and petty works are as below :-

1. To collect engineering data for estimates and prepare rough drawing and site plans connected therewith and to take up or assist in preparing detailed estimates.
2. To supervise and see that all works under his charge are done according to the specifications, drawings, standards laid down and approved samples (if any) including quality of materials used. He is expected to remain in site in order to see that the works are executed properly in accordance with the requirements. If any work is done by a Contractor below specification it is the duty of the Sub-Assistant Engineer to bring it at once to the notice of the Assistant Engineer in-charge and also make a note in the site order book/*official note book*.
3. To issue materials, T & P to contractors/works at the proper time *under the written order of Superior Engineer Officers* so that there is no obstruction in the execution of work.
4. To keep Government materials, T & P in his custody and care; maintain proper accounts of receipts, issues and balances . Arrangement for adequate watch and ward *for guarding site account materials, lying at work site has to be made by the Superior Engineer Officers*.
5. To record measurements of work done by the contractor/departmental labour/*Master Roll Labour* and to report progress of work as per scheduled time.
6. To prepare abstract of measurements at the time of preparation of bills/closing of Muster Rolls.
7. To prepare the recovery statements for the material/T&P supplied to contractors, or other services rendered by the department and send them to the S.D.O. for effecting recovery.
8. To prepare material consumption *statements and to submit along with contractor's bill*.
9. To submit progress report of works as may be required by his superiors and to bring to the notice of his immediate superiors hindrances to the execution of work.
10. To maintain the prescribed registers/accounts like *consumption of Maintenance Materials*, site order book, Account of Temporary advances; Imprest Accounts, T&P account; *disbursement of salary of W.C. & regular staff posted in the Section*.
11. To maintain Register of Inspection of Buildings in his section in the prescribed form and to bring to the notice of the superior officers any defects notice at the time of inspection. *If any electrical/air-conditioning/lift etc. etc. appears to be* particularly unsafe, this should be brought to the notice of higher authorities.
12. To prepare *quantitative increase* and substituted items statements; deviation statements; reduction rate statements.
13. To mark the attendance of W.C. and regular staff in the register, to maintain the muster rolls properly to mark the attendance of casual labour in Muster Rolls, to arrange for casual labour required for departmental works; to see that the Work-charged staff is properly and fully employed; to watch the out-

turn and performance of the staff and labour engaged under him; to send *half yearly* OPRs as required under the rules and *to maintain* C.L./C.C.L registers and to initiate other administrative actions against the staff posted at section conforming to rules..

14. To prepare estimates for additions and alterations/*modernisation of Electrical and allied installations of the buildings under his control* .
15. To prepare estimates for *annual maintenance* and *special* repair works and petty works *of the electrical and allied installations of the buildings under his control* .
16. To prepare supplementary estimates, revised *estimates as and when required* .
17. To submit reports of all accidents/theft cases.
18. To maintain first aid medical aid in his office and field offices under his administrative control .
19. *To be responsible for the preparation of monthly salary bill of W.C. and regular staff inclusive of arrears and monthly tiffin allowance bill by the Work Assistant and /or other staff.* .
20. *To be responsible for the preparation of electric bills for various consumers in the building by the Work Assistant and/or other staff. and to send them to the respective authorities for payment /recovery.*
21. To verify *contractor's bills CSSA bills etc. draw purchase account and verification of Electric Energy Consumption Bill.*
22. To submit *codified* returns to his superior officers
23. *To purchase petty maintenance spares/materials by costs as per order of the A.E. and other superior officers on H.R. basis.*
24. To initiate action for disposal of surplus/unserviceable materials/T&P etc..
25. To ensure prompt action on complaints *received from the occupying authority.*

WHEN POSTED AT PLANNING DIVISIONS/CIRCLE:

1. *Preparation and checking of rough cost estimates*
2. *Preparation and checking of preliminary estimates*
3. *Preparation and checking of detailed estimates*
4. *Preparation and checking of revised estimates*
5. *Preparation and checking of Designs. Preparation and checking of drawings*
6. *Preparation and checking of Schedule of Rates*
7. *Preparation and checking of Specifications*
8. *Preparation and checking of cost index calculations*
9. *Preparation and checking of theoretical consumption of materials*
10. Carrying out of electrical survey work of areas for development and preparation of Survey Plans/rough cost estimates.

WHEN POSTED AT ELECTRICAL RESOURCES DN./SUB-DN. AND IN WORKSHOP:

- I. The duties of Sub-Assistant Engineers employed on the Stores work are as follows :-
- II. To take delivery of materials, check them and report shortages/breakages to higher authorities.
- III. *To submit indent for new supply for replenishment of stocks depending on lead time and consumption pattern.*

- IV. To issue materials *on the basis of FIFO*
- V. To maintain proper accounts of materials as required.
- VI. To submit accounts/returns as required
- VII. *To maintain first aid/medical aid in his office*
- VIII. To mark the attendance of staff under him and to supervise their *works including submission of O.P.R's*
- IX. To verify bills of supplies, *C.S.S.A etc.*
- X. To initiate action for disposal of surplus/unserviceable materials
- XI. *To be responsible for preparation of monthly salary bill of W.C.and regular staff inclusive of arrear/Tiffin Allowance & disbursement by the Work Assistant and/or other sectional staff.*
- XII. Maintain proper account of temporary advances and imprest accounts
- XIII. To assess the quantum of repairing needed in Fans/Motors/Generators/Pumps etc. and to report AE regarding the materials to be repaired.
- XIV. To issue materials, maintain accounts, testing the repaired items, and submission of report.

WHEN POSTED AT CIRCLE / DIVISION TO FUNCTION AS HEAD ESTIMATOR / ESTIMATOR

- i) To check all estimates (Original/Maintenance, Special Repair) inclusive of Scheduled/non Scheduled items and their rates, noting in register, allotment of job no. etc.
- ii) To prepare Tender/Quotation inviting notice
- iii) To prepare detailed specification of materials/schedule of works etc.
- iv) To prepare comparative statement of rates and to put the preliminary evaluation/observation on the offers received and incorporated in the comparative statement
- v) To prepare draft work order/acceptance of different works
- vi) To prepare progress report of all original/TR/deposit works.
- vii) To process survey reports inclusive of sanction, maintaining register and disposal of S.R. materials through auction.
- viii) To process quantitative increase statements
- ix) To handle other technical works, as and when directed by the S.E./E.E.
- x) To prepare annual works budget.