

MANUAL - 2

Powers & Duties of Officers & Employees

Designation	Chief Engineer (Bridges)	
Powers	Administrative	
	Recruitment	No
	Appointment	No
	Promotions	No
	Increments	Upto Executive Engineer
	Efficiency Bar	Not Applicable
	Overtime	Yes
	Granting Casual Leave	Upto Deputy Chief Engineer
	Granting Leave other than C.L.	Upto Executive Engineer
	Financial	
	1) Technical approval to Draft Tender documents – (As per guidelines of circular No. CA/FRD/I/5 of 10.05.2016) i) Other than Regular/routine nature of works.	Above 1 Crore and Upto Rs. 5 Crore
	2) Administrative approval for Draft Tender & invitation of tender. (As per guidelines of circular No. CA/FRD/I/5 of 10.05.2016) i) Regular/routine nature of works/procurement ii) Other than regular/routine nature of works.	Above 5 Crore and Upto any amount Above 1 Crore and Upto Rs. 5 Crore
Duties		
	i. Finalise the annual budget, its allocation for the various project works, implementation and its review.	
	ii. To approve General Arrangement Drawings of various works.	

	<ul style="list-style-type: none">iii. To grant Technical and Administrative approval for draft tenders as per circular No. CA/FRD/I/5 of 10.05.2016.iv. To monitor the schedule of invitation of tender.v. Overall monitoring of planning, Construction and maintenance of Bridges, pertaining to MCGM.vi. Attend various meetings called by higher authorities / Govt. bodies etc.
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Designation	Deputy Chief Engineer (Bridges)	
Power	Administrative	
	Recruitment	NO
	Appointment	NO
	Promotions	NO
	Increments	Upto Assistant Engineer
	Efficiency Bar	Not applicable
	Granting Casual Leave,	Upto Executive Engineer
	Granting Leave other than C.L.	Upto Assistant Engineer
	Financial	
	1) Technical approval to draft tender documents – i. Regular and routine nature of work /procurement. (As per guidelines of circular No. CA/FRD/I/5 of 10.05.2016)	Upto any amount
	ii. Other than regular/routine nature of works (As per guidelines of circular No. CA/FRD/I/5 of 10.05.2016) Regular/routine nature of works.	Upto Rs. 1 Crore
	2) Administrative approval for draft tender and invitation of tender for i. Regular and routine nature of work /procurement. (As per guidelines of circular No. CA/FRD/I/5 of 10.05.2016)	Upto 5 Crore
	ii. other than regular/routine nature of works (As per guidelines of circular No. CA/FRD/I/5 of 10.05.2016)	Upto Rs. 1 Crore

Duties	
	<ul style="list-style-type: none"><li data-bbox="475 215 1506 257">i. Compilation/ modification of under his jurisdiction for the zone<li data-bbox="475 297 1506 430">ii. To grant sanctions for technical and administrative approval of draft tender and invitation of tenders for the bridge works as per circular No. CA/FRD/I/5 of 10.05.2016.<li data-bbox="475 470 1254 512">iii. To monitor the on going works within the zone<li data-bbox="475 553 1506 640">iv. To review and forward the certified bills to account department.<li data-bbox="475 680 1385 723">v. Any other works, as per directions of higher authorities.<li data-bbox="475 763 1506 851">vi. To attend various meetings called by higher authorities / statutory authorities etc.

Designation	Executive Engineer (Bridges)	
Power	Administrative	
	Recruitment	NO
	Appointment	NO
	Promotions	NO
	Increments	Upto Sub Engineer
	Efficiency Bar	Not Applicable
	Granting Casual Leave	Upto Assistant Engineer
	Granting Leave other than C.L.	Upto Sub Engineer / Junior Engineer
Duties		
	<ul style="list-style-type: none"> i. Preparation of Budget for the works under jurisdiction. ii. Identification of the requirement of new work. iii. To initiate the process for appointment of consultant for the various works. iv. To review the GAD, Tender document submitted by the consultant and scrutinized by subordinate staff and to process for the necessary approval. v. To process the proposal for tender invitation and to process further till award of the work. vi. To visit the sites periodically and check the quality of work and to monitor the progress of the work under his jurisdiction. vii. Certification of the bills of executed work checked by subordinate staff for payment. viii. To hear the matter under R.T.I. Act 2005 being first appellate authority. ix. Any other works, as per directions of higher authorities. x. To attend various meetings called by higher authorities / Railways / other Govt. bodies etc. 	

Designation	Assistant Engineer (Bridges)	
Power	Administrative	
	Increments	No
	Efficiency Bar	Not applicable
	Granting Casual Leave	Upto Sub Engineer
	Granting Leave other than C.L.	No
Duties		
	<ul style="list-style-type: none"> i. To assist Executive Engineer to prepare the Budget. ii. To scrutinise the General Arrangement Drawing, Estimates and Draft Tender and to process further. iii. Process the proposal for Invitation of e-tenders. iv. Scrutiny of the documents of the bidders. v. To visit the site under his jurisdiction for checking the quality of works. vi. To check the site records, measurements and bills submitted by Sub-Engineer. vii. To provide the information under RTI Act. viii. Any other works, as per directions of higher authorities. ix. Attend meeting / site visit as per direction of higher authorities. 	

Sub Engineer (Bridges)/ Junior Engineer (Bridges)

- i. To assist Assistant engineer to prepare new proposals, by visiting proposed site locations, checking feasibility with consultants, taking measurements.
- ii. Correspondence and follow up with various MCGM and other agencies to obtain remarks and NOC related to proposed works.
- iii. Follow up with consultants for checking feasibility, and submission of reports, Design, estimates, plans, draft tender.
- iv. To prepare proposals of works and obtain sanctions from higher authorities
- v. Assist Assistant Engineer in invitation of e-tender
- vi. Scrutinise the Tender Packets submitted by bidders and convey shortfalls & obtain compliances from bidder.
- vii. Supervision of works and report site issues, difficulties to the higher authorities and obtain remedies.
- viii. To ensure the progress of work on site as per programme.
- ix. Preparation of progress reports.
- x. Checking the measurements on site and bills submitted by contractual agencies.
- xi. Any other works, as per directions of higher authorities.
- xii. Attend meeting / site visit as per direction of higher authorities.

Designation	Administrative Officer (Bridges)	
Power	ADMINISTRATIVE	
	Power of incurring expenditure from office imprest.	Upto Rs.500/-
	ESTABLISHMENT MATTERS	
	Payment of unclaimed wages of deceased employee of labour staff	Yes
	Power regarding matters relating to Provident Fund	Upto Clerk Post only
	Power of granting leave	Upto Head Clerk Post only
	Maternity Leave	NO
	Accident Leave	NO
	Casual Leave	Yes
	Leave without pay	NO
	Increments	Upto Clerk Post only
Duties	<p>i. Supervise and guide Administrative staff of Chief Engineer (Bridges) department regarding maintenance of records, payments of administrative and technical staff, settlements of retirement benefits of employees, death claims, imprest account and audit notes raised on administrative matters by audit staff.</p> <p>ii. Disposal of references received from Hon'bl Municipal Commissioner, Chief Accountant, Law Officer, Municipal Chief Auditor, and Assistant Commissioners, related to the establishment and other general matters.</p> <p>iii. To provide the information under RTI Act pertaining to Administrative matters of Chief Engineer (Bridges) department.</p> <p>iv. Any other specific work instructed by Chief Engineer (Bridges) and Deputy Chief Engineer (Bridges).</p>	