

**MANUAL ON RIGHT TO
INFORMATION ACT – 2005
Under section 4 (i) (b)**

**PUBLIC HEALTH &
MUNICIPAL ENGINEERING
DEPARTMENT**

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 - MECHANICAL EXPERT
 - 05 - ASSISTANT EXECUTIVE ENGINEER /
 - JUNIOR ENGINEER
 - 06 - ASSISTANT ENGINEER (SUPERVISOR)
 - 07 - DRAUGHTSMAN (SPECIAL GRADE)
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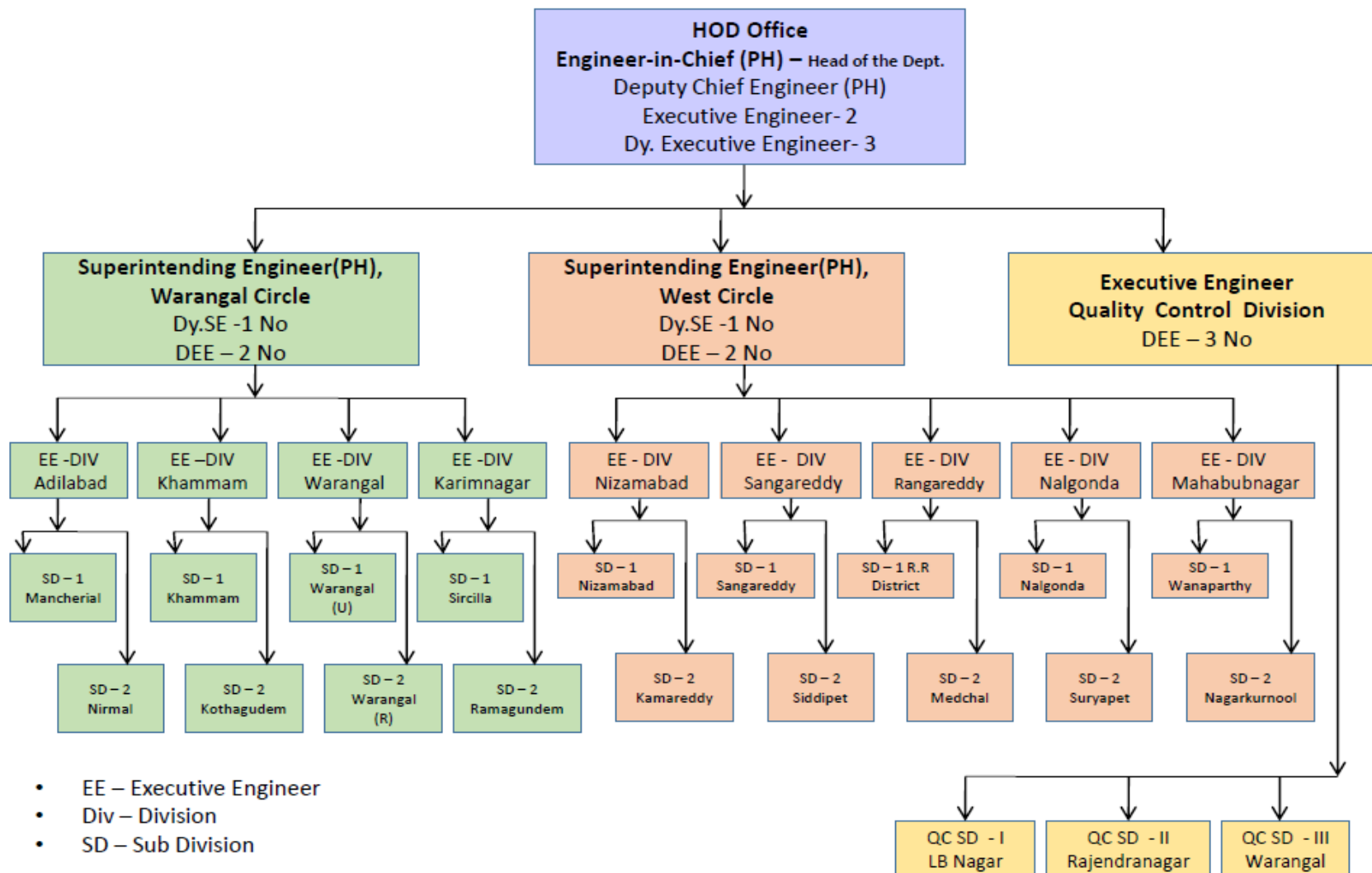
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GLOSSARY

01 (B) Budget
01 (C) Cash


- 01 Engineer-In-Chief**
- 02 Superintending Engineer.**
- 03 Executive Engineer / Dy. Superintending Engineer**
- 04 Dy. Executive Engineer / Mechanical Expert**
- 05 Asst. Executive Engineer / Junior Engineer**
- 06 Divisional Accounts Officer**
- 08 Non – Technical Personal Assistant**


ORGANISATION CHART – PUBLIC HEALTH & MUNICIPAL ENGINEERING DEPARTMENT




CHAPTER – 1
STATEMENT SHOWING THE LIST
OF FUNCTIONARIES IN PUBLIC HEALTH&
MUNICIPAL ENGINEERING DEPARTMENT,
GOVERNMENT OF TELANGANA

GAZETTED POSTS

01	Engineer-In-Chief		Engineering (Technical)
02	Superintendent Engineer.		
03	Executive Engineer / Dy. Superintending Engineer		
04	Dy. Executive Engineer / Mechanical Expert		
05	Asst. Executive Engineer / Junior Engineer		
06	Assistant Engineer		

07	Divisional Accounts Officer		Ministerial (Non – Technical)
08	Non – Technical Personal Assistant		

NON –
GAZETTED POSTS

09	- Draughtsman (Special Grade)		Engineering (Technical)
10	- Draughtsman (1 st Grade)		
11	- Draughtsman (2 nd Grade)		
12	- Draughtsman (3 rd Grade)		
13	- Stock Verifier		
14	- Store Keeper (2 nd Grade)		
15	- Store Keeper (3 rd Grade)		
16	- Tracers		
17	- Blue Print Operator		

18	-	Superintendent	}	Ministerial (Non – Technical)
19	-	Stenographer (Special Grade)		
20	-	Senior Assistant		
21	-	U.D. Stenographer		
22	-	Junior Assistant		
23	-	L.D. Stenographer		
24	-	Typist		
25	-	Record Assistant		
26	-	Roneo Operator		

The list of 18 functionaries considered for JOB Description

- 1 Engineer-In-Chief
- 2 Superintendent Engineer
- 3 Dy. Superintending Engineer / Executive Engineer
- 4 Dy. Executive Engineer / Mechanical Expert
- 5 Asst. Executive Engineer
- 6 Divisional Accounts Officer
- 7 N.T.P.A.
- 8 Assistant Engineer
- 9 Draughtsman (Special Grade)
- 10 Draughtsman (1st Grade)
- 11 Draughtsman (2nd Grade)
- 12 Draughtsman (3rd Grade)
- 13 Stock Verifier
- 14 Asst. Stock Verifier / Store Keeper (2nd Grade)
- 15 Store Keeper (3rd Grade)
- 16 Superintendent
- 17 Senior Assistant
- 18 Junior Assistant

CHAPTER – 2

FUNCTIONS OF THE DEPARTMENT

GENERAL

2.1.1.	<p>The Public Health & Municipal Engineering Department is basically an Engineering Department. The Engineering staff are responsible for management of Engineering and administrative branches of the department.</p> <p>The main function is the Engineering function and is an admixture of desk and filed functions. In the Engineering branch, the subordinate Engineering staff below the rank of Assistant Engineer (Supervisor) is assigned exclusively desk functions to assist the higher Engineering staff in the office. In the administrative branch, the ministerial staff discharges desk functions (at office) to assist respective Engineering heads of the office in management of administrative functions.</p> <p>Altogether, there are 26 functionaries i.e, 15 in the Engineering & 11 in the Ministerial branches of the department.</p>
2.1.2	<p>The duties and functions of last grade staff viz., Tracer, Blue Print Operator, Stenographers, Typists, Roneo Operator, Record assistant and driver are not considered in this manual, being formal and routine in nature and not of much importance from training point of view.</p> <p>A list of 18 main functionaries considered for job descriptions is setout at chapter 1 of this manual.</p>

2.2	<p>PRINCIPAL FUNCTIONS</p> <p>The two principal functions of the department are</p> <ol style="list-style-type: none"> 1) Administrative Function 2) Engineering Function <p>These principal functions are further classified in to main functions and sub functions in detail, fully described, as adverted to hereunder.</p>
1.	<p>The administrative function of the Department is divisible under following MAIN functions</p> <ol style="list-style-type: none"> a) Establishment b) Budget c) Cash

II ENGINEERING MAIN FUNCTIONS INTRODUCTION

The Engineering staff is responsible for management of works in the department. The main functions broadly fall under the following classifications.

- a. Public Health Engineering works
- b. Municipal Engineering works.

The Public Health Engineering works pertaining to water supply and sanitation schemes are described in following (sub) functions.

- ❖ Formulation of schemes
- ❖ Planning
- ❖ Execution of work
- ❖ Works Accounts

❖ Operation & Maintenance

Works functions relate exclusively to Division, Sub-Division and section level (See part – II)

The Municipal Engineering works are fully described in paras under sub function (I)

FORMULATION OF WATER SUPPLY & SEWERAGE SCHEMES

a. Investigation of New Schemes i) Collection of field data	<p>Yield particulars of raw water resources like, Rivers, Canals boars, wells etc., Hydro geological data of the region including classification of soils.</p> <ul style="list-style-type: none">- Sanitary Bench marks of the town- Topo sheets, Town Maps- To collect soil samples from trial pits and deliver for testing in the Regional Laboratories to ascertain classification of soils and their suitability
ii) Field Survey	Field survey to select locations of various scheme components duly fixing site levels.
b. Design of the Schemes	<p>Based on the requirements of the towns, field data & Survey particulars, various scheme components are designed as per Civil Engineering norms and standards prescribed in central Public Health Engineering Water Supply & Sewerage manual in respect of Civil structures. The specifications of electrical & mechanical equipment are finalised by adopting the standard practices and guidelines stipulated in the above manual.</p> <p>Seeking Engineering design for SS Tank Bunds, from</p>

	Central designs Organisation, Irrigation Department
c. Preparation of Estimates & SSRs	1) Preparation of Lead Charts 2) Preparation of data to determine the cost of various items of works 3) Preparation of plans and diagrams of various components of the scheme (Engineering features of designs) 4) Working out quantities of various sub works of the scheme components 5) Preparation of working estimates for various sub works. 6) Preparation of Abstract Estimate of the scheme. 7) Preparation of Draft S.S.Rs & finalization of S.S.Rs

**D) Funds Provision for Execution of schemes
(Administrative sanction & Technical sanction)**

1)	Preparation and finalisation of Preliminary Report along with technical proposals, technical approval of the scheme.
2)	Correspondence with Govt. for approval to P.R. proposals to take up detailed investigation of the schemes.
3)	Finalization of detailed Investigation Report duly seeking the consent of Municipality through its council resolution for method of financing and sanction of technical approval to the scheme.
4)	Transmission of the approved Detailed Investigation Report along with estimate to the Govt. in Municipal Administration & Urban Development

	Department to obtain financial assistance (Administration sanction of the scheme) as per the Municipal Council Resolution to provide funds either from HUDCO, LIC or Government grant as the case may be.
5)	After receipt of the administrative sanction from Govt. provision of technical sanction to the scheme by the department.

E) PLANNING

1)	Projection of Funds provision in consonance with central and state fiscal policies in the Five year plans and Annual Plans, keeping in view the scheme under execution and proposed new schemes.
2)	Process loan applications on behalf of Municipalities with HUDCO, LIC & APUFIDCO to release assistances for water supply and Sanitation projects.
3)	Process the provision of funds with State Government, and other institutions to release grants for water supply and sanitation projects.
4)	Periodical review of Financial progress of the schemes in execution.
5)	Projection of annual budget allocations of the department on works.

F) EXECUTION OF WORKS

A. Acquisition of land / site.

1)	Interaction with Municipality or Revenue Department to possess and hand over, either the Municipal land, private land or Government land as the case may be to the contractor for proposed execution of various scheme components.
2)	Release of amount towards the land acquisition earmarked in the estimate to the private owners through Revenue Department.

B) Works Functions

1)	Registration of Contractors in different categories as per stipulated norms
2)	Enlistment of contractors on furnishing the bank guarantee to allow concessions in lieu of Earnest Money deposit, security deposit and retention amounts from running bills.
3)	Enter into annual rate contract agreements, parallel rate contracts with manufactures of pipes, valves, CI special etc. for supply of materials, it includes preparation and finalisation of tender documents, invitation of tenders, sale of tender documents to eligible tenders, receipt, opening, evaluation of tenders and finalisation of tenders including HLCPC approval.
4)	Preparation and approval of tenders documents to invite tenders from contractors for execution of works, sale of documents to eligible contractors, receipt, opening and evaluation of tenders.
5)	Finalisation of tenders, award of contracts and entering in to agreement with the contractors.
6)	Handing over of site along with mark-out to the contractor to begin works.
7)	Supervision and monitoring the progress of work as per the terms of the agreement.

8)	Review of progress periodically.
9)	Record of measurement of works executed as per agreement terms, check measure and prepare bills for intermediate payments.
10)	Suspension of work, determination of contract in the event of default by contractor or due to exigencies or force majeure conditions.
11)	Approval of deviation statements for works in execution.
12)	Enter into supplemental agreement with contractor to execute additional and supplemental items contingent on the main work entrusted.
13)	Release of final bill after completion of work i.e. including testing, commissioning and trial run of the scheme components.
14)	Submission of revised estimates to Govt. for obtaining revised administrative sanction if the expenditure exceeds original administrative sanction amount.
15)	Provision of technical sanction to revised estimates.
16)	Settlement of contractor's claims.
17)	Preparation of completion plans and reports of the scheme and handing over the completed scheme long with the record to the Municipality for their maintenance.
18)	Maintenance of complete record pertaining to receipts and expenditure incurred on the scheme as per standard practice
19)	Maintenance of stock account of materials / tools & plants / materials at site.
20)	Conduct enquiry into allegations of improper execution of works.
21)	General repairs and maintenance of office buildings owned by the department.
22)	Maintenance of confidential reports on performance of contractors.
23)	Collection, forfeiture and release of EMD, security deposits, retention amounts.
24)	Maintenance of registers / records / library.
25)	Preparation and submission of periodical returns on works and expenditure

	i.e. physical and financial progress.
26)	Levy of penalties on defaulting contractors and recovery of fines levied.
27)	Sanction of extension of time over and above the agreement period to complete works.
28)	Report to Government, on loss of public property due to accident, natural calamities etc.
29)	Write of losses.
30)	Preparation of survey report on unserviceable materials and to dispose them by sale cum auction.
31)	Annual inspection of subordinate offices on management of works.
32)	Management of work duly obtaining permission / sanctions to execute works appurtenant to other departments like post and telegraphs, Irrigation, Roads & Building , Railways, Andhra Pradesh State Electricity Boards, Revenue Etc.
33)	Submission of reply to Audit objections, explanations to the remarks of higher authority in inspection reports etc.
34)	Interaction with elected representatives, Municipalities, Commissioner & Director of Municipal Administration, Government in Municipal Administration & Urban Development Department with regard to formulation of schemes.
35)	Maintenance of survey and mathematical instruments.

H. OPERATION AND MAINTENANCE OF WATER SUPPLY AND SANITATION SCHEMES.

1. Operation, trial run and maintenance of water supply and sanitation schemes before handing over to Municipality.
2. Management of works including maintenance pertaining to water supply and sanitation schemes on requisition from public sector undertakings / endowments department / Municipalities etc.

I. B. MUNICIPAL ENGINEERING WORKS

1)	Approval of designs of Municipal works and technical sanction to estimates.
2)	Approval of Municipal tenders
3)	To test check works executed by the Municipal Engineers grade II & III
4)	Approval of draft Municipal bye – laws pertaining to Water Supply & Sanitations works.
5)	Submission of draft duties, functions and powers of Municipal Engineers to Government for approval.
6)	Periodical inspection of water supply and sanitation schemes maintained by Municipality.
7)	Bulk sanction of house service connections to the municipalities based on the existing capacity of the water supply and sewerage systems.
8)	Approval of Deviation statements on Municipal works.
9)	Operation & Maintenance of Water Supply & Sanitation Schemes, Municipal infrastructure like Roads, Buildings, Toilets, Parks, play grounds and other Environment Protection Projects.

Administrative Accountability	The Government delegated powers to the departmental officers viz., the Heads of offices at various levels i.e. ENGINEER-IN-CHIEF(Head office), Superintending Engineers (Circle office), Executive Engineer (Division office) for administration of engineering and establishment functions of the department. Whenever, an order / decision made by the heads of offices while discharging their duties being, beyond the powers delegated, shall obtain ratification from the Govt.
Quantification of work load	In order to achieve smooth and efficient working of the department, the Govt. and the heads of offices as well shall normally schedule the programme of the department. Wherever such period of completion is prescribed to run the programme, the concerned officers shall adhere to the same and they are expected to discharge their duties.

JOB DESCRIPTION OF VARIOUS FUNCTIONARIES

1. ENGINEER – IN - CHIEF

- 1.1 In the year 1991, there were 3. Chief Engineers in the Department including one Chief Engineer each in Hyderabad Metro Water Supply & Sewerage Board, and Municipal Corporation of Hyderabad

To be, on par with the existing setup of administration in other engineering departments like Roads & Buildings, Irrigation and also to have effective administrative control of the staff borne on the cadre of Public health &

Municipal Engineering Department, the 1st post of Chief Engineer (Public Health) sanctioned in the year 1972, since then being the post of head of the department incharge of Administration of the Department was elevated to the status of Engineer-in-Chief, Public Health. The senior most incumbent among the Chief Engineers is eligible to hold this office on promotion and shall be appointed by the State Government in Municipal Administration & Urban Development Department.

The Engineer-in-Chief (Public Health), is the administrative and professional (Technical) head of the department and is responsible to Government for the efficient working of the department. All the functions under the ambit of Administrative and Engineering duties of the Engineer-in-Chief (Public Health), including desk and field functions, are enlisted, as detailed below:

I. ADMINISTRATIVE FUNCTION: (DESK FUNCTIONS)

01. A. ESTABLISHMENT

1. APPOINTING AUTHORITY (Technical)

The ENGINEER-IN-CHIEF (PH) undertakes appointment of candidates to the categories of posts shown in the Table – I (T1) either by (i) Direct Recruitment (ii) Recruitment / Appointment by transfer (III) Promotion.

(Rule 2 (B) Andhra Pradesh State Subordinate service Rules 1996)

The ENGINEER-IN-CHIEF (Public Health) shall be the appointing authority in respect of Assistant Executive Engineer, from out of the personnel selected by the Andhra Pradesh Public Service Commission or Recruitment by transfer from the post of Additional Assistant Engineer.

(Rule 8 – Andhra Pradesh Public Health & Municipal Engineering Service Rules vide G.O. Ms. No. 271 Municipal Administration dt.7-6-1976 w.e.f. 28-2-1972.

(G.O. Ms. No. 428 Municipal Administration dt.30-3-1979)

The ENGINEER-IN-CHIEF (Public Health) shall be the appointing authority in respect of Assistant Engineer (Supervisor), from out of the personnel selected by the Andhra Pradesh Public Service Commission.

(Rules 3 & 4:- Andhra Pradesh Public Health & Municipal Engineering Subordinate service rules – Amended in G.O. Ms. No. 272 MA dt.7-6-76 w.e.f. 28-2-72)

The ENGINEER-IN-CHIEF (Public Health) shall be the appointing authority in respect of Draughtsman, Special Grade, the post being filled by promotion.

(Rule 4:- Andhra Pradesh Public Health & Municipal Engineering

Subordinate service rules as per G.O. Ms. No. 436 MA dt.24-6-71 w.e.f. 8-7-64)

The ENGINEER-IN-CHIEF (Public Health) shall be the appointing authority in respect of Draughtsmen, 1st Grade, 2nd Grade in his office which are promotion posts.

(Rule 4:- Andhra Pradesh Public Health & Municipal Engineering Subordinate service rules).

The ENGINEER-IN-CHIEF (Public Health) shall be the appointing authority in respect of Municipal Administration Executive Engineers and Municipal Administration Engineers as shown in table 1 (T1)

(G.O. Ms. No. 247 Municipal Administration dt.3-5-91)

(Rules 3 & 4:- Andhra Pradesh Municipal Engineering service rules 1977)

B. APPOINTING AUTHORITY (NON TECHNICAL MINISTERIAL STAFF)

The ENGINEER-IN-CHIEF (Public Health) shall be the appointing authority in respect of Senior Assistant, Upper Grade Steno, Junior Assistant, Typists & Lower Grade Steno who are selected by direct recruitment.

The ENGINEER-IN-CHIEF (Public Health) shall make promotions to the posts of Superintendent, Senior Assistant, and Special category of stenographers, Senior Stenographers from immediate lower category, grade or post on seniority cum efficiency in his office. Please see Table – 1 (M)

(Rule 4 Andhra Pradesh Ministerial service rules).

2. PAY FIXATION & INCREMENTS

The ENGINEER-IN-CHIEF (Public Health) is the competent authority to fix the pay and allowances and also sanction increments in respect of the following posts in his office and outside his office in the State of Telangana.

- a. All Gazetted & Non Gazetted staff in his office, excluding ENGINEER-IN-CHIEF (Public Health).
- b. Superintending Engineers of Public Health Circles, Hyderabad
- c. ENGINEER-IN-CHIEFs of all Municipal Corporations
- d. Executive Engineers & Deputy Executive Engineers and Municipal Engineers of Grade I & II.
- e. All Gazetted & Non Gazetted staff on deputation to other departments or Government under taking.
- f. The pay and allowances of ENGINEER-IN-CHIEF (Public Health) shall be determined by the Pay and Accounts Officer, at Hyderabad.

(G.O. Ms. No. 214 Finance & Planning (Finance wing – SPF) Deptt. Dt.16-8-1979).

As and when Revised Pay Scales are enforced, the Engineer-in-Chief (Public Health), shall fix the pay of all the Gazetted Officers in the Department and all the staff of his office.

3. PROBATION DECLARATION & CONFIRMATION

The ENGINEER-IN-CHIEF (Public Health) being the appointing authority for the posts referred to Supra is the authority competent to issue orders of declaration stating that the incumbent has completed his probation satisfactorily.

(Rule 18 - Andhra Pradesh State & Subordinate service rules)

The ENGINEER-IN-CHIEF (Public Health) shall confirm the approved probationer as a member of that service in respect of posts supra for which he is the appointing authority.

(Rule 21 - Andhra Pradesh State & Subordinate service rules)

4. SENIORITY FIXATION / PROMOTION PANEL

The ENGINEER-IN-CHIEF (Public Health) shall fix the seniority of the incumbents in the service in respect of all posts supra for which he is the appointing authority.

(Rules 21 & 33 - Andhra Pradesh State & Subordinate service rules)

All appointments / promotions in the service shall be made on grounds of merit and ability, seniority being considered only when merit and ability are approximately equal, by the appointing authority from the panel of candidates.

The ENGINEER-IN-CHIEF (Public Health) shall prepare the panel of approved candidates eligible for promotion annually for all categories for which he is the appointing authority and the State Government.

1	For approval of the panel for promotion in respect of posts (Gazetted) of Non Technical personal Assistant, Deputy Executive Engineer, Executive Engineer, Superintending Engineer, ENGINEER-IN-CHIEF, and Engineer-in-Chief, for which State Government is the appointing authority. The ENGINEER-IN-CHIEF (Public Health) shall prepare and recommend annually the panel of names in respect of posts of Deputy Executive For Engineer and N.T.P.A. to (i) the Screening Committee and for all other posts to (ii) Departmental Promotion Committee constituted by the Government. (Rules 5,6,7 of Andhra Pradesh State & Subordinate Service Rules, 1996
2	All non gazetted posts in his office for which he is the appointing authority. Please see table – 1 (M). (Rules 7, Andhra Pradesh State & Subordinate Service Rules) (Rules 8, Andhra Pradesh Ministerial Service Rules)

5. POSTINGS AND TRANSFERS

Technical Staff

The ENGINEER-IN-CHIEF (Public Health) incharge of the Public Health & Municipal Engineering Services shall be competent to transfer Deputy Executive Engineers & Assistant Executive Engineers directly.

(Rules 8, Andhra Pradesh Public Health & Municipal Engineering Service Rules)

The ENGINEER-IN-CHIEF (Public Health) is competent to orders the postings and transfers in respect of Assistant Engineers and Draughtsmen from one circle to another or from one circle to the O/o ENC (Public Health) and vice versa.

(Rules 11 of Andhra Pradesh Public Health & Municipal Engineering Subordinate Service Rules)

Non-Technical Staff

The ENGINEER-IN-CHIEF (Public Health) is competent to transfer the Ministerial staff in his office from one section to another i.e. within the unit of appointment.

(Rules 38 (c) Andhra Pradesh State & Subordinate Service Rules)

6. A. LEAVE SANCTION / L.T.C.

a. Public Health Engineering Staff

The ENGINEER-IN-CHIEF (Public Health) is competent to sanction leave to all the Gazetted officers under his control viz., Superintending Engineer, Executive Engineer, Deputy Executive Engineer, Assistant Engineer, N.T.P.A. except special disability leave under F.R. 83 in the Department. He is competent to sanction leave to all technical staff below the rank of Assistant Executive Engineer and Ministerial Staff in his office.

(The Government shall sanction leave of the head of Department – F.R. 66)

b. Municipal Engineers

The ENGINEER-IN-CHIEF (Public Health) is competent to sanction leave except casual leave to Municipal Engineer, Grade – I, II and leave above 90 days in case of Municipal Assistant Executive Engineers / Assistant Engineers.

B. LEAVE TRAVEL CONCESSION

The authority competent to sanction earned leave is the authority to sanction availment of leave travel concession.

(G.O. Ms. No. 15 Fin (PC) Deptt. Dt.17-1-73)

(Rule 92 – Andhra Pradesh Traveling Allowance rules 96 Annexure – VII)

(Rule 44 of Fundamental Rules)

7. PENSION

The ENGINEER-IN-CHIEF (Public Health), being the Head of the Department is competent to sanction pension in the case of Gazetted Officers under his control i.e. Superintending Engineers, Executive Engineers, Deputy Executive Engineers, Assistant Engineers, N.T.P.A.

“The authority competent to fill up the post vacated by the Government servant substantively is the authority competent to sanction pension in the case of all non Gazetted officers”.

The ENGINEER-IN-CHIEF (Public Health), hence is the competent authority to sanction pension in the case of all non-gazetted officers in his officer including Assistant Engineers please see Table-1 (M), Table-1 (T) including Class-IV employees.

(Appendix – I, Andhra Pradesh Revised Pension Rules, 1980)

G.O. Ms. No. 262 F & P (FWPSC) Deptt. Dt.23-11-1998.

8. DISCIPLINARY PROCEEDINGS AND PENALTIES

The Penalties under rule 8, 9 of CCA rules 1991 are

- a. Minor (i) censure (ii) withholding promotion (iii) recovery of pecuniary loss caused to Government from salary (iv) withholding increments, (v) Suspension.
- b. Major, (vi) reduction to a lower rank in the seniority list or lower stage in the time scale of pay or to a lower grade or post not being lower than to which he was directly recruited. (vii) Compulsory retirement. (viii) removal from services, (ix) dismissal from service (a disqualification for further employment under the Government)

The ENGINEER-IN-CHIEF (Public Health), hence is the competent authority to impose penalties (specified in clauses I to ix of rule 9 for the posts for which he is appointing authority) on the members of Andhra Pradesh Public Health & Municipal Engineering Subordinate services and Andhra Pradesh Ministerial services (please see Table – I (1), I (M).

A. Public Health Engineering Staff

The ENGINEER-IN-CHIEF (Public Health) is competent authority to suspend all subordinate technical and ministerial staff of the department, to which he or his subordinate is the appointing authority (please see the table-I (T1), I (T2), I (M), Table – II (T) & (M) Table – III (T).

(Rule 15 – Andhra Pradesh Civil Services (CCA) Rules 1991)

ENGINEER-IN-CHIEF (Public Health), is competent authority to suspend Assistant Executive Engineer (State service) and all Ministerial staff of the department (Subordinate Services).

(Rule 13 (7 & 17) of Andhra Pradesh Civil Services (CCA) Rules 1991)

B. Municipal Engineers

The ENGINEER-IN-CHIEF (Public Health) is competent authority to impose on Municipal Deputy Executive Engineers or Municipal Engineers 2nd grade, the Minor penalties specified in clause (i) of Rule 9 of C.C.A. rules.

The ENGINEER-IN-CHIEF (Public health) is also competent to suspend the Municipal Assistant Executive Engineers & Municipal Assistant Engineers pending enquiry.

Penalties (Major)

The ENGINEER-IN-CHIEF (Public Health) is competent authority to impose above major penalties on Municipal Engineers, Municipal Assistant Executive Engineers / Municipal Assistant Engineers.

(G.O. Ms. No. 595 Municipal Administration, dt.22-9-1977.

(G.O. Ms. No. 247 Municipal Administration, dt.3-5-1991

9. MAINTENANCE OF SERVICE REGISTERS

The ENGINEER-IN-CHIEF (Public Health) shall maintain the record of service of Gazetted and Non Gazetted Officer employed in his office. He is also the competent authority to maintain the records of service in respect of the Gazetted ;Officers for whom pay fixation is sanctioned by him.

(Rule 74 (a) (iv) Fundamental Rules)

(G.O. Ms. No. 214 F & P (Fin & Wing SPF) Deptt., dt.16-8-1979)

(Art 325 of Andhra Pradesh Financial Code Vol – I).

Deputation to other Departments

The ENGINEER-IN-CHIEF (Public Health) is the competent authority to depute staff borne on the cadre of Public Health & Municipal Engineering service up to the rank of Deputy Executive Engineer to other departments on deputation.

(Rule 38, Andhra Pradesh State & Subordinate Service Rules)

(Rule 8 of Andhra Pradesh Public Health & Municipal Engineering Service rules)

10. COURT CASES

The ENGINEER-IN-CHIEF (Public Health) being administrative head of the department, it becomes incumbent upon him to deal with court cases pertaining to service matters at Tribunal, High Court and Supreme Court.

11. ALLOCATION AND DISTRIBUTION OF WORK LOAD

The government of Andhra Pradesh through G.O. ms. No. 1825, GAD dt.26-12-59 introduced the “Tottenham system of office procedure” as prescribed in the District Office Manual to all offices of Heads of Department.

The ENGINEER-IN-CHIEF (Public Health) is the competent authority to divide the office into convenient sections to draw up clear distribution list-showing the sections, the head of the each section, the clerks comprising each section and the subjects dealt by each clerk. To each section, a section letter will be assigned and each group of subjects dealt with by a clerk, a number will be allotted. A fair copying and dispatching section is also organized under a competent Superintendent.

The ENGINEER-IN-CHIEF (Public Health) being the head of the department / office of ENGINEER-IN-CHIEF (Public Health) he is the competent authority to redistribute or assign the work load of the office, on technical and ministerial wings of the office as and when required, keeping in view the administrative convenience and for efficient running of the office business.

12. TRAINING PROGRAMMES

As and when Government either issues orders or Institute of Administration of Engineering Staff College of India sponsors training programme for Engineering or Ministerial staff, the ENGINEER-IN-CHIEF (Public Health) is the competent authority to depute staff members to undergo training in the above organization during the specified periods.

(Rule 20 & 9 (6) (b) of the Fundamental Rules)

13. PURCHASE OF OFFICE STATIONERY, EQUIPMENT

The ENGINEER-IN-CHIEF (Public Health) is the competent authority to purchase office equipment and stationery required in running the office. The office equipment includes furniture, fixtures, type writes, Roneo duplicating machines, Xerox machines, computers, Telephones and other office automation equipment.

(G.O. Ms. No. 490 GAD (ART DESK) dt.28-9-94)

(G.O. Ms. No. 43 Finance & Planning (Ple. IT & C) Deptt.
Dt.15-6-1998)

(G.O. Rt. No. 55 Municipal Administration & Urban Development)
Department, dt.1-7-1997.

14. MAINTENANCE OF OFFICE EQUIPMENTS & VEHICLES

The ENGINEER-IN-CHIEF (Public Health) is competent to sanction recurring expenditure towards maintenance of office vehicles, furniture, fixtures, office automation equipment like computers.

(G.O. Ms. No. 490 GAD (ART DESK) dt.28-9-94)

(G.O. Ms. No. 107 Finance & Planning (FW. TFR) Deptt.
Dt.17-3-1990)

(86 A – Appendix – 4 of Andhra Pradesh Fundamental Code Vol-II)

15. LEAVE TO TRAVEL ABROAD

The ENGINEER-IN-CHIEF (Public Health), being the Head of the department is competent to grant leave to the Gazetted and Non Gazetted officers of the department to travel abroad.

(Rule 66 & 68 Fundamental Rules)

(86 A – Appendix – 4 of Andhra Pradesh Fundamental Code Vol-II)

16. ANNUAL CONFIDENTIAL REPORTS

The ENGINEER-IN-CHIEF (Public Health) is the custodian of the Annual Confidential Reports of the Gazetted Officers and Non Gazetted officers under his control.

The ENGINEER-IN-CHIEF (Public Health) is the competent authority to write the confidential reports of the Superintending Engineers of the department and forward it to the State Government for custody and review by the secretary to Government.

The ENGINEER-IN-CHIEF (Public Health) is the reviewing officer of the Annual confidential reports of the Executive Engineer forwarded by the Superintending Engineers.

He is the authority to furnish personally an annual certificate to the Government in the concerned administrative department that the personal files for which he is the custodian, are complete, inclusive of the report for the last completed year. He should also obtain similar certificate from Superintending Engineers in regard to prescribed files of which the latter are the custodians.

(G.O. Ms. No. 1385 GAD (Services – C) dt.31-10-1961.

For timely receipt of confidential reports and their final disposal by the prescribed dates, a register is to be maintained.

17. MOVABLE AND IMMOVABLE PROPERTY STATEMENTS

ENGINEER-IN-CHIEF (Public Health) shall cause submission of statement annually by the Government employees under his control before 15th of January, every year.

(Sub Rule 7 of Rule 9 of Andhra Pradesh Civil Services Conduct Rules)

18. The ENGINEER-IN-CHIEF (Public Health) shall cause relevant correspondence with Government in Municipal Administration & Urban Development Department, A.G. Public Service Commission, Municipalities and other Government departments in respect of above functions including Government Pleaders at Tribunal and Courts.
19. Other miscellaneous duties like circulation of Government Orders / instructions of general importance among staff members for information and compliance are being discharged by the ENGINEER-IN-CHIEF (Public Health).
20. Maintenance and updating of records shall be caused by the ENGINEER-IN-CHIEF (Public Health) from time to time in his office.
21. “Medical attendance” – (Reimbursement of expenditure to Government employees).

The ENGINEER-IN-CHIEF (Public Health) is the competent authority to sanction reimbursement of medical expenditure incurred by the Government employees of the Department.

(Andhra Pradesh Integrated medical attendance rules)

B. BUDGET**1. NUMBER STATEMENT**

The ENGINEER-IN-CHIEF (Public Health) being estimating officer of the Department shall, forward to the Finance Department on the 1st August of each year the following statements of numbers:

A statement in prescribed form giving particulars of posts in each permanent and temporary establishment (both Gazetted and Non Gazetted). The sanctioned monthly pay, the pay and fixed allowances attached to posts or individuals that will be drawn on the 1st of April following and the numbers of officers at each rate of pay for whom provision will be made in the Departmental estimates.

(Para 16.20.1 of Budget manual)

2. ANNUAL BUDGET ESTIMATES

ENGINEER-IN-CHIEF (Public Health) being the head of the department is responsible to submit correct and accurate annual Budget estimate to the Government. The Budget estimate shall be based on the estimates submitted by the Superintending Engineer of the department. The ENGINEER-IN-CHIEF (Public Health) & Superintending Engineer shall be responsible for preparation and submission of accurate estimates as far as possible. Invariably the estimate shall receive personal attention of the office submitting the estimates to Government.

(Para 16.1.1 of Budget manual)

The ENGINEER-IN-CHIEF (Public Health) will prepare annually the portion of Budget estimates relating to the works under his control and as soon as possible after the close of each year, prepare a report of progress made during that period on the public works under his charge, giving a brief but clear account of the operations of the department.

(Para 9 of Andhra Pradesh Public Works Department Code)

The ordinary annual estimates are to be prepared under the existing laws rules and orders involving, salaries, travel expenses, office expenses and other items of expenditure and the expenditure on the water supply and sanitation schemes, i.e. generally the expenditure required for the normal working of the department with reference to existing sanctions. The proposals for schemes of new expenditure should be submitted to the Government as they arise, by the ENGINEER-IN-CHIEF (Public Health) in the budget estimate for increase in cadres of services or posts of a particular kind either permanently or as a temporary measure.

(Para 9 of the Andhra Pradesh Public Works Department Code & para 16.1.3 & 17.1 etc. of Budget manual)

The Head of Department i.e. ENGINEER-IN-CHIEF (Public Health) being estimating officer should prepare their estimates in duplicate on the skeleton forms furnished by the Finance Department and send one copy direct to the Finance Department and other copies to the administrative department(Municipal Administration & Urban Development) of the Secretariat concerned. The estimating officer

should submit the estimates so as to reach the Administrative Department of the secretariat concerned by 1st October.

Punctuality in the submission of departmental estimates is essential

(Para 16.19.1 & 2 of Budget manual)

The ENGINEER-IN-CHIEF (Public Health) will exercise a concurrent control, with Audit Officer, over the duties of officers of the departmental in connection with the maintenance of accounts and will give all legitimate support to the Audit Officer, Chief Accounts Officer in enforcing strict attention to regulations concerning disbursement of money, the custody of stores and submission of accounts. He will have no authority over the Audit officer in regard to Audit matters but will have a claim on him for assistance and advise in matters relating to accounts and finance. At the same time ENGINEER-IN-CHIEF (Public Health) should arrange that the Audit officer is kept fully cognizant of all proceedings and proposals, to enable the later to fulfill his function.

(Para 8 of Andhra Pradesh Public Works Department code, para 10 of Andhra Pradesh Public Works Department code & Para 109 of Andhra Pradesh Public Works Accounts code)

3. BUDGET ALLOCATIOIN

The ENGINEER-IN-CHIEF (Public Health) shall distribute the amounts allotted to them among Superintending Engineers, and other officers under their direct control. He may carry out such distribution, retain a portion of their appropriations as a reserve in their own hands.

(Para 109 of Andhra Pradesh Public Works Accounts code)

(Para 19.3 of Andhra Pradesh Budget Manual)

One of the important duties of the head of the Department and controlling officer, as an estimating officer, is to keep himself thoroughly acquainted with the progress of the revenue and expenditure under his control. He is charged with the administration of those numerous matters in respect of which the Government is debtor or creditor, so far as his department is concerned, and it is his duty to see that proper estimates are made of these transactions.

(Para 16.1.1 of Budget manual)

4. CONTROL / MONITORING OF EXPENDITURE

It will be the duty of ENGINEER-IN-CHIEF (Public Health) to see that the budget allotments of the year are fully expended, in so far as it is consistent with the general economy. He will be responsible for ensuring that any money which is not likely to be needed during the year is promptly surrendered so as to allow of its appropriation for the other purpose by the proper authority.

(Para 10 of Andhra Pradesh Public Works Department code)

(Control of expenditure)

The ENGINEER-IN-CHIEF (Public Health) being the Head of the Department, is the Chief Controlling Officer who submits the estimates direct to Government has to see that the expenditure under each unit of appropriation is kept within the appropriation and that, if expenditure beyond the existing appropriation is essential, steps are taken in time with a view to the necessary appropriation being provided by the Competent

authority for the additional amount required. He must, therefore, keep a constant watch over the progress of expenditure and also know what liabilities have been incurred but not yet paid.

(Para 19.1.1. to 19.3 of Budget manual)

ENGINEER-IN-CHIEF (Public Health) has full discretion to decide in each case whether he will retain the appropriation in his own hands or distribute it among the subordinates.

(Para 19. 3.2 of Budget manual)

He shall watch the progress of expenditure continuously and for this purpose he shall require the disbursing officers to report every month the figures of actual expenditure during the previous months and the liabilities incurred but not yet paid

(Para 19. 4.1 of Budget manual)

5. RECONCILIATION OF EXPENDITURE

ENGINEER-IN-CHIEF (Public Health) is required to reconcile their figures with the Treasury figures before they forward them to Audit General. He should see that reconciliation work is completed not later than the 4th of each month in respect of disbursements made by him in his office.

(Para 19. 7.1 of Budget manual)

6. ADDITIONAL APPROPRIATION

When an additional appropriation is required urgently in a case not involving a new service and no savings are foreseen, the ENGINEER-IN-CHIEF (Public Health) should apply to the administrative department of the Government for permission to incur expenditure. That department may with the concurrence of the Finance Dept. sanction or authorize the incurring of the expenditure provided it can certify or authorize the incurring of the expenditure provided it can certify that the additional expenditure can be met from savings within the grant. In such cases necessary re-appropriation of funds should be sanctioned as early as possible during the course of the year after the additional expenditure is sanctioned. The ENGINEER-IN-CHIEF (Public Health) in respect of expenditure will be held responsible if a supplementary appropriation obtained on his recommendation is found to have been unnecessary.

(Para 20.3.7 of Budget manual)

7. REAPPROPRIATION OF FUNDS

The ENGINEER-IN-CHIEF (Public Health) can sanction reappropriation of funds from any other detailed heads to the detailed heads “office expenses” except for meeting expenditure on “Service postage, Telephone and Telegram charges” and Water and Electricity Charges”.

(Para 20.5 (d) of Budget manual)

The ENGINEER-IN-CHIEF (Public Health) can reappropriate funds from all detailed heads other than “Salaries and Travel expenses” under one sub-head to the detailed heads other than “Salaries and Travel Expenses” under another sub-heads or within the same sub-head while in respect of the

detailed heads “Salaries and Travel Expenses” the appropriation can be made only from “Salaries to salaries” and from “Travel expenses to Travel expenses” under different sub-heads.

The ENGINEER-IN-CHIEF (Public Health) can also reappropriate funds from the detailed heads “Office Expenses” under one sub-head to the detailed head “Office expenses under another sub-head for all purpose falling under “Office Expenses”.

(Para 20.5 (d) Note 3 of Budget manual)

The ENGINEER-IN-CHIEF (Public Health) shall submit proposals for reappropriation, where he is not competent to sanction reappropriation, to the administrative department in Government for sanction which may forward the same to the Finance Department for sanction, if necessary.

(Para 20.9 of Budget manual)

The ENGINEER-IN-CHIEF (Public Health) shall submit the re-appropriation sanctioned by him in the proceedings in Form L and forward one copy direct to the Audit General and one copy to the Government in the administrative department which will transmit it to the Finance Department

(Para 20.10 (i) of Budget manual)

An application to the Government for re-appropriation of funds should be prepared in Form M and the head of the department should submit it direct to the administrative department as a rule. But for proposals for re-appropriation relating to Public Works Establishment or which involve expenditure not falling within existing sub-head should be submitted through the Audit General who, in the latter case, will advise the

Government as to the appropriate sub-head under which the additional appropriation may be sanctioned.

(Para 20.10 (ii) of Budget manual)

8. SUPPLEMENTARY APPROPRIATION Etc.

The primary responsibility in regard to proposals for supplementary appropriation rests on the Chief Controlling Officer, i.e. ENGINEER-IN-CHIEF (Public Health). He should explain clearly not only why a supplementary appropriation is required but also why the need for the funds was not foreseen at the time when the original estimates were framed and if the supplementary appropriation is not sanctioned serious inconvenience will be caused to the public service.

(Para 20.13 1 of Budget manual)

15th of February has been fixed as the latest date for submission to the Government by the ENGINEER-IN-CHIEF (Public Health) of applications for surrender of savings in appropriations and for re-appropriations and supplementary appropriations.

(Para 20.14.1 (i) of Budget manual)

The ENGINEER-IN-CHIEF (Public Health) should keep ready the explanations for all variations between the original and final grant and between the final grant and actual expenditure so that the draft appropriation accounts which will be sent to them by the Audit General may be returned to him within a fortnight of its receipt after due scrutiny of the figures and which the explanation is required. It should be noted that explanations have to be furnished to the Audit General for variations in all

cases, irrespective of the amount involved, thought most of them may not be finally incorporated in the appropriation accounts.

(Para 20.17.1 of Budget manual)

9. MISCELLANEOUS

The ENGINEER-IN-CHIEF (Public Health) is the Chief Controlling Officer, except in regard to the heads of account specified in appendix VII. The amount provided in the budget estimate for each unit of appropriation should be regarded as an appropriation placed at the disposal of Chief Controlling Officer.

(Para 10 of Andhra Pradesh Public Works Department code & para 19.2 of Budget manual).

The ENGINEER-IN-CHIEF (Public Health) is the disbursing officer in respect of disbursements in his office.

(Appendix 4.A (V) of controlling and disbursing officers – Andhra Pradesh Works Accounts Code)

The ENGINEER-IN-CHIEF (Public Health) shall review the progress of expenditure for each circle with the help of statements furnished by Superintending Engineers in Form – Y. the circle statements should then be consolidated in Form-Y for the purpose of reviewing of progress of expenditure for the whole state.

The ENGINEER-IN-CHIEF (Public Health) shall check the circle report submitted by the Superintending Engineer with the accounts of the Audit office and return the duplicate copy of the report with corrections, if any to the Superintending Engineer explaining at the same time the reasons for

such corrections, any corrections pointed out by TNE should be incorporated by the Superintending Engineer and communicated to the Executive Engineer.

(Para 117 & 118 of Andhra Pradesh Works Accounts Code)

10. LOANS

The ENGINEER-IN-CHIEF (Public Health) is the competent authority to sanction and cause recovery of advances (loans) to all the Gazetted and non-gazetted officers in his office for the following purposes:

- A. Advances for purchase of motor cars
- B. Advances for the purpose of other conveyance.
- C. Advance for the purpose & construction of house
- D. Other advances.

(Articles 226 to 234 of Andhra Pradesh Finance Code Vol-I)

(G.O. Ms. No. 131 Finance & Planning Dept. dt.19-8-1997).

11. ANNUAL INSPECTION

The ENGINEER-IN-CHIEF (Public Health) is the competent authority to cause annual inspection of circle offices to evaluate the performance of working in circles is as per the rules and orders in force. He is the competent authority to exercise control, monitoring the working of circles.

12. AUDIT REPORT / PARAS

The ENGINEER-IN-CHIEF (Public Health) being the head of the Department and controlling officer in respect of works and administration, shall therefore be responsible to furnish replies to the Audit paras / Reports raised by the Audit General / Chief Audit General and attend the Public

Accounts Committee constituted by the Legislative Assembly in connection with the Chief Audit General report.

(Para 21.4 of Budget Manual)

13. PAY REVISION COMMITTEE / STAFF REVIEW COMMITTEE

The ENGINEER-IN-CHIEF (Public Health) shall submit recommendations to Pay Revision Committee, staff review committee under the orders of the State Government for revision of pay scales, addition or reduction of cadre posts in the department as the case may be.

14. RENT OF OFFICE BUILDING

The ENGINEER-IN-CHIEF (Public Health) is the competent authority to sanction rent of office buildings in his department for a maximum amount Rs.16,000/- per mensem.

(G.O. Ms. No. 35, Finance & Planning (Fin – Wing – EBS - PWD) Department dt.27-2-1997.

(G.O. Ms. No. 490, GAD (Art. Desk) dt.28-9-1994.

15. C. CASH

1. BILL

The ENGINEER-IN-CHIEF (Public Health) shall be the disbursing officer in respect of disbursement of pay, emoluments, arrears of pay, leave travel concessions, traveling allowances, dearness allowance, advances of the gazetted and non-gazetted staff in his office.

(Para 19.1.1. of Budget Manual)

(G.O. Ms. No. 214, Finance & Planning (Fin wing SPF) Department
Dt.16-8-1979.

He shall be the officer who can delegate powers to any Gazetted Officer in his office to draw and disburse above payments to Gazetted and Non-Gazetted officers in his office.

2. RECONCILIATION OF EXPENDITURE

After the close each month, the ENGINEER-IN-CHIEF (Public Health) shall after reconciliation with the Treasury figures in consultation with the Treasury office forward to the Audit General an extract of his account in Form “B”.

(Para 19.4.2 of Budget Manual)

He shall carry out necessary transaction pertaining to monthly reconciliation of figures of expenditure etc., with Treasury / bank & Pay Audit Officer in this regard.

3. SAFE CUSTODY OF DOCUMENTS ETC.

The ENGINEER-IN-CHIEF (Public Health) shall cause the safe custody of Bank Guarantee, Fixed deposit receipts, savings certificates received from the contractors with the cash section of his office, during the validity of these documents

(Art. 285 of Finance code Vol-I)

ENGINEER-IN-CHIEF (Public Health) should verify periodically, and at least once a year in May, all security which it has taken in various forms from the Government servants, and contractors.

(Art. 285 of Finance code Vol-I)

4. DRAWING AND DISBURSING OFFICER

The ENGINEER-IN-CHIEF (Public Health) being the head of office is the disbursing officer to incur expenditure required to run his office under office expenses.

(Para 19.1.1. Budget Manual)

(G.O. Ms. No. 490, GAD (ART & DESK) Department dt.28-9-94.

5. SUBSCRIPTION OF STAFF FROM SALARY

The ENGINEER-IN-CHIEF (Public Health) being the Drawing & Disbursing officer shall cause deduction of subscription amounts due to LIC, GIS GPF from the pay bills of employees in his office and remit them to respective organization periodically.

(Art. 85 Andhra Pradesh Financial code Vol-I)

(Appendix – 26 of Andhra Pradesh Financial Code Vol – II)

6. MISCELLANEOUS PUBLIC WORKS ADVANCES

ENGINEER-IN-CHIEF (Public Health) shall grant permission to book expenditure under the Head of Miscellaneous public works advances to the circle, divisions on deposit works.

(Para 10 of Andhra Pradesh Public Works Department code)

(Miscellaneous Public Works Advance: Article 54 Andhra Pradesh Accounts code – II (Art 32).

7. INCOME TAX DECLARATION

The ENGINEER-IN-CHIEF (Public Health) shall also cause appropriate deduction of Income Tax from the salary of any Government servant at the time of payment in accordance with the Indian Income Tax Act 1922 and amendments issued from time to time

(Art. 86 of Andhra Pradesh Financial Code Vol-I).

8. RECOVERY FROM STAFF SALARIES

The ENGINEER-IN-CHIEF (Public Health) being the Drawing & Disbursing Officer, shall cause recovery of amount from the salary of any Government servant in his office the compliance of Attachment of pay and allowances decreed by Civil Courts under the Civil Procedure Code 1976 (Amended w.e.f. 1-2-1977)

(Art 87 of A.P. Finl. Code Vol-II)

ENGINEERING FUNCTIONS

01 ENGINEER-IN-CHIEF

The ENGINEER-IN-CHIEF (Public Health) is the Head of Department and is responsible in discharging the duties and functions as the Head of the Department.

The appointment of ENGINEER-IN-CHIEF (Public Health) in the department is made by the Government, on promotion from the panel of Superintending Engineers based on the seniority.

02 SUPERINTENDING ENGINEER

Superintending Engineer is head of the circle and head of circle office. He is appointed by the Government on promotion from the post of Executive Engineer, seniority being considered for promotion among Executive Engineers.

1. ADMINISTRATIVE FUNCTIONS

03. A. ESTABLISHMENT

1. APPOINTING AUTHORITY

The Superintending Engineer (Public Health) is the appointing authority in respect of posts shown in the Table – II (T).

2. PAY FIXATION AND INCREMENTS

The Superintending Engineer (Public health) is the competent authority to fix pay and allowances of the following staff in his office.

- i) All Gazetted and Non Gazetted officers (Technical & Ministerial as the case may be) in his office.
- ii) Ministerial staff in his office.
- iii) Municipal Asst. Executive Engineers & Municipal Assistant Engineer in his Circle.

(G.O. Ms. No. 214 Finance & Planning (Fin. Wing. – SPF) Department dt.16-8-1979 & Andhra Pradesh Ministerial Service Rules – 1977).

(G.O. Ms. No. 578 Municipal Administration & Urban Development - (C2) dt.29-9-1989.

3. PROBATION DECLARATION AND CONFIRMATION

The Superintending Engineer (Public Health) being the appointment authority for the posts referred to supra is the authority competent to issue orders of declaration stating that the incumbent has completed his probation satisfactory.

(Rule 18 of Andhra Pradesh State & Subordinate service rules)

The Superintending Engineer (Public Health) shall conform the approved probationer as a member of that service in respect of posts supra for which he is the appointing authority.

(Rule 21 of Andhra Pradesh State & Subordinate service rules)

4. SENIORITY FIXATION / PROMOTION PANEL

The Superintending Engineer (Public Health) shall fix the seniority of the incumbents in the service in respect of all posts supra for which he is the appointing authority.

(Rule 21 & 33 Andhra Pradesh State & Subordinate service rules)

All appointments / promotions in the service shall be made on grounds of merit and ability, seniority being considered only when merit and ability are approximately equal, by the appointing authority from the panel of candidates.

The Superintending Engineer (Public Health) shall prepare the panel of approved candidates eligible for promotion annually for all categories for which he is the appointing authority.

(Rule 5 & 6 of Andhra Pradesh State & Subordinate service rules)

(Rule 8 of Andhra Pradesh Ministerial Service Rules).

5. POSTINGS AND TRANSFERS

The Superintending Engineer (Public Health) shall be competent to transfer Assistant Engineers and Draughtsmen (of all categories within the circle).

(Rule 11 of Andhra Pradesh Public Health & Municipal Engineering Subordinate service rules)

The Superintending Engineer (Public Health) is competent to transfer and effect postings of Municipal Assistant Executive

Engineer / Mpl. Assistant Engineer from one Municipality to another within his jurisdiction.

6. LEAVE SANCTION / L.T.C.

The Superintending Engineer (Public Health) is competent to sanction leave to Assistant Executive Engineers, Assistant Engineers in his circle up to and not exceeding 90 days. He is also the competent authority to sanction leave to Ministerial staff in his circle upto and not exceeding 90 days.

(Rule 66 of Fundamental Rules)

The Superintending Engineer (Public Health) concerned can sanction EL to the Mpl. Assistant Engineer and Municipal Assistant Executive Engineer upto a period of 90 days. Any leave beyond that has to be referred to the office of ENGINEER-IN-CHIEF (Public Health)

The Superintending Engineer (Public Health) concerned can sanction Surrender leave for 15 days or 30 days as the case may be to the Mpl. Assistant Engineers and Municipal Assistant Executive Engineers

(Memo No. 4 (1) / 19458 / 88, dt.27-10-1989)

(G.O. Ms. No. 578 Housing Municipal Administration & Urban Development (C2) dt.29-9-89.

The authority competent to sanction leave is the authority to sanction availments of leave travel concession.

(G. O. Ms. No. 15 Finance (PC) Department dt.17-1-1973

(Rule 92 Andhra Pradesh Traveling Allowances Rules 96

Annexure-VII)

(Rule 44 of Fundamental Rules)

7. PENSION

The authority competent to fill up the post vacated by the Government servant substantively is the authority competent to sanction pension in the case of all Non Gazetted Officers including class – IV employees. Superintending Engineer (Public Health) is therefore, competent authority, to sanction pension to the employees for whom he is appointing authority; including Class – IV employees being the Head of circle office. Please see Table – II (T&M)

(Appendix – I Andhra Pradesh, Revised Pension Rules – 1980)

(G.O. Ms. No. 262 Finance & Planning (FWPSC) Department

Dt.23-11-1998.

8. DISCIPLINARY PROCEEDINGS AND PENALTIES

The Superintending Engineer (Public Health) is the competent authority to suspend all subordinate technical and ministerial staff of his circle, to which he or his subordinate is the appointing authority. In addition he can impose on (Non-Gazetted staff) who belong to the Subordinate Service, major penalties under v to ix of Rule 9 of CCA Rules 1991.

Superintending Engineer (Public Health) concerned can exercise power to suspend Mpl. Assistant Engineers and Municipal Assistant Executive Engineers

(Memo No. E4 (1)/19458 / 8, dt.27-10-89)

(G.O. Ms. No. 5789 Housing Municipal Administration & Urban Development (C2) dt.29-9-1989.

9. MAINTENANCE OF SERVICE REGISTERS

The Superintending Engineer (Public Health) shall maintain the record of service of staff employed in his office. He is also the competent authority to maintain the records of service in respect of the gazetted officers / non gazetted officers for whom pay fixation is sanctioned by him.

(Rule 14 (a) (iv) Fundamental Rules)

(G.O. Ms. No. 214 Finance & Planning (Fin & Wing SPF) Department
Dt.16-8-1979.

(Art 325 of Andhra Pradesh Financial Code Vol-I).

10. COURT CASE

The Superintending Engineer (Public Health) being administrative head of the circle, it becomes incumbent upon him to deal with court cases pertaining to service matters at appropriate forum in respect of the post to which he is appointing authority.

11. ALLOCATION AND DISTRIBUTION OF WORK LOAD

The Superintending Engineer (Public Health) is the competent authority to redistribute or assign the work load of the circle office, as and when required, keeping in view of administrative convenience and for efficient running of the office business.

(Rule 11 of District officer manual)

12. PURCHASE OF OFFICE STATIONARY ETC.

Superintending Engineer (Public Health) is the competent authority to purchase office equipment, stationery etc. for circle office subject to the ceiling imposed by the Government.

(G.O. Ms. No. 490 GAD (ART DESK), dt.28-9-1994).

(G.O. Ms. No. 43 Finance & Planning (Planning I & C) Department Dt.15-6-1998)

(G.O. Ms. No. 55 Municipal Administration & Urban Development Department, 1-7-1997)

13. MAINTENANCE OF OFFICE EQUIPMENT & VEHICLES ETC.

The Superintending Engineer (Public Health) is the competent authority to sanction recurring expenditure towards maintenance of office vehicles, furniture fixtures, office automation equipment like computers in circle office.

(G.O. Ms. No. 490 GAD (ART DESK), dt.28-9-1994).

14. The Superintending Engineer (Public Health) is the component authority to write the confidential reports of the Executive Engineer (Public Health) and Deputy Superintending Engineer (Public Health) in his circle. He is also the reviewing officer of the annual confidential reports written by Executive Engineer and Deputy Superintending Engineer (Public Health)

15. MAINTENANCE OF MOVABLE AND IMMOVABLE PROPERTY STATEMENTS

Superintending Engineer (Public Health) shall cause submission of

annual statements from Government employees under his control before 15th January every year.

(Sub rule 7 of Rule 9 of Andhra Pradesh Civil Services Conduct Rules)

3 B. BUDGET

1. ANNUAL BUDGET ESTIMATES

Superintending Engineer (Public Health) is responsible to submit correct and accurate annual budget estimates pertaining to his circle, based on the estimate submitted by the divisional officers to enable the ENGINEER-IN-CHIEF (Public Health) to finalize the departmental estimates and submit to the Government.

(Para 16.1.1. of Budget manual)

2. The Audit office and Superintending Engineer should assist each other in rendering the management of departmental accounts as perfect as possible. To this end, during his inspections of divisional offices, the Superintending Engineer (Public Health) shall examine the divisional registers, and other accounts and measurement books, the mode of preparation of estimate, contractor's accounts and agreements, the system of recording plans and papers and office work generally. He is expected to communicate freely and personally with Executive Engineer and to advise them in the performance of their duties

(Para 17 Andhra Pradesh Public Works Department code).

3. CONTROL / MONITORING OF EXPENDITURE

Superintending Engineer (Public Health) is an intermediate controlling officer immediately subordinate to the ENGINEER-IN-CHIEF (Public Health) and responsible for control of expenditure in his circle and shall watch the expenditure is within the appropriation. He is also disbursing officer in respect of disbursements in their office.

4. RECONCILIATION REPORT

Superintending Engineer (Public Health) should report every month for figures of actual expenditure during the previous month and the liabilities incurred but not yet paid. He, therefore should maintain a register in form 'B' of disbursements and liabilities. As soon as a bill is cashed at the Treasury it should be posted in the appropriate columns of the register against the Treasury district in which the payment is made.

Superintending Engineer (Public Health) after close of each month, should after reconciliation with the Treasury figures as maybe prescribed by the Chief Controlling Officer in consultation with District Treasury Officer, forward to the ENGINEER-IN-CHIEF (Public Health) an extract of his accounts in Form B.

(Para 19.4.1. of Budget manual)

5. LOANS / ADVANCES

The Superintending Engineer (Public Health) is the competent authority to (Head of office) to sanction and cause recovery of advances (loans) to all the Gazetted and non-gazetted officers in his office for the following purposes:

B. Advances for purchase of motor cars

- C. Advances for the purpose of other conveyance.
- D. Advance for the purpose & construction of house
- E. Other advances.

(Articles 226 to 234 of Andhra Pradesh Finance Code Vol-I)
(G.O. Ms. No. 131 Finance & Planning Dept. dt.19-8-1997).

6. INSPECTION OF DIVISION OFFICE

It is the duty of Superintending Engineer (Public Health) to satisfy himself that the staff employed is actually necessary and adequate and that the divisional and sub-divisional offices attend personally to their primary accounts. He will inspect each divisional office once in a year and report there on to the ENGINEER-IN-CHIEF (Public Health)

(Para 16 Andhra Pradesh Public Works Department code).

7. AUDIT REPORT / PARA

The Superintending Engineer (Public Health) should forward the report to the Audit General with his remarks and orders within one month of the receipt by him from the Executive Engineer in dealing with the reports of inspections of the accounts of Division office by Audit.

(Para 94 Andhra Pradesh Public Works “Accounts” code).

8. TEMPORARY ESTABLISHMENT

Superintending Engineer (Public Health) may sanction within the budget provision out of contingent allotments the following temporary establishment for offices under their control.

Watchman Lascars, Gardeners on a pay as fixed by the Collector per mensem, the actual pay being carefully determined by the local circumstances.

(Para 56 Andhra Pradesh Public Works Department code).

3. BUDGET ALLOCATION

Superintending Engineer (Public Health) will distribute the amount at their disposal among the several Executive Engineers who are subordinate to them. The Superintending Engineer (Public Health) may, in carrying out such distribution of funds, retain a portion of their appropriation as a reserve in their own hands.

(Para 109 Andhra Pradesh Public Works “Accounts” code).

3. The Superintending Engineer (Public Health) shall after a thorough review of the statements received from the divisional offices, take such action as he considers necessary without delay and consolidate the statements of the Divisional officers in form ‘Y’ in order to review the progress of Expenditure against the appropriation placed at his disposal by the ENGINEER-IN-CHIEF (Public Health). A circle report should be prepared in duplicate⁴ and forwarded to ENGINEER-IN-CHIEF (Public Health).

(Para 117 Andhra Pradesh Public Works “Accounts” code).

03. C. CASH

1. BILLS

The Superintending Engineer (Public Health) shall be the disbursing officer in respect of disbursement of pay, emoluments, arrears of pay, leave travel concessions, traveling allowances, dearness allowance, advances of the Gazetted and non Gazetted staff in his office.

He shall be the officer who can delegate powers to any Gazetted Officer in his office to draw and disburse above payments to Gazetted and non-Gazetted officer in his office.

(Para 19.1.1. of budget manual)

(G.O. Ms. No. 214 Finance and Planning (FIN.WING.SPF) Department
Dt.16-8-1979.

2. RECONCILIATION OF EXPENDITURE

After close of each month, Superintending Engineer (Public Health) should after such reconciliation with the treasury figures as may be prescribed by the ENGINEER-IN-CHIEF (Public Health) in consultation with the District Treasury Officer, forward to the ENGINEER-IN-CHIEF (Public Health) an extract of his account in form B.

(Para 19.4.2. of Budget Manual)

3. SAFE CUSTODY OF DOCUMENTS ETC.

Superintending Engineer (Public Health) shall cause the safe custody of Bank Guarantee Fixed Deposit Receipts, saving certificates received from contractors in his office.

(Art. 285 of Andhra Pradesh Finance Code Vol-I)

Superintending Engineer (Public Health) shall verify periodically, and at least once a year in may, all security which it has taken in various forms from Government servants and contractors.

(Art. 288 of Andhra Pradesh Finance Code Vol-I)

4. DRAWING & DISBURSING OFFICER

Superintending Engineer (Public Health) being the disbursing officer shall incur expenditure required to run his office under office expenses.

(Para 19.1.1. of Budget manual)

(G.O. Ms. No. 490 GAD (ART & DESK) Department, dt.28-9-1094)

5. SUBSCRIPTION OF STAFF FROM SALARY

Superintending Engineer (Public Health) being the drawing and disbursing officer shall cause deduction of subscription amounts due to LIC, GIS, GPF from the pay bills of employees in his office and remit them to respective organization periodically.

(Art. 85 Andhra Pradesh Finance Code Vol-I)

(Appendix 26, of Andhra Pradesh Finance Code Vol-II)

6. INCOME TAX DEDUCTION

Superintending Engineer (Public Health) shall also cause appropriate deduction of Income Tax from the salary of the Government servant at the time of payment in accordance with the Indian Income Tax Act 1922 and amendments issued from time to time.

(Art. 86 of Finance code Vol-I)

7. RECOVERY FROM STAFF SALARIES

Superintending Engineer (Public Health) being the drawing and disbursing officer shall cause recovery of amount from the salary of any Government servant in his office the compliance of attachment of pay and allowances decreed by Civil Courts under the Civil Procedure Code 1976.

(Amended w.e.f. 1-2-1997)

(Art. 87 of Andhra Pradesh Finance Code Vol-II)

04 DY. Superintending Engineer

The post of Deputy Superintending Engineer (Public Health) is borne on the cadre of Executive Engineer which is a statewide post. The Deputy Superintending Engineer is promoted from the category of Deputy Executive Engineer and appointed by the Government.

The Deputy Superintending Engineer (Public Health) appointed in the circle office is responsible to assist the Superintending Engineer (Public Health) in discharging his duties and functions efficiently. Further he exercises over all control in running the office.

1. ADMINISTRATIVE FUNCTIONS

04 ESTABLISHMENT

1. APPOINTING AUTHORITY

Deputy Superintending Engineer (Public Health) is the competent authority to write the confidential reports of the Technical and Ministerial staff in the circle office.

(G.O. Ms. No. 1385 GAD (Services-C) dt.31-10-61

04 EXECUTIVE ENGINEER

I. ADMINISTRATIVE FUNCTIONS

The Executive Engineer (Public Health) is the head of the Division and Divisional Office. He is appointed by the Government on promotional Executive Engineer (Public Health) from the category Deputy Executive Engineer.

04 ADMINISTRATIVE FUNCTIONS

04 ESTABLISHMENT

1. APPOINTING AUTHORITY

He is the appointing authority in respect of posts of Tracer & B.P.O. (Please see Table – OOO) (T)

2. PAY FIXATION

The Executive Engineer (Public Health) is the competent authority to fix pay and allowances of the following staff in his office including Sub-Divisions in his control

- (I) Ministerial staff in his office
(G.O. Ms. No. 214 Finance & Planning (Fin Wing – SPF)
Department dt.16-8-1979.

3. PROBATION DECLARATION AND CONFIRMATION

He is competent to declare that the incumbent has satisfactorily completed his probation in respect of the posts of Tracer & B.P.O. for which he is appointing authority. He shall also confirm their services

(Rule 21 of Andhra Pradesh State and Subordinate service rules)

4. POSTINGS AND TRANSFERS

Executive Engineer (Public Health) is competent authority to transfer post Assistant Engineer, Draftsmen of all categories in his division.

(Rule 11 of Andhra Pradesh Public Health & Municipal Engineering Subordinate Service Rules)

5. LEAVE SANCTION

Executive Engineer (Public Health) is the competent authority to sanction leave to Assistant Executive Engineer & Assistant Engineer of his division upto and not exceeding 30 days. In case of Clerks, Tracers, Draftsmen of all categories and attenders, he exercises full powers.

(Rule 66 of Fundamental Rules)

L.T.C.

The authority competent to sanction earned leave is the authority to sanction availment of LTC.

(G.O. Ms. No. 15 Finance (PC) Department, dt.17-7-1973.

(Rule 92 of Andhra Pradesh Traveling Allowance Rule 96 Annexure – VII) Rule 44 of Fundamental Rules)

6. PENSION

Executive Engineer (Public health) Head of Division office is the competent authority competent to sanction the pension of Non Gazetted Officers including class – IV employees.

(Andhra Pradesh, Revised Pension Rules – Appendix – I)

(G.O. Ms. No. 262 Finance & Planning (FWPSC) Department
Dt.23-11-1998.

7. DISCIPLINARY PROCEEDINGS AND PENALTIES

Executive Engineer (Public Health) is the competent authority to suspend Tracers & B.P.O.

Executive Engineer (Public Health) is also competent authority to impose major penalties v to ix of Rule 9 of Classification conduct, Control and Appeal rules 1991 n Tracer & BPO for which he is the appointing authority.

(Rule 14 (2) & 15 of classification conduct, control and Appeal Rules 1991).

Executive Engineer (Public Health) is the competent authority to suspend all subordinate technical and ministerial staff of his division i.e. the post to which he is the appointing authority.

(Rule 14 & 15 of classification conduct, control and Appeal Rules 1991).

8. MAINTENANCE OF SERVICE REGISTERS

Executive Engineer (Public Health) is competent authority being the Head of Division shall maintain the Service Registers of all the staff employed in the Division.

(Rule 14 (a) (iv) Fundamental Rules)

(G.O. Ms. No. 214 Finance & Planning (Fin & Wing SPF) Department Dt.16-8-1979.

(Art 325 of Andhra Pradesh Financial Code Vol-I).

9. ALLOCATION AND DISTRIBUTION OF WORK LOAD

The Executive Engineer (Public Health) is the competent authority to redistribute or assign the works load of the division office including sub-divisions under his control, as and when required, keeping in view of administrative convenience and for efficient running of the office business.

10. PURCHASE OF OFFICE STATIONARY ETC.

Executive Engineer (Public Health) is the competent authority to purchase office equipment, stationery etc. for division office subject to the ceiling imposed by the Government.

(G.O. Ms. No. 490 GAD (ART DESK), dt.28-9-1994).

(G.O. Ms. No. 43 Finance & Planning (Planning I & C) Department
Dt.15-6-1998)

(G.O. Ms. No. 55 Municipal Administration & Urban Development
Department, 1-7-1997)

11. MAINTENANCE OF OFFICE EQUIPMENT & VEHICLES ETC.

The Executive Engineer (Public Health) is the competent authority to sanction recurring expenditure towards maintenance of office vehicles, furniture fixtures, office automation equipment like computers in division office.

(G.O. Ms. No. 490 GAD (ART DESK), dt.28-9-1994).

12. ANNUAL CONFIDENTIAL REPORTS

The Executive Engineer (Public Health) is the competent authority to write the confidential reports of the Deputy Executive Engineer (Public Health) & Divisional Accounts Officer in his division and ministerial staff in his office. He is also the reviewing officer of the annual confidential reports of the Assistant Executive Engineer and Assistant Engineer

(G.O. Ms. No. 1385 GAD (Ser-C) Dt.31-10-1961.

04 B. BUDGET

1. BUDGET ESTIMATES

Executive Engineer (Public Health) is responsible to submit correct and accurate annual budget estimates pertaining to his division based on the reports of sub-divisional officers to enable Superintending Engineer (Public Health) to finalize the circle estimates for onward submission to ENGINEER-IN-CHIEF (Public Health).

2. DRAWING & DISBURSING OFFICER

Executive Engineer (Public Health) is the Disbursing officer of the Division responsible for management of finances in his division assisted by Divisional Accounts Officer.

(Para 16.1.1. of Budget manual).

The Divisional Officer, as the primary disbursing officer of the division, is responsible not only for financial regularity of the transactions of the whole division but also the maintenance of Accounts of the transactions correctly and in accordance with the rules in force.

(Para – 85 of Andhra Pradesh Public Works Accounts Code)

3. CONTROL OF EXPENDITURE

The Executive Engineer (Public Health) is responsible that the accounts of the Division are not allowed to fall into arrears, but if arrears or confusion arises which in his opinion can not be cleared without the assistance of Accountant General, he should at once apply for such assistance.

The Executive Engineer (Public Health) will submit his accounts personally to the Audit Officer under the rules in force and will exercise effective control over his Divisional Accounts Officer (DAO). The Executive Engineer (Public Health) is responsible for the correctness of the original record of cash and stores, receipts, and expenditure and for the submission of complete vouchers. The DAO is responsible for the correct compilation of the accounts from the data supplied to him.

The Executive Engineer (Public Health) has a right to seek the advice of the Accountant General in all matters, connected with the accounts of the Division or the application of Financial rules and orders, concerning which there may be any doubt. It will usually be desirable, however, that he should first obtain the advice of the DAO who is specially trained for this duty and this should be done in writing in cases of importance.

The Executive Engineer (Public Health) is primarily responsible for reporting without any delay, supported, if necessary, by a work slip, the probability of any excess over estimates, all important liabilities not brought to account being noted and for the prompt revision of estimates when necessary.

(Paras 33 through 36 of Andhra Pradesh Public Works Department code)

(Paras 86 through 87 of Andhra Pradesh Public Works Accounts code)

4. APPROPRIATION OF FUNDS

The Executive Engineer (Public Health) at whose disposal a lumpsum appropriation has been placed for a group of works or items may allot out of, it funds for specific works or items, this for example, a Divisional Officer may allot appropriation for minor works and repairs individually, out of the lumpsum at his disposal.

(Para 110 Andhra Pradesh Public Works Accounts Code).

5. LOANS / ADVANCES

The Executive Engineer (Public Health) is the competent authority to (Head of office) to sanction and cause recovery of advances (loans) to all the Gazetted and non-gazetted officers in his office for the following purposes:

- a. Advances for purchase of motor cars
- b. Advances for the purpose of other conveyance.
- c. Advance for the purpose & construction of house
- d. Other advances.

(Articles 226 to 234 of Andhra Pradesh Finance Code Vol-I)

(G.O. Ms. No. 131 Finance & Planning Dept. dt.19-8-1997).

6. INSPECTION OF SUB-DIVISION OFFICE

Executive Engineer (Public Health) shall conduct annual inspection of sub-divisional offices for efficient functioning of the sub-divisions in order to ensure management of works in his division. He shall report the performance of the sub-division to the Superintending Engineer (Public Health) annually. He shall check the accounts and records of sub-divisional offices with the assistance of Divisional Accounts.

(Para 92 of Andhra Pradesh Public Works Accounts code).

7. AUDIT REPORTS / REMARKS

The Audit General arranges for the periodical test audit and local inspection of the accounts of division and sub-divisional offices, and the divisional officer is responsible that the initial accounts and other connected records are made available for inspection. Inspecting officers are required, if possible to discuss the drafts of their reports with the head of the office inspected before submitting them to the Audit General, and for this purpose it is desirable that the head of the office should be present at the inspection unless his presence is urgently required elsewhere.

(Para 96 of Andhra Pradesh Public Works Accounts code).

Every Government Servant should give proper attention to all objections and orders received from the Audit General without any avoidable delay.

(Art. 59 Andhra Pradesh Financial Code)

8. TEMPORARY ESTABLISHMENT

Executive Engineer (Public Health) may sanction within the budget provision out of contingent allotments the following temporary establishment for offices under their control.

Watchman Lascars, Gardeners on a pay as fixed by the Collector per mensem, the actual pay being carefully determined by the local circumstances.

(Para 56 Andhra Pradesh Public Works Department code).

04 C. CASH

1. BILLS

The Executive Engineer (Public Health) shall be the disbursing officer in respect of disbursement of pay, emoluments, arrears of pay, leave travel concessions, traveling allowances, dearness allowance, advances of the Gazetted and non Gazetted staff in his office.

(Para 19.1.1. of budget manual)

(G.O. Ms. No. 214 Finance and Planning (FIN.WING.SPF) Department
Dt.16-8-1979.

He shall be the officer who can delegate powers to any Gazetted Officer in his office to draw and disburse above payments to Gazetted and non-Gazetted officer in his office.

2. RECONCILIATION OF MONTHLY EXPENDITURE

After close of each month, Executive Engineer (Public Health) should after such reconciliation with the treasury figures as may be prescribed by the Superintending Engineer (Public Health) in consultation with the District Treasury Officer, forward to the Superintending Engineer (Public Health) an extract of his account in form B.

(Para 19.4.2. of Budget Manual)

3. SAFE CUSTODY OF DOCUMENTS

Executive Engineer (Public Health) shall cause the safe custody of Bank Guarantee Fixed Deposit Receipts, saving certificates received from contractors in his office.

(Art. 285 of Andhra Pradesh Finance Code Vol-I)

Executive Engineer (Public Health) shall verify periodically, and at least once a year in May, all security which it has taken in various forms from Government servants and contractors.

(Art. 288 of Andhra Pradesh Finance Code – I)

4. DRAWING & DISBURSING OFFICER

Executive Engineer (Public Health) being the disbursing officer shall incur expenditure required to run his office under office expenses.

(Para 19.1.1. of Budget manual)

(G.O. Ms. No. 490 GAD (ART & DESK) Department, dt.28-9-1094)

5. SUBSCRIPTION OF STAFF FROM SALARY

Executive Engineer (Public Health) being the drawing and disbursing officer shall cause deduction of subscription amounts due to LIC, GIS, GPF from the pay bills of employees in his office and remit them to respective organization periodically.

(Art. 85 Andhra Pradesh Finance Code Vol-I)

(Appendix 26, of Andhra Pradesh Finance Code Vol-II)

6. INCOME TAX DEDUCTION

Executive Engineer (Public Health) shall also cause appropriate deduction of Income Tax from the salary of the Government servant at the time of payment in accordance with the Indian Income Tax Act 1922 and amendments issued from time to time.

(Art. 86 of Finance code Vol-I)

7. RECOVERY FROM STAFF SALARIES

Executive Engineer (Public Health) being the drawing and disbursing officer shall cause recovery of amount from the salary of any Government servant in his office the compliance of attachment of pay and allowances decreed by Civil Courts under the Civil Procedure Code 1976.

(Amended w.e.f. 1-2-1997)

(Art. 87 of Andhra Pradesh Finance Code Vol-II)

05. DEPUTY EXECUTIVE ENGINEERS

The Deputy Executive Engineer is the sub-divisional officer and is incharge of the sub-division. He is appointed on promotional from the categories of Assistant Executive Engineer / Municipal Assistant Executive Engineer / Assistant Engineer / Mpl. Assistant Engineer / Draftsmen 1st grade by the Government.

(Rule 7 of Andhra Pradesh State & Subordinate Service Rules)

(Rule 3 of Andhra Pradesh Public Health & Municipal Engineering Service Rules)

1. ADMINISTRATIVE FUNCTIONS

1. ANNUAL CONFIDENTIAL REPORT

Deputy Executive Engineer is the competent authority to write the CRs of Assistant Executive Engineer / Assistant Engineer / Draftsman etc., and Ministerial staff (Non gazetted officers in his sub-division)

(G.O. Ms. No. 1385 GAD (Service-C) dt.13-10-61.

05 B. BUDGET

LOANS / ADVANCES

The Deputy Executive Engineer (Public Health) is the competent authority (Head of office) to sanction and cause recovery of advances (loans) to all the Gazetted and non-gazetted officers in his office for the following purposes:

- a. Advances for purchase of motor cars
- b. Advances for the purpose of other conveyance.
- c. Advance for the purpose & construction of house

d. Other advances.

(Articles 226 to 234 of Andhra Pradesh Finance Code Vol-I)
(G.O. Ms. No. 131 Finance & Planning Dept. dt.19-8-1997).

05 C. CASH

1. BILLS

The Deputy Executive Engineer (Public Health) shall be the disbursing officer in respect of disbursement of pay, emoluments, arrears of pay, leave travel concessions, traveling allowances, dearness allowance, advances of the Gazetted and non Gazetted staff in his office.

(Para 19.1.1. of budget manual)

(G.O. Ms. No. 214 Finance and Planning (FIN.WING.SPF) Department
Dt.16-8-1979.

He shall be the officer who can delegate powers to any Gazetted Officer in his office to draw and disburse above payments to Gazetted and non-Gazetted officer in his office.

2. RECONCILIATION OF MONTHLY EXPENDITURE

After close of each month, Deputy Executive Engineer (Public Health) should after such reconciliation with the treasury figures as may be prescribed by the Executive Engineer (Public Health) in consultation with the District Treasury Officer, forward to the Executive Engineer (Public Health) an extract of his account in form B.

(Para 19.4.2. of Budget Manual)

3. SAFE CUSTODY OF DOCUMENTS

Deputy Executive Engineer (Public Health) shall cause the safe custody of Bank Guarantee Fixed Deposit Receipts, saving certificates received from contractors in his office.

(Art. 285 of Andhra Pradesh Finance Code Vol-I)

Deputy Executive Engineer (Public Health) shall verify periodically, and at least once a year in May, all security which it has taken in various forms from Government servants and contractors.

(Art. 288 of Andhra Pradesh Finance Code – I)

4. DRAWING & DISBURSING OFFICER

Deputy Executive Engineer (Public Health) being the disbursing officer shall incur expenditure required to run his office under office expenses.

(Para 19.1.1. of Budget manual)

(G.O. Ms. No. 490 GAD (ART & DESK) Department, dt.28-9-1094)

5. SUBSCRIPTION OF STAFF FROM SALARY

Deputy Executive Engineer (Public Health) being the drawing and disbursing officer shall cause deduction of subscription amounts due to LIC, GIS, GPF from the pay bills of employees in his office and remit them to respective organization periodically.

(Art. 85 Andhra Pradesh Finance Code Vol-I)

(Appendix 26, of Andhra Pradesh Finance Code Vol-II)

6. INCOME TAX DEDUCTION

Deputy Executive Engineer (Public Health) shall also cause appropriate deduction of Income Tax from the salary of the Government servant at the time of payment in accordance with the Indian Income Tax Act 1922 and amendments issued from time to time.

(Art. 86 of Finance code Vol-I)

7. RECOVERY FROM STAFF SALARIES

Deputy Executive Engineer (Public Health) being the drawing and disbursing officer shall cause recovery of amount from the salary of any Government servant in his office the compliance of attachment of pay and allowances decreed by Civil Courts under the Civil Procedure Code 1976.

(Amended w.e.f. 1-2-1997)

(Art. 87 of Andhra Pradesh Finance Code Vol-II)

06. ASSISTANT EXECUTIVE ENGINEER

Assistant Executive Engineer is the initial Gazetted post in the department. His appointment shall be either by Direct Recruitment or by transfer from the Category of Assistant Engineer (sub-ordinate services) on acquiring degree qualification. The ENGINEER-IN-CHIEF (Public Health) is the appointing authority.

Assistant Executive Engineer shall assist the Deputy Executive Engineer (sub-divisional officer) in discharging the duties and functions in the sub-division.

07. NON-TECHNICAL PERSONAL ASSISTANT

Non Technical Personal Assistant post in the office of Head of the Department and in the Circle offices is created to accommodate senior most Superintendent of the department in the 1st Gazetted promotion post from Non Technical (Ministerial) wing of the Department to maintain continuity of policy decisions of the Government in Administration.

He is responsible to the official correspondence pertaining to the establishment sections under his control as directed by the Head of the Department or office. He is responsible to the Deputy ENGINEER-IN-CHIEF (Public Health) or head of the Department or office as the case may be.

16. BUDGET ALLOCATIOIN

The ENGINEER-IN-CHIEF (Public Health) shall distribute the amounts allotted to them among Superintending Engineers, and other officers under their direct control. He may carry out such distribution, retain a portion of their appropriations as a reserve in their own hands.

(Para 109 of Andhra Pradesh Public Works Accounts code)

(Para 19.3 of Andhra Pradesh Budget Manual)

One of the important duties of the head of the Department and controlling officer, as an estimating officer, is to keep himself thoroughly acquainted with the progress of the revenue and expenditure under his control. He is charged with the administration of those numerous matters in respect of which the Government is debtor or creditor, so far as his department is concerned, and it is his duty to see that proper estimates are made of these transactions.

(Para 16.1.1 of Budget manual)

17. CONTROL / MONITORING OF EXPENDITURE

It will be the duty of ENGINEER-IN-CHIEF (Public Health) to see that the budget allotments of the year are fully expended, in so far as it is consistent with the general economy. He will be responsible for ensuring that any money which is not likely to be needed during the year is promptly surrendered so as to allow of its appropriation for the other purpose by the proper authority.

(Para 10 of Andhra Pradesh Public Works Department code)

(Control of expenditure)

The ENGINEER-IN-CHIEF (Public Health) being the Head of the Department, is the Chief Controlling Officer who submits the estimates direct to Government has to see that the expenditure under each unit of appropriation is kept within the appropriation and that, if expenditure beyond the existing appropriation is essential, steps are taken in time with a view to the necessary appropriation being provided by the Competent authority for the additional amount required. He must, therefore, keep a constant watch over the progress of expenditure and also know what liabilities have been incurred but not yet paid.

(Para 19.1.1. to 19.3 of Budget manual)

ENGINEER-IN-CHIEF (Public Health) has full discretion to decide in each case whether he will retain the appropriation in his own hands or distribute it among the subordinates.

(Para 19. 3.2 of Budget manual)

He shall watch the progress of expenditure continuously and for this purpose he shall require the disbursing officers to report every month the figures of actual expenditure during the previous months and the liabilities incurred but not yet paid

(Para 19. 4.1 of Budget manual)

18. RECONCILIATION OF EXPENDITURE

ENGINEER-IN-CHIEF (Public Health) is required to reconcile their figures with the Treasury figures before they forward them to Audit General. He should see that reconciliation work is completed not later than the 4th of each month in respect of disbursements made by him in his office.

(Para 19. 7.1 of Budget manual)

19. ADDITIONAL APPROPRIATION

When an additional appropriation is required urgently in a case not involving a new service and no savings are foreseen, the ENGINEER-IN-CHIEF (Public Health) should apply to the administrative department of the Government for permission to incur expenditure. That department may with the concurrence of the Finance Dept. sanction or authorize the incurring of the expenditure provided it can certify or authorize the incurring of the expenditure provided it can certify that the additional expenditure can be met from savings within the grant. In such cases necessary re-appropriation of funds should be sanctioned as early as possible during the course of the year after the additional expenditure is sanctioned. The ENGINEER-IN-CHIEF (Public Health) in respect of expenditure will be held responsible if a supplementary appropriation obtained on his recommendation is found to have been unnecessary.

(Para 20.3.7 of Budget manual)

20. RE-APPROPRIATION OF FUNDS

The ENGINEER-IN-CHIEF (Public Health) can sanction re-appropriation of funds from any other detailed heads to the detailed heads “office expenses” except for meeting expenditure on “Service postage, Telephone and Telegram charges” and Water and Electricity Charges”.

(Para 20.5 (d) of Budget manual)

The ENGINEER-IN-CHIEF (Public Health) can reappropriate funds from all detailed heads other than “Salaries and Travel expenses” under one sub-head to the detailed heads other than “Salaries and Travel Expenses” under another sub-heads or within the same sub-head while in respect of the detailed heads “Salaries and Travel Expenses” the appropriation can be made only from “Salaries to salaries” and from “Travel expenses to Travel expenses” under different sub-heads.

The ENGINEER-IN-CHIEF (Public Health) can also reappropriate funds from the detailed heads “Office Expenses” under one sub-head to the detailed head “Office expenses under another sub-head for all purpose falling under “Office Expenses”.

(Para 20.5 (d) Note 3 of Budget manual)

The ENGINEER-IN-CHIEF (Public Health) shall submit proposals for reappropriation, where he is not competent to sanction reappropriation, to the administrative department in Government for sanction which may forward the same to the Finance Department for sanction, if necessary.

(Para 20.9 of Budget manual)

The ENGINEER-IN-CHIEF (Public Health) shall submit the reappropriation sanctioned by him in the proceedings in Form L and forward one copy direct to the Audit General and one copy to the Government in the administrative department which will transmit it to the Finance Department

(Para 20.10 (i) of Budget manual)

An application to the Government for re-appropriation of funds should be prepared in Form M and the head of the department should submit it direct to the administrative department as a rule. But for proposals for re-appropriation relating to Public Works Establishment or which involve expenditure not falling within existing sub-head should be submitted through the Audit General who, in the latter case, will advise the Government as to the appropriate sub-head under which the additional appropriation may be sanctioned.

(Para 20.10 (ii) of Budget manual)

21. SUPPLEMENTARY APPROPRIATION Etc.

The primary responsibility in regard to proposals for supplementary appropriation rests on the Chief Controlling Officer, i.e. ENGINEER-IN-CHIEF (Public Health). He should explain clearly not only why a supplementary appropriation is required but also why the need for the funds was not foreseen at the time when the original estimates were framed and if the supplementary appropriation is not sanctioned serious inconvenience will be caused to the public service.

(Para 20.13.1 of Budget manual)

15th of February has been fixed as the latest date for submission to the Government by the ENGINEER-IN-CHIEF (Public Health) of applications

for surrender of savings in appropriations and for re-appropriations and supplementary appropriations.

(Para 20.14.1 (i) of Budget manual)

The ENGINEER-IN-CHIEF (Public Health) should keep ready the explanations for all variations between the original and final grant and between the final grant and actual expenditure so that the draft appropriation accounts which will be sent to them by the Audit General may be returned to him within a fortnight of its receipt after due scrutiny of the figures and which the explanation is required. It should be noted that explanations have to be furnished to the Audit General for variations in all cases, irrespective of the amount involved, though most of them may not be finally incorporated in the appropriation accounts.

(Para 20.17.1 of Budget manual)

22. MISCELLANEOUS

The ENGINEER-IN-CHIEF (Public Health) is the Chief Controlling Officer, except in regard to the heads of account specified in appendix VII. The amount provided in the budget estimate for each unit of appropriation should be regarded as an appropriation placed at the disposal of Chief Controlling Officer.

(Para 10 of Andhra Pradesh Public Works Department code & para 19.2 of Budget manual).

The ENGINEER-IN-CHIEF (Public Health) is the disbursing officer in respect of disbursements in his office.

(Appendix 4.A (V) of controlling and disbursing officers – Andhra Pradesh Works Accounts Code)

The ENGINEER-IN-CHIEF (Public Health) shall review the progress of expenditure for each circle with the help of statements furnished by Superintending Engineers in Form – Y. the circle statements should then be consolidated in Form-Y for the purpose of reviewing of progress of expenditure for the whole state.

The ENGINEER-IN-CHIEF (Public Health) shall check the circle report submitted by the Superintending Engineer with the accounts of the Audit office and return the duplicate copy of the report with corrections, if any to the Superintending Engineer explaining at the same time the reasons for such corrections, any corrections pointed out by TNE should be incorporated by the Superintending Engineer and communicated to the Executive Engineer.

(Para 117 & 118 of Andhra Pradesh Works Accounts Code)

23. LOANS

The ENGINEER-IN-CHIEF (Public Health) is the competent authority to sanction and cause recovery of advances (loans) to all the Gazetted and non-gazetted officers in his office for the following purposes:

- A. Advances for purchase of motor cars
- B. Advances for the purpose of other conveyance.
- C. Advance for the purpose & construction of house
- D. Other advances.

(Articles 226 to 234 of Andhra Pradesh Finance Code Vol-I)

(G.O. Ms. No. 131 Finance & Planning Dept. dt.19-8-1997).

24. ANNUAL INSPECTION

The ENGINEER-IN-CHIEF (Public Health) is the competent authority to cause annual inspection of circle offices to evaluate the performance of working in circles is as per the rules and orders in force. He is the competent authority to exercise control, monitoring the working of circles.

25. AUDIT REPORT / PARAS

The ENGINEER-IN-CHIEF (Public Health) being the head of the Department and controlling officer in respect of works and administration, shall therefore be responsible to furnish replies to the Audit paras / Reports raised by the Audit General / Chief Audit General and attend the Public Accounts Committee constituted by the Legislative Assembly in connection with the Chief Audit General report.

(Para 21.4 of Budget Manual)

26. PAY REVISION COMMITTEE / STAFF REVIEW COMMITTEE

The ENGINEER-IN-CHIEF (Public Health) shall submit recommendations to Pay Revision Committee, staff review committee under the orders of the State Government for revision of pay scales, addition or reduction of cadre posts in the department as the case may be.

27. RENT OF OFFICE BUILDING

The ENGINEER-IN-CHIEF (Public Health) is the competent authority to sanction rent of office buildings in his department for a maximum amount of Rs.16,000/- per mensum.

(G.O. Ms. No. 35, Finance & Planning (Fin – Wing – EBS - PWD) Department dt.27-2-1997.

(G.O. Ms. No. 490, GAD (Art. Desk) dt.28-9-1994.

28. C. CASH

9. BILL

The ENGINEER-IN-CHIEF (Public Health) shall be the disbursing officer in respect of disbursement of pay, emoluments, arrears of pay, leave travel concessions, traveling allowances, dearness allowance, advances of the gazetted and non-gazetted staff in his office.

(Para 19.1.1. of Budget Manual)

(G.O. Ms. No. 214, Finance & Planning (Fin wing SPF) Department
Dt.16-8-1979.

He shall be the officer who can delegate powers to any Gazetted Officer in his office to draw and disburse above payments to Gazetted and Non-Gazetted officers in his office.

2. RECONCILIATION OF EXPENDITURE

After the close each month, the ENGINEER-IN-CHIEF (Public Health) shall after reconciliation with the Treasury figures in consultation with the Treasury office forward to the Audit General an extract of his account in Form "B".

(Para 19.4.2 of Budget Manual)

He shall carry out necessary transaction pertaining to monthly reconciliation of figures of expenditure etc., with Treasury / bank & Pay Audit Officer in this regard.

3. SAFE CUSTODY OF DOCUMENTS ETC.

The ENGINEER-IN-CHIEF (Public Health) shall cause the safe custody of Bank Guarantee, Fixed deposit receipts, savings certificates received from

the contractors with the cash section of his office, during the validity of these documents

(Art. 285 of Finance code Vol-I)

ENGINEER-IN-CHIEF (Public Health) should verify periodically, and at least once a year in May, all security which it has taken in various forms from the Government servants, and contractors.

(Art. 285 of Finance code Vol-I)

9. DRAWING AND DISBURSING OFFICER

The ENGINEER-IN-CHIEF (Public Health) being the head of office is the disbursing officer to incur expenditure required to run his office under office expenses.

(Para 19.1.1. Budget Manual)

(G.O. Ms. No. 490, GAD (ART & DESK) Department dt.28-9-94.

10. SUBSCRIPTION OF STAFF FROM SALARY

The ENGINEER-IN-CHIEF (Public Health) being the Drawing & Disbursing officer shall cause deduction of subscription amounts due to LIC, GIS GPF from the pay bills of employees in his office and remit them to respective organization periodically.

(Art. 85 Andhra Pradesh Financial code Vol-I)

(Appendix – 26 of Andhra Pradesh Financial Code Vol – II)

11. MISCELLANEOUS PUBLIC WORKS ADVANCES

ENGINEER-IN-CHIEF (Public Health) shall grant permission to book expenditure under the Head of Miscellaneous public works advances to the circle, divisions on deposit works.

(Para 10 of Andhra Pradesh Public Works Department code)

(Miscellaneous Public Works Advance: Article 54 Andhra Pradesh Accounts code – II (Art 32).

12. INCOME TAX DECLARATION

The ENGINEER-IN-CHIEF (Public Health) shall also cause appropriate deduction of Income Tax from the salary of any Government servant at the time of payment in accordance with the Indian Income Tax Act 1922 and amendments issued from time to time

(Art. 86 of Andhra Pradesh Financial Code Vol-I).

13. RECOVERY FROM STAFF SALARIES

The ENGINEER-IN-CHIEF (Public Health) being the Drawing & Disbursing Officer, shall cause recovery of amount from the salary of any Government servant in his office the compliance of Attachment of pay and allowances decreed by Civil Courts under the Civil Procedure Code 1976 (Amended w.e.f. 1-2-1977)

(Art 87 of A.P. Finl. Code Vol-II)

H. OPERATION & MAINTENANCE OF WATER SUPPLY AND SANITATION SYSTEM

On completion of Water Supply & Sanitation schemes / systems by the Public Health & Municipal Engineering Department, the divisional office i.e. shall handover the scheme to the municipality for maintenance after due commissioning and trial run conducted by the department.

In certain cases where the municipality is not fully equipped to take over the Operation & Maintenance, the Public Health & Engineering Department under the supervision of Executive Engineer shall continue the Operation & Maintenance of system till the municipality takes over Operation & Maintenance of the system.

The Executive Engineer (Public Health) is the competent authority responsible to determine the contract of any work in the event of delay suspension, default or in any force majored conditions as per the procedure laid down in Andhra Pradesh Detailed Standard Specifications.

The Executive Engineer (Public Health) is also the competent authority to cause forfeiture of earnest money deposit, security deposit and withheld amounts from the contractor's bills in the event of delays in commencement of works, or progress or neglect of works in terms of the procedures laid down in preliminary specifications.

(PS 50, 60 & 61 of Andhra Pradesh Detailed Standard specifications)

The Contractor shall carry out the works in accordance with the directions and to reasonable satisfaction of the Executive Engineer, in accordance with the drawings and specifications which form the contract and in accordance with such further drawings, details & instructions, supplementing or explaining the

same as may from to time to time be given by the Executive Engineer (Public Health).

(PS 15 of Andhra Pradesh Detailed Standard specifications)

To prevent disputes and litigation, it shall be accepted as inseparable part of the contract that in matters regarding materials, workmanship, removal of improper work, interpretation of the contract drawings and contract specifications, mode of procedure, and carrying out of the work, the decision of the Executive Engineer (Public Health) shall be final and binding on the contractor, and in any technical question which may arise touching the contract, the Executive Engineer's decision shall be final and conclusive. However in the event of any difference of opinion the contractor may appeal to the Superintending Engineer (Public Health), whose decision shall be final and conclusive.

(PS 29 of Andhra Pradesh Detailed Standard specifications)

The Contractor shall give notice in writing to the Executive Engineer when the work is ready to be handed over, and shall be responsible for its maintenance until it is taken over by the Executive Engineer. The Executive Engineer should take over the work within one month of such notice from the contractor, if the work has been satisfactorily completed in terms of the agreement.

(PS 43 of Andhra Pradesh Detailed Standard Specifications)

Any defects, shrinkages or other faults which may appear within six months from the completion of the works arising, the Executive Engineer (Public Health) is competent to decide as whether same to be made good by the contractor's cost or pay other persons to make good such defects and recover the payment from the contractor or he may order the payment rates to contractor at contract rates or reduce contract rates.

(PS 28 of Andhra Pradesh Detailed Standard Specifications)

The Executive Engineer (Public Health) is the competent authority to permit the contractor for subletting of any portion of the contract.

(PS 54 of Andhra Pradesh Detailed Standard Specifications)

The Executive Engineer (Public Health) is the competent authority and have the power to select, nominate or recommend tradesmen or specialists to supply materials or execute such portion of work as he may consider desirable in the interest of the work, during the progress of work.

(PS 55 of Andhra Pradesh Detailed Standard Specifications)

The Executive Engineer (Public Health) is the competent authority to grant written permission to the contractor for removal of order book from the work site.

(PS 57 of Andhra Pradesh Detailed Standard Specifications)

In the contractor fails to proceed with the progress of work as per the agreement conditions, in the opinion of Executive Engineer (Public Health) with due diligence in the performance of his part of the contract as laid down in the schedule rate of progress, or if he shall continue to default, Executive Engineer (Public Health) shall have power to give notice in writing to the contractor that the works be proceeded with in accordance with the terms of the contract.

If the contractor shall fail for 14 days after such notice has been given, to comply with the same to the satisfaction of Executive Engineer (Public Health) as certified by him writing, Executive Engineer on behalf of Government may

enter upon and take possession of the work and site and of all such plant and materials thereon for the purpose of completion the work.

And on behalf of the Government, Executive Engineer shall thereupon take such steps as they may consider necessary for completing the works without undue delay and expense and obtain such additional plant and materials required that the Executive Engineer shall decide it is necessary for the due prosecution and completion of the work.

Upon the completion of the works, the Executive Engineer shall certify the amount of expenses properly incurred consequent on, and incidental to the default of contractor as aforesaid and in having the works completed by other persons having credit of the contractor with the value of materials utilized as aforesaid.

The Executive Engineer after instituting such enquiries as he may deem fit, with or without notice to the contractor, shall certify what amount (if any) had at the time of Government taking over been reasonably earned or would reasonably accrue to the contractor in respect of work actually done by him in the premises and such certificate shall be final and binding on the contractor.

(PS 60 of Andhra Pradesh Detailed Standard Specifications)

The payment will be made to the contractor under the certificate to be issued to the Contractor by Executive Engineer or Deputy Executive Engineer with in 14 days of the issue of the each certificate (to be issued reasonably frequent intervals during the work in progress) an intermediate payment will be made by the Executive Engineer or Deputy Executive Engineer.

Under the certificate to be issued by the Executive Engineer or Deputy Executive Engineer on the completion of entire works the contractor will receive the final payment of all the moneys due or payable to him.

The Executive Engineer (Public Health) or Deputy Executive Engineer issued certificate on works in progress on application made by the contractor and the Executive Engineer or Deputy Executive Engineer shall issue the certificate within 14 days of the application. No application for a certificate shall be made within 14 days of previous application by the contractor.

(PS 68 Andhra Pradesh Detailed Standard Specifications)

In the event of the death or insanity or insolvency or imprisonment of the contractor or otherwise at the option of the Executive Engineer, the contract may be terminated by notice in writing and acceptable works shall forthwith be measured up and paid for at the rates provided in the contract schedule when such apply, to the person or persons entitled to receive and give a discharge for the payment.

(PS 72 of Andhra Pradesh Detailed Standard Specifications)

In the event of any dispute arising out of a contract entered into by the Executive Engineer, in the first instance, he shall refer the same to the Superintending Engineer of the Circle, in which the work lies and his decision thereon obtained before referring such dispute or difference to the arbitration under the arbitration class provided in Andhra Pradesh Detailed Standard Specifications. The Executive Engineer (Public Health) shall proceed with referring the dispute to the arbitrator after notice to the contractor.

(PS 73 of Andhra Pradesh Detailed Standard Specifications)

Superintending Engineer & Executive Engineer may sanction within the budget provision out of contingent allotments the following temporary establishments for office under their control.

Watchman, Gardeners, Laskers and conservancy staff on a pay as fixed by the Collector permission, the actual pay being carefully determined by local circumstances.

(PS 56 of Andhra Pradesh Detailed Standard Specifications)

The Superintending Engineer & Executive Engineer may sanction the entertainment of works establishment on a pay scale fixed for this purpose by the Government on receiving necessary orders for starting the work. The sanctioned estimate of which provides for the cost of such establishment.

(Para 59 of Andhra Pradesh Accounts Code)

b. Municipal works

The Executive Engineer (Public Health) is the competent authority to accord technical sanction to repair works estimates above Rs.15,000/- and upto Rs.1,00,000/- in respect of works under Municipalities of Grade II & III and for Water Supply & Drainage Scheme estimates of value upto Rs.10.00 Lakhs. However previous sanction of Superintending Engineer (Public Health) should be obtained prior to sanction of estimates pertaining to Water Supply & Drainage Schemes. He shall also approve contract documents for the estimates technically sanctioned by him. The Executive Engineer (Public Health) shall give technical opinion on tenders referred to him by the Municipality in respect of works to which he has accorded technical sanction and which are excess by 5% over and above the estimate value.

(G.O. Ms. No. 1127, Municipal Administration, dt.15-10-1981)

The Executive Engineer is competent authority to check measure works costing above Rs.50,000/- in respect of works executed by Municipal Engineers which are beyond the test check powers of Municipal Engineer 2nd Grade.

Executive Engineer working in the Office of ENGINEER-IN-CHIEF (Public Health), are responsible directly to the ENGINEER-IN-CHIEF (Public Health) and assist the Deputy ENGINEER-IN-CHIEF of the office in the discharging main functions listed under formulation, planning and execution of works connected with the entire department.

All the correspondence with respect to management of works in all the Circles are dealt under the Supervision of Executive Engineer duly assisted by the Section Heads (Deputy Executive Engineers) having control over the Assistant Executive Engineer / Assistant Engineer / Draughtsman / Tracer / B.P.O., in their respective sections. All the correspondence with Government and other departments like, Irrigation, Roads & Buildings, U.D.A., APUFIDCO, HUCO, LIC Central Government Departments like Railways etc., including corporations, Industries, Departments, Contractors, Firms pertaining to formulation of schemes and execution of schemes is also dealt under the supervision of these Executive Engineers.

Deputy Superintending Engineer working in the office of the Superintending Engineer (Circle Office) shall assist the Superintending Engineer in discharging his functions in management of works in the Circle. He is responsible for the calculations and the accuracy of the rates sanctioned by the Superintending Engineer in respect of designs and estimates for the works in his circle.

(Para 20 of Andhra Pradesh Public Works Department Code)

MISCELLANEOUS

The various records of the Circle and Divisional offices included in Appendix-XV of D. Code may be destroyed after the periods specified therein unless, in any case a record has been specially ordered to be kept for longer period. As regards records not included in the Appendix the sanction of Superintending Engineer or of A.G. in the case of accounts records should be applied for annually in the month of January.

(Para 184 of Andhra Pradesh Public Works Department Code)

An Executive Engineer is responsible that proper arrangements are made throughout his division for the custody of public property.

(Para 305 of Andhra Pradesh Public Works Department Code)

The works Accounts functions of Executive Engineer are fully described in Part-II of this manual.

THE FUNCTIONS, DUTIES AND RESPONSIBILITIES OF SUB DIVISIONAL OFFICERS

(Deputy Executive Engineer)

GENERAL:

The Division is divided into sub-divisions incharge of Sub-Divisional officers who are responsible to the Executive Engineer incharge of the Division for the management and execution of works within their sub-divisions. No sub-division can be constituted in the first instance without the sanction of the State Government.

(Para 49 of Andhra Pradesh Public Works Department Code)

The Sub Divisional Officers is responsible to Executive Engineer and shall assist him in formulation of scheme, Planning and execution of works, and operation and maintenance of schemes before handing over to the respective municipality.

A. INVESTIGATION OF NEW SCHEMES

i. Collection of field data viz.

Yield particulars of raw water resources like Rivers, Canals, Bores and Well etc. Hydro geological data of the region including classification of soils, shall be the responsibility of the Section Officer / Assistant Executive Engineer / Assistant Engineer incharge of the project. The Sub Divisional Officer (Deputy Executive Engineer) shall provide necessary guidance and assistance to him.

The Sanitary Bench marks of the town, field levels, permanent bench marks with reference to G.T.S. bench marks like B.M. with R.L. shall be checked by the Deputy Executive Engineer important levels will be checked by the Executive Engineer. The Section officer incharge of the work Assistant Executive Engineer / Assistant Engineer shall fix the field levels in the first instance before Deputy Executive Engineer or Executive Engineer undertaking check measurement.

The Sub Divisional Officer (Deputy Executive Engineer) shall be the authority responsible for the correctness of the levels.

(Para 292, 294 of Andhra Pradesh Public Works Department Code)

(Para 293 to 297 & 306 of Andhra Pradesh Accounts Code)

(Para 174 & 175 of Financial Code)

The Section Officer, Assistant Executive Engineer / Assistant Engineer shall be responsible for procurement of topo sheet, town maps. He is also responsible for collection of soil samples of trial pits and to obtain the test results from the laboratories to determine classification of soils and their suitability for works.

The Section Officer, Assistant Executive Engineer / Assistant Engineer shall conduct field survey to select locations of various scheme components duly fixing site levels. The Deputy Executive Engineer is responsible for the levels.

The Section Officer is responsible for preparation of draft estimates, plans and drawings including preliminary designs of works pertaining to the schemes and forward to the technical sanction authority through Executive Engineer. The Executive Engineer is competent authority to grant technical sanction for estimates upto a value of Rs.10.00 Lakhs, the Superintending Engineer (Public Health) is competent technical sanction authority for value from Rs.10.00 Lakhs upto Rs.50.00 Lakhs and ENGINEER-IN-CHIEF (Public Health) is for above Rs.50.00 Lakhs.

It is incumbent upon the subordinate officer always to bring to the notice of their higher authorities any unsuitability or technical defect in design.

(Para 120 of Andhra Pradesh Public Works Department Code)

The Sub Divisional Officer will be responsible for demarcation of land of carrying out works in consultation with the officers of the Revenue Department.

(Para 28 of Andhra Pradesh Public Works Department Code)

The Sub Divisional Officer is competent to accord technical sanction to original and repair works upto a value of Rs.5,000/-

The Sub Divisional Officer is competent to accept tenders and enter into piece work agreement on standard from upto Rs.20,000/-

(G.O. Ms. No. 329, Municipal Administration, dt.20-5-1980)

In emergent works, the Sub Divisional Officer is competent to enter into piece work agreement, when even if piece work agreement can not be signed it is sufficient to have written order for the work signed both by the piece worker or the contractor and the officer on the spot i.e. Sub Divisional Officer.

(Para 178 of Andhra Pradesh Public Works Department Code)

The Sub Divisional Officer is responsible for management of works in the Sub-Division and shall carryout the instructions of the Executive Engineer to supervise the works to be in conformance with the contract conditions.

(PS 8 of Andhra Pradesh Detailed Standard Specifications)

The Sub Divisional Officer being direct incharge of the works in his sub-division should furnish immediate information to proper civil authorities on the occasion of every serious accident.

(Para 194 of Andhra Pradesh Public Works Department Code)

The Sub Divisional Officer being the direct incharge of the works shall prepare and forward the deviation statements for the approval of competent technical sanction authority in the case of alteration of important structural designs for approval during the progress of work.

(Para 187 of Andhra Pradesh Public Works Department Code)

Wherever the expenditure is likely to exceed the amount of sanctioned estimates plus such excess as can be passed by the appropriate authority for any cause whatever or material developments or deviations necessitate revise administrative approval, a revised estimate may be prepared and submitted to the appropriate authority by the Sub Divisional Officer incharge of the work.

The Sub Divisional Officer should consult Executive Engineer in any case of doubt regarding foundations.

(Para 436 of Andhra Pradesh Public Works Department Code)

The Sub Divisional Officer and Subordinate officers shall furnish to the Executive Engineer such progress reports of works, at such intervals as may be prescribed. It is the duty of the official incharge of any work to bring to notice any dilatoriness, bad works, or any thing militating against the interest of the Government on the part of any contractor or piece worker.

(Para 297 of Andhra Pradesh Public Works Department Code)

Originals of tenders and the agreements approved by Sub Divisional Officers should be kept in their personal custody and they are responsible for their safe preservation. Copies made for submission to the Executive Engineer or for issue to the contractors, should be signed by the Sub Divisional Officer.

(Para 158 of Andhra Pradesh Public Works Department Code)

The Sub Divisional Officer shall be direct incharge of work in execution shall undertake trial run of the scheme and hence shall be incharge of operation and maintenance of the same till the work is handed over to the municipality.

Sub Divisional Officers are expected to check calculations etc., recorded in the Measurement Books as laid down in para 306 of Andhra Pradesh Works “Accounts” Code and to check measure works as laid down in Paragraph 297 of Andhra Pradesh Works “Accounts” Code.

(Para 294 of Andhra Pradesh Public Works Department Code)

Progress Reports on Works

Sub Divisional Officer and subordinates will furnish to the Executive Engineer such progress reports of works and at such intervals as may be prescribed. It is the duty of the official incharge of any work to bring to notice any dilatoriness, bad work or anything militating against the interest of the Government on the part of any contractor or piece worker.

(Para 297 of Andhra Pradesh Public Works Department Code)

FUNCTIONS, DUTIES AND RESPONSIBILITIES OF ASSISTANT EXECUTIVE ENGINEER / ASSISTANT ENGINEER (SECTION HEAD)

(ASSISTANT EXECUTIVE ENGINEER / ASSISTANT ENGINEER (SECTION HEAD))

A. SECTION OFFICER ON THE FIELD

The Section officer (Assistant Executive Engineer / Assistant Engineer) is the office incharge at worksite is the primary executive functionary of the department. He is subordinate to the Sub Divisional Officer (Deputy Executive Engineer). He shall carry out the following activities:

- ❖ Collection of data, conducting survey investigation and preparation of estimates & drawings where necessary for works on instructions from his superiors.
- ❖ He can incur any expenditure only with authority from the Sub Divisional Officer.
- ❖ He should ensure that the works in his charge are carried out according to specifications, technical and other instructions of the department and the terms of contract.
- ❖ Preparation and submission of the prescribed periodical progress reports.
- ❖ He should ensure by frequent inspection proper maintenance of works and provide the prescribed services to the public timely.

- ❖ He should see that the public property and the utility services are not used unauthorized. He should obtain instructions from the Sub Divisional Officer wherever necessary.
- ❖ In case of emergency situation like breaches breakdown of public utility services, he should stay at work site and act promptly to restrict spread of the damages and restore normality. He should report the situation to the Sub Divisional Officer immediately.
- ❖ Collection (timely) of revenue when authorized.
- ❖ During execution of work either departmentally or on contract and operation of plant and machinery, he should always bear in mind and ensure safety requirement especially in excavation, blasting operation, centering work, scaffolding etc., and take suitable precautions to avoid accidents.
- ❖ He should report to the nearest police as well as to his Sub Divisional Officer, cases of accidents, deaths on work immediately on occurring.
- ❖ He should maintain material at site account in respect of the material received by him for works, road metal returns, T & P account, furniture and crockery account of circuit houses, rest houses etc, store accounts and submit the same to Sub Divisional Officer every month.
- ❖ He should make adequate security arrangements for safety against loss or damages.
- ❖ He should not issue any stores or tools and plants without proper authority and without obtaining proper receipts.

- ❖ He should carry out physical verification of the store, tools and plants M.A.S accounts, road metal balances and furniture and crockery of circuit houses, rest hoses etc. in his charge as per the rules in force, and report the result to his Sub Divisional Officer on due dates.
- ❖ He should see that mathematical and survey instruments, when not in use, are carefully stored, duly dusted and cleaned and kept in their boxes, protected from moisture to avoid damage, any damage should be reported to the Sub Divisional Officer in time.
- ❖ He should make himself fully conversant with the rules regarding muster rolls, measurement books, store accounts, M.A.S. accounts, T & P accounts, road metal returns, furniture and crockery of circuit houses, rest houses etc., and comply with the same.

B. ASSISTANT EXECUTIVE ENGINEER / ASSISTANT ENGINEER WORKING IN THE OFFICE OF ENGINEER-IN-CHIEF (PUBLIC HEALTH), SUPERINTENDING ENGINEER (PUBLIC HEALTH) AND EXECUTIVE ENGINEER (PUBLIC HEALTH) SHALL PRIMARILY DEAL WITH THE FOLLOWING

- ❖ All Estimates, engineering designs, technical features of works etc.
- ❖ Preparation and processing for approval of contract documents by the competent authority.
- ❖ Assist finalization of tenders, and issue of work orders / entering into rate contract agreements.
- ❖ Finalization of draft S.S.Rs.

- ❖ Planning and review of progress.
- ❖ All Miscellaneous correspondence on works.
- ❖ All other functions of general technical importance like – preparation of inspection reports of subordinate offices etc.

The works Accounts functions of Assistant Executive Engineer / Assistant Engineer are fully described in Part – II of this manual.

DRAUGHTSMEN SPECIAL GRADE & GRADE I, II & III

In engineering organizations incharge of preparation of estimates and execution of works, a set up known as Drawing Branch is in existence in Head Office, Circle Office and Division Office. Head Draughtsman is the head of the Drawing Branch.

In general, all Drawing Branch will be incharge of official correspondence pertaining to investigation, designs, preparation of estimates and plans, monitoring the progress of works, and maintenance of important registers and records. The Drawing Branch is also responsible for finalization of tenders, rate contracts, registration of contractors, purchase of material etc.

At head office, the Drawing Branch is headed by Special Grade Draughtsman known as Head Draughtsman. He is responsible to the Deputy Executive Engineer (Technical section Head), pertaining to all the official correspondence. He shall exercise control over the 1st Grade, 2nd Grade & 3rd Grade, Draughtsman and B.P.O. and Tracers under his control to assist the section head in management of work load of the section.

In circle, the Drawing Branch is headed by 1st Grade Draughtsman as Head Draughtsman and he is responsible to Dee and directly to Superintending Engineer in management of the function of the circle in monitoring the works of various

divisions. He shall exercise control over the other Draughtsmans in the Drawing Branch and technical subordinate staff under him.

At Division, the Drawing Branch is headed by 1st Grade Draughtsman as Head Draughtsman and he shall assist Executive Engineer in the management of all the works of the division. He shall exercise control over the other Draughtsman in his control and other subordinate staff.

They generally assist the Head of the office in discharge of technical functions which are desk functions. They are entrusted with all the miscellaneous work (except which deal with designs and engineering features of works) which do not call for engineering ability and skill.

They are entrusted with functions like,

- i. Collection of information on lead charts.
- ii. Preparation of draft SSRs
- iii. Registration of contractors.
- iv. Preparation of contract documents for purchase of cement, steel etc.
- v. Finalization of tenders and issuance of work orders.
- vi. Placing indents and maintenance of compliance registers.
- vii. Maintenance of important registers like Tender Register, Technical Sanction Register, Agreement Register, Compliance of indents Register, Registration of contractors Register, Register of Register's etc.
- viii. Maintenance of other registers like Register of centage charges, check measurement Register, Register of L.A.Qs. etc.

- ix. All miscellaneous correspondence pertaining to works which is not important from the point of view of designs & engineering skills.
- x. Library
- xi. Stock files of important G.Os / Circulars / Instructions issued from time to time.

STOCK KEEPER GRADE – I, II & III

When the stores are sufficiently extensive to require it, a store keeper will be appointed to hold charge. The store keeper will have nothing to do with the disbursement of cash, the supply of materials or the preparation of bills. His duties will be confined to the receipt, custody, preservation and issue of the stores under his charge, and to keeping the required returns relating to them.

(Para 354 of Andhra Pradesh Public Works Department Code)

There are seven Reserve Stock Divisions in the department to supply materials which are rare and can not be readily procured but needed urgently in the execution and maintenance of water supply and sanitary systems in the divisions. These reserve stock divisions are under the control of respective circles having prescribed limits of stock value.

To monitor the physical verification of reserve stock materials the post of Asst. Stock Verifier (Store Keeper 2nd Grade) is created on the O/o ENGINEER-IN-CHIEF (Public Health). He is responsible to the Deputy Executive Engineer i.e. stock verifying office in the O/o ENGINEER-IN-CHIEF (Public Health) who conducts annual physical verification of reserve stock materials at divisions and assists him in this regard.

Store keeper Grade II / II is incharge of the Reserve stock materials at division. He is responsible for the physical custody of the stock and responsible to the Assistant Executive Engineer / Assistant Engineer who is incharge of the Reserve stock in respect of Reserve stock maintenance and transactions. He will assist the Deputy Executive Engineer of the Sub-division and Executive Engineer of the Reserve stock division to conduct half yearly and annual inspection of physical verification of the reserve stock yards and materials and helps maintain the stock. He is responsible for maintenance of correct stock records and as well as the physical custody of the reserve stock materials in the yard. He exercises control over watchman in maintenance of the materials in the reserve stock yard for their safety and maintenance. Government issued instructions in 1997 to wind up reserve stocks which have become surplus.

DUTIES, FUNCTIONS & RESPONSIBILITIES OF DIVISIONAL ACCOUNTS OFFICER

(Divisional Accounts Officer)

As a representation of Finance Department, Divisional Accounts Officer, is posted in the office divisions as the head of the Accounts Branch and Financial Adviser.

The status of Accounts Officers in the Department will be that of Deputy Head of the Department irrespective of his pay or the pay of other senior officers of whatever rank.

The Accounts Officer being the financial advise of the head of the department, he will work under the administrative control of the Head of the department, but he will not be the subordinate to the departmental officers of whatever rank.

The Accounts Officer, will have to express his opinion freely on all files involving financial implications. The Head of Department and other departmental officers

seek advise of Accounts Officers may also offer advise on their own initiative whenever they consider that such advise is necessary to present the commission of any financial irregularity. It is the duty of Divisional Accounts Officer to report to the Director of Treasuries and Accounts any instances, where financial irregularities are noticed.

The Accounts Officer shall be the member of Tender Committees where constituted for stores purchase, condemnation / disposal and auction.

(G.O. Ms. No. 1415 Finance & Planning (F.Admn-I) Department, dt.1-7-97)

(Para 88 & 89 of Andhra Pradesh Public Works Department Code)

The Divisional Accountant is expected to see that the rules and orders in force are observed in respect of all the transactions of the division.

(Para 90 of Andhra Pradesh Accounts Code)

The Divisional Accounts Officer should bring to the Divisional officer's notice all instances in which subordinate officers exceed the financial limitations of their powers placed by the Divisional Officer or higher authority.

(Para 91 of Andhra Pradesh Accounts Code)

The Divisional Accounts Officer should inspect at least once a year under the orders of and at the same time as Divisional Officer the accounts, records of sub divisional offices and check a percentage of initial accounts. The defects noticed should be reported to the Divisional Officer for orders but the Divisional Accounts Officer will be responsible, as far as possible, for personally explaining the defect of procedure and imparting necessary instructions thereon to the Sub Divisional Officers and their staff.

(Para 92 of Andhra Pradesh Accounts Code)

The Divisional Accounts Officer is responsible for the arrangement for checking the computed tenders. He should conduct personally a test check of the computed and checked tenders, sufficient to satisfy himself responsibly that the checking work has been properly done and he should see that the comparison statement correctly incorporates the total checked on the individual tenders.

(Audit inspection – of Andhra Pradesh Accounts Code)

The Divisional Accounts Officer is responsible (i) for bringing prominently to the notice of the Divisional Officer, at least once a month, all in regard transactions on which action has not already been taken by the latter at the instance of Sub Divisional Officers or of his own motion (ii) for giving effect to the provisions of this paragraph in accordance with the procedure which Divisional Officer may have desired to be observed in this connection.

(Para 100 of Andhra Pradesh Public Works Accounts Code)

Divisional Accounts Officer should see in particular that service books and leave accounts of subordinate are maintained in accordance with rules (Art 71 of Andhra Pradesh Financial Code Vol-I) that the annual establishment return is accurately prepared, and that the admissibility of leave applied for by subordinates is verified before their leave applications are disposed by the Divisional Officer or forwarded to the higher authority.

(Para 538 of Andhra Pradesh Accounts Code)

The Divisional Accounts Officer should examine the accounts of returns of the Sub Divisional Officers on receipt.

(Para 539 of Andhra Pradesh Accounts Code)

The Divisional Accounts Officer should exercise a check from day to day, in regard to (i) the transactions recorded direct in the cash and stock accounts of the Divisional Office, and (ii) bills and vouchers of Sub-Divisions, which are submitted to the Divisional Officer for approval before payment is made by the Sub Divisional Officer in respect of charges, this examination should be conducted before the payment is made.

The arithmetical accuracy of the entries in the measurement books relating to bills sent for pre-audit should be checked cent percent in the Divisional Office under the supervision of the Divisional Accounts Officer, through not personally be himself.

(Para 440 of Andhra Pradesh Public Works Accounts Code)

The Divisional Accounts Officer is responsible that every order or sanction affecting expenditure to be accounted for in the monthly account, is noted at once in a suitable register (or other account), preferably one wherein the expenditure incurred against it can be watched readily.

(Para 543 of Andhra Pradesh Accounts Code)

It is one of functions of the Divisional Accounts Officer to see that expenditure, which is within the competence of the Divisional Officer to sanction or regularize, is not incurred as a matter of course, under the orders of subordinate disbursing officers without his knowledge. All such items of expenditure should at once be brought to the notice of the Divisional Officer and his orders obtained and placed on record.

(Para 545 of Andhra Pradesh Accounts Code)

The Divisional Accounts Officer should promptly watch the recoveries ordered from a contractor or other person and amounts recovered from time to time.

(Para 546 of Andhra Pradesh Accounts Code)

The Divisional Accounts Officer should see that without the orders of the competent authority the gross expenditure authorized is not exceeded on works, or surplus receipts are not utilized towards additional expenditure. He should at the same time, watch the receipts, with a view to bring to the Divisional Officer's notice and obtain the Officer's orders on all marked deviations from the provision for such credit in the estimates of works.

He should also see that savings due to abandonment of part of work, as evidenced by the quantities of the work executed or otherwise, are not utilized towards unauthorized expenditure.

(Para 547 of Andhra Pradesh Accounts Code)

After check, every voucher should be enfaced with the word "Checked" over the dated initials of the Divisional Accounts Officer, as well as any clerk who may have applied a preliminary check.

(Para 548 of Andhra Pradesh Accounts Code)

When a Divisional Accounts Officer is about to be relieved of his duties in a divisional office, either permanently or temporarily he should prepare a memorandum reviewing the accounts of the division. Other points requiring the special attention of the relieving accountant, should also be set forth in detail.

(Para 588 of Andhra Pradesh Accounts Code).

CUSTODY OF DOCUMENTS

Originals of tenders, comparative statements of tenders, agreements and all other relevant or connected documents such as confidential records of Divisional Office showing the reasons for the acceptance of tenders other than the lowest etc., for execution of works approved by the Executive Engineer of the division or by higher authorities should be kept in personal custody of the accountant of the division office. He should maintain careful check of all original tenders and agreements that are put up for reference in connection with the audit bills etc. or sent to Sub Divisional Officer.

(Para 158 Andhra Pradesh Public Works Department Code).

CHAPTER – 5

DUTIES & FUNCTIONS OF NON TECHNICAL STAFF

SYNOPSIS ON ADMINISTRATION OF THE DEPARTMENT

The Administration of the Department is headed by the ENGINEER-IN-CHIEF (Public Health), Superintending Engineer (Public Health), Executive Engineer (Public Health) and Deputy Executive Engineer (Public Health) at Head Office, Circle Office, Division Office and Sub-Division Office respectively. The affairs business and management of the administrative functions viz Establishment, Budget, and Cash are dealt by the NTPA, Superintendent, Senior Assistant. And Junior Assistants posted in the respective offices. They mainly discharge desk functions and assist the concerned head of the office in discharging his administrative functions which are already described in this manual.

Staff responsible for administration in the respective office i.e. N.T.P.A., Superintendent, Senior Assistant, Junior Assistant, shall be responsible in carrying out establishment, budget and cash functions in day to day business shall adopt the Tottenham system introduced by the Government of Andhra Pradesh Vide G.O. Ms. No. 1825 GAD (O & M) Department dt.26-12-1959.

ORGANISATION OF THE OFFICE

The first step to be taken in order to introduce “Mr. Tottenham system” into any office is to divide the office into convenient sections and to drawing clear distributing list showing the sections, the head of each section, the clerks composing each section and subjects dealt with by each clerk. To each section, a section letter will be assigned and to each group of subject dealt with by a clerk a number will be allotted.

A fair copying and dispatching section must also be organized under a competent superintendent.

ADMINISTRATIVE ACCOUNTABILITY

The ministerial staff are responsible to their immediate higher authority viz., Section Head (Superintendent), NTPA and Head of Office as the case may be while discharging their duties.

In the office of ENGINEER-IN-CHIEF (Public Health), staff of Establishment, Cash & Budget sections under the supervision and control of respective Superintendents are responsible, to ENGINEER-IN-CHIEF through N.T.P.A.

Where as the Divisional Office, all the establishment staff are responsible to the Executive Engineer through Divisional Accounts Officer. However in Circle office, the above staff is responsible to Superintending Engineer (Public Health) through Deputy Superintending Engineer.

DUTIES AND RESPONSIBILITIES OF N.T.P.A., SUPERINTENDENT, SENIOR ASSISTANT AND JUNIOR ASSISTANT

Non Technical Personal Assistant (NTPA) in the O/o Head of the Department and in the circle offices is created to accommodate senior Superintendent of the department in the 1st Gazetted promotion post from Non Technical (Ministerial) wing of the Department to maintain continuity of policy decisions of the Government in Administration.

The NTPA generally is the Drawing & Disbursing Officer of the establishment in the ENGINEER-IN-CHIEF (Public Health) office and in circle office. He is responsible to the official correspondence pertaining to the establishment sections

under his control as directed by the Head of the Department. He is responsible to the ENGINEER-IN-CHIEF and directly to the Head of the department.

SUPERINTENDENT

A Superintendent posted in the Head office, Circle office, Division office is responsible for supervision and disposal of files pertaining to establishment matters and official correspondence. He is responsible to the NTPA (Wherever available) / Deputy ENGINEER-IN-CHIEF / Deputy Superintending Engineer / Divisional Accounts Officer as the case may be respectively in Head Office, circle office, and Divisional Officer respectively.

He will turn out the work from Senior Assistants and Junior Assistants, Stenographers, Typists, Record Assistant and Roneo Operators discharging duties under his control.

SPECIAL GRADE STENO

Special Grade steno is the promotion post created in the hierarchy for promotion of Typists. L.D. Stenos to be promoted on par with other establishment staff to the category of Superintendent.

Apart from attending to the usually Stenography, he discharges the duty of Receptionist attending to phone calls of ENGINEER-IN-CHIEF (Public Health) in the Head Office. He is directly responsible to the Deputy ENGINEER-IN-CHIEF Deputy Superintending Engineer as the case may be.

SENIOR ASSISTANT

Senior Assistant working in the department at various office levels in Head Office, Circle Office, Division Office and Sub-Division are responsible for disposal of files retaining to establishment and incharge of office correspondence.

At Head Office, Circle Office, he is responsible to Superintendent of the sections and in division office and sub divisional office to the Divisional Accounts Officer and Deputy Executive Engineer respectively.

JUNIOR ASSISTANT

Junior Assistant is responsible to assist the Superintendent in disposal of files and official correspondence of the section allotted to him and is directly responsible to the Superintendent of the section.

INTRODUCTORY: (TOTTEN HAM SYSTEM)

A copy of Divisional Office Manual will be supplied to every member of the establishment and he must make himself thoroughly conversant with the rules contained in it. The plea of ignorance will never be accepted as an excuse for disobeying them. The head of each section knows and understands the rules, keeps his copy corrected upto date and hands it over to his successor on leaving the office.

Following are some of the aspects

1. GENERAL DISCIPLINE

Discipline is the essential pre-requisite for the efficient functioning of any office of organization. Punctuality, promptness, regular attendance and obedience are the basic needs of discipline. Cleanliness and orderliness, quiet and dignified behavior, observance of silence during working hours and mutual courtesy among the members of the staff will be conducive to the smooth running of office. Divulgence of official information and secrets is a

serious offence which should not be done at any cost. Lastly, honesty is the most essential code of conduct without which all other qualities are useless.

2. ATTENDANCE

All Government servants are expected to attend office from 10.30 a.m. to 5.00 p.m. on all working days. An attendance register should be maintained and all establishment members should initial it as soon as they come to office. Any member who attends late should sign after entering the hour of arrival. If he attends office before 11.30 it will be treated as late attendance, if he attends after 11.30 but before 2.00 p.m. it will be treated as half day casual leave and attendance after 2.00 p.m. will be treated as fully day's casual leave. One day's casual leave should be deducted for each 3 days late attendance. A member of the office establishment shall not leave the office during working hours without permission. Members of the staff may be permitted for valid reasons, to leave office early, as in the case of late attendance. The period of absence in this case should not exceed one hour.

3. ORGANIZATION

For convenient and smooth transaction of official business the office has to be divided into sections, comprising of three or four or more clerks according to the work load, ensuring equitable distribution of work among the clerks. Each section will be denoted by an alphabetical letter and each clerk, by a figure, suffixed to the letter by which, the section is denoted. The work of each clerk has to be specified by an office order issued by the Head of the office. The section head should exercise control and supervision over the clerks in his section and ensure that the correspondence is promptly attend to. He will also be responsible for promptness in fair copying and dispatch of tappals.

4. OFFICE SYSTEM

The method of conducting official business is known as office system. The various stages of official business, starting from opening of tappals to consignment of files to records, come under the office system. The progress of work at various stages will be watched through appropriate registers prescribed under the District Office Manual. The catalogue of registers to be maintained to conduct official business is given at pages 6 to 9 of the District Office Manual.

5. OIPENING AND REGISTRATION OF TAPPALS

5.1 There should be an office order regarding distribution of tappals in any office.

5.2 Generally, soon after the tappal or dak is received, the tappal should be opened, preferably in the presence of the head of Office or his personal assistant or any other authorized officer. Important letters or communications such as letters from Government, Head of Departments, D.O. Letters and confidential letters addressed to him must necessary be opened in the presence of the Head of the Office and seen by him before distribution to clerks.

5.3 The officer in whose presence the tappal is opened, must peruse the tappals and give appropriate instructions at the stage of perusal of tappal itself, particularly in respect of urgent and important papers indicating the action to be taken. The tappals clerk will thereafter sort out the tappals section wise and give them numbers, serially as per the distribution register. Cash and other valuables will be entered in the security register. When the tappals with the distribution registered is received in the section, the section head should go through them, note the instructions of officers,

if any, on them and then mark them to the concerned clerks. It should be ensured that all the clerks to whom the tappals are marked in the distribution register should acknowledge them without fail, otherwise, it would become difficult to account for the unacknowledged once in the distribution register at a later stage, especially at the time of office inspection. Papers marked F (to be filed), XN Dis (to be returned), XL Dis (to be lodged), need not be entered in the distribution register.

6. REGISTRATION

- 6.1 The tappals received by clerks contain either new cases (for which there is no pending file) or old cases (for which there is a pending file). Tappals received by clerks should be registered in the personal register without delay. New cases have to be registered as fresh currents. A current which originates in the office is also registered in the personal register like any other new case, but in Col.4 the word “arising” has to be noted under the title.
- 6.2 Under the head “title” in col.4 of the personal register appropriate main head and sub-head should be from the list of index heads given in appendix A of the District Office Manual.
- 6.3 While opening a new personal register at the beginning of the calendar year, sufficient number of blank pages should be left to bring forward the currents of the previous year, which could not be closed by 31st March. Not more than three currents have to be entered in the page and they have to be divided by red lines. Main head has to be underlined in red ink.

7. MAINTENANCE OF FILES

- 7.1 A file includes both current and note file. Current file comprises of incoming and outgoing references, and other intermediary correspondence

other than routine reminder. Note file is the one on which notes are written summarizing the facts reported in the reference, citing relevant provisions of law, rules and orders of Government, or other superior authorities whenever required and pointing out the matters requiring orders or clarifications.

7.2 The pages of the current file and the pages of note file have to be tagged separately. The pages of the current file have to be numbered in red ink and the pages of note file in black or blue ink, chronologically. Files have to be maintained neatly

8. NOTING

8.1 Noting should be brief and to the point and should be in simple language

8.2 Reproduction of facts already available in the file is not necessary. While drawing attention to the facts already available in the file, any other important or new points and precedents if any could be mentioned in the note. Leading note is improper and should not be put up.

9. CURRENT FILE ARRANGEMENT

The current file with papers arranged chronologically, pages numbered in red ink and tagged together neatly, should be put up along with previous papers, or disposal obtained from records for reference in file pad marked 'ordinary' 'urgent' or 'very urgent' as may be appropriate. Statements and maps should be placed for reference underneath the current file.

10. PREPARATION OF ANNUAL ADMINISTRATION REPORTS

All necessary information particulars and statements required for preparation of administration reports should be collected from the clerks in advance and the report on various aspects of administration should carefully be prepared.

The following are the various registers to be maintained in the offices under establishment, budget and cash sections:

ESTABLISHMENT

- 1) Register of Registers.
- 2) Distribution Register
- 3) Attendance Register
- 4) Inward (Tappal) Register
- 5) Dispatch (Tappal) Register
- 6) Personal Register
- 7) Casual leave Register
- 8) Pension cases Register
- 9) Increment Register
- 10) Disciplinary proceedings Register
- 11) A.C.B. Cases Register
- 12) Immovable property statements Register
- 13) Incumbency Register
- 14) Cadre strength Register
- 15) Register of Service Register
- 16) Deputation Register
- 17) Furniture Register
- 18) Annual Confidential reports Register
- 19) Register of staff members who have availed Extraordinary leave

- 20) Register of L.A.Q.

BUDGET

- 1) Budget Register
- 2) Grant Register
- 3) Re-appropriation Register
- 4) A) Reconciliation Register – Department
B) Reconciliation Register – A.G.
- 5) Loans and Advances Register

CASH

- 1) Cash book
- 2) Pay bill Register
- 3) T.A. Bill Register
- 4) Miscellaneous bills Register
- 5) Register of contingent charges
- 6) Acquittance Register for payment of pay and allowances
- 7) Miscellaneous acquaintance register for payment of T.A. Festival Advance and other payments.
- 8) U.D. Pay Register
- 9) Permanent Advance Register
- 10) Cash book for non Government transactions
- 11) Treasure bills Register
- 12) Office copy of L.P.C. Register issued
- 13) Register of true copies of LPC received
- 14) Tour Advance Register
- 15) Register of recovery of Festival advance
- 16) Register of recoveries of Medical advances
- 17) Register of recoveries of loans granted to Government servants for purchase of Bicycles, House Building, Marriage, Mortar Cycle etc.

- 18) Register of recoveries of GPF
- 19) Register of recoveries of APGLI
- 20) Register of recoveries of PLI
- 21) Register of recoveries of advance on transfer
- 22) Increments watch register (Gazetted & Non Gazetted separately)
- 23) Register showing the service books received from other offices and sent to other offices.
- 24) Register showing the temporary establishment of the offices and their continuance
- 25) File containing the original challans for the amounts remitted into the Treasury
- 26) Register of actual expenditure incurred with progressive totals prescribed in Budget Manual
- 27) Office copy of GPF bills Register
- 28) Printed receipt books for the issue of receipts for the amounts received from the parties
- 29) Register showing account of receipts used and unused.

RECORDS – FILING – MAINTENANCE & CUSTODY

Before the receipt of any disposal (handed over to the record keeper) is acknowledged, the record keeper should verify whether all the pages in the disposal have been numbered, securely stitched and are intact, whether the disposal number has been correctly noted and the disposal has been properly docketed and if it is a R & D disposal and whether duplicate copy of index slip has accompanied it. According to the amendments issued to the DOM para 81 disposals have to be arranged in the record room basing on the year of disposal and not according to the year of the current as is obtaining hitherto.

RESPONSIBILITY OF CLERKS AND HEADS OF SECTIONS

Every clerk is responsible for the safe custody of the files, registers, stock files and other records in his charge. If any document submitted for orders bears a court fee or adhesive stamp, he will be responsible for seeing that it is punched. This does not however absolve the heads of sections from the responsibility from seeing that stamps are punched.

Statement of the categories of documents that are held:

1. Files

a) Technical –

- i) Administrative and Technical sanctions.
- ii) Tender Processing
- iii) Issue of LOA
- iv) Approval of work slips
- v) EOT
- vi) Deviation statements

b) Establishment :

- i) Appointments
- ii) Promotion
- iii) Transfer
- iv) Sanction of Increments
- v) Leave records
- vi) LTC etc.

2. Registers

ESTABLISHMENT

- 21) Register of Registers.
- 22) Distribution Register
- 23) Attendance Register
- 24) Inward (Tappal) Register
- 25) Dispatch (Tappal) Register
- 26) Personal Register
- 27) Casual leave Register
- 28) Pension cases Register
- 29) Increment Register
- 30) Disciplinary proceedings Register

- 31) A.C.B. Cases Register
- 32) Immovable property statements Register
- 33) Incumbency Register
- 34) Cadre strength Register
- 35) Register of Service Register
- 36) Deputation Register
- 37) Furniture Register
- 38) Annual Confidential reports Register
- 39) Register of staff members who have availed extraordinary leave.
- 40) Register of L.A.Q.

BUDGET

- 1. Budget Register
- 2. Grant Register
- 3. Reappropriation Register
- 4. A) Reconciliation Register – Department
- 5. B) Reconciliation Register – A.G.
- 6. Loans and Advances Register

CASH

- 30) Cash book
- 31) Pay bill Register
- 32) T.A. Bill Register
- 33) Miscellaneous bills Register
- 34) Register of contingent charges
- 35) Acquittance Register for payment of pay and allowances
- 36) Miscellaneous acquaintance register for payment of T.A. Festival Advance and other payments.
- 37) U.D. Pay Register

- 38) Permanent Advance Register
- 39) Cash book for non Government transactions
- 40) Treasure bills Register
- 41) Office copy of L.P.C. Register issued
- 42) Register of true copies of LPC received
- 43) Tour Advance Register
- 44) Register of recovery of Festival advance
- 45) Register of recoveries of Medical advances
- 46) Register of recoveries of loans granted to Government servants for purchase of Bicycles, House Building, Marriage, Mortar Cycle etc.
- 47) Register of recoveries of GPF
- 48) Register of recoveries of APGLI
- 49) Register of recoveries of PLI
- 50) Register of recoveries of advance on transfer
- 51) Increments watch register (Gazetted & Non Gazetted separately)
- 52) Register showing the service books received from other offices and sent to other offices.
- 53) Register showing the temporary establishment of the offices and their continuance
- 54) File containing the original challans for the amounts remitted into the Treasury
- 55) Register of actual expenditure incurred with progressive totals prescribed in Budget Manual
- 56) Office copy of GPF bills Register
- 57) Printed receipt books for the issue of receipts for the amounts received from the parties
- 58) Register showing account of receipts used and unused.

Committees and other bodies consisting of two or more Persons

- a. **Screening Committee** : For initial and second level gazetted posts will meet as and when there are promotions for the posts of 1st and 2nd level Gazetted Officers arises, which comprises i) Head of the Department ii) Another Head of the Department nominated by the Government in the concerned administrative department. iii) Deputy Secretary / Joint Secretary / Additional Secretary to Government in the concerned administrative department whose terms will be two years from date of Government orders.
- b. **Technical Committee for EPC Works** : Committee for works taken up under JNNURM and UIDSSMT for works costing more than Rs. 10.00 Crores
 - i) **Committee I** : Approve the technical parameters such as scope, objective and final deliverables of the project, Internal bench Mark (IBM) / deciding Basic parameters / approval of live Bid Documents evaluation criteria. Payment schedule. The committee comprises i) ENGINEER-IN-CHIEF (Public Health) ii) Director (Technical) HMWS & SB iii) concerned Superintending Engineer.
 - ii) **Committee II** : Approve the tenders. The committee comprises
 - i) Principal Secretary to Govt., MA & UD Department ii) Engineer-in-Chief (Public Health) iii) Representative from Finance Department
 - iv) Additional Secretary / Joint Secretary to Government, MA & UD Department. v) ENGINEER-IN-CHIEF, Greater Hyderabad Municipal Corporation vi) Director (Technical) HMWS & SB. vii) Concerned Superintending Engineer

iii) Committee III : Approve the extension of time beyond six months / price to be paid to the contractor for additional works :

i) Not contingent on the main work ii) Contingent but outside the scope of original contract. The committee comprises i) Engineer-

in-Chief (Public Health) ii) ENGINEER-IN-CHIEF, Greater

Hyderabad Municipal Corporation. iii) Director (Technical) HMWS &

SB. iv) Representative from Finance Department v) Representative

from MA & UD Department and concerned Superintending Engineer..

Details of information available reduced in electronic form available on Departmental website

Schemes executed and under execution by the Department under AMRUT, TMDP and Mission Bhagiratha(Urban). Progress related to the above schemes, Information related to the standard schedule of Rates, Budget, Tenders, Revised Data, EPC Contract Rules, Register Contractors, ASC Grant Releases, TOR for DPR, Key Contacts of the Departmental Officers, RTI Related Information, Incumbency Particulars and Information on Training given by the Department. Links for the GPF Accounts Statements of the Employees, Urban Water Supply Information.

APPENDIX

GENERAL RULES REGARDING PREPARATION OF ESTIMATES AND REVISED ESTIMATES

- a. The estimates which are submitted to Government for administrative approval or to be sanctioned by the competent authorities should give the approximate financial breakup of the component parts and the administrative sanction shall mention the financial breakup of all such component parts also.

(Para 101 of Andhra Pradesh Public Works Department Code)

If in the preparation of detailed technical estimate, it is found that the cost will exceed the amount administratively approved by more than the limits prescribed by the Government from time to time for his purpose viz., for sanctioning technical estimate in excess of administrative approval, revised administrative approval must be obtained before technical sanction can be accorded.

- b. Revised administrative approval should also be obtained if the expenditure incurred has exceeded or is likely to exceed the amount of original administrative approval and technical sanction by more than the limits prescribed by the Government from time to time or when material development or deviation occur.

(Para 102 of Andhra Pradesh Public Works Department Code)

C. DISPOSAL OF ESTIMATE

Estimates, after being sanctioned by proper authority, should be returned to the Executive Engineer for record in his office.

(Para 211 of Andhra Pradesh Public Works Department Code)

A return of all estimates sanctioned by the Executive Engineer should be sent monthly to the Superintending Engineer, serial numbers being given for the estimates of the division, and a copy of the return should simultaneously be forwarded to the audit office not later than the 5th of the month following the month of sanction. A similar return should be furnished to the audit office by the same day by the Superintending Engineer in respect of estimates sanctioned by him.

Advices of all detailed estimates sanctioned by an authority, higher than the Superintending Engineer should be communicated to the Audit officer monthly at least.

(Para 212 of Andhra Pradesh Public Works Department Code)

**D. OFFICERS EMPOWERED TO EXECUTIVE CONTRACTS
 AND RULES ON CONTRACTS**

No authority lower than the officer incharge of sub-division can accept any tender or make a contract for public works. The officers legally empowered to execute on behalf of the Government of Andhra Pradesh the different classes of deeds, contracts and other instruments are detailed in Appendix – III of Andhra Pradesh Public Works Department Code. The power is however in each case subject to the departmental rules laying down the powers of officers to enter into contracts.

(Para 159 of Andhra Pradesh Public Works Department Code)

E. CONTRACTS

Engineers and their subordinates are responsible that the terms of contract are strictly enforced and that no act is done tending to nullify or vitiate a contract.

(Para 153 of Andhra Pradesh Public Works Department Code)

GLOSSARY

1.	A.P.P.W.D. CODE	Andhra Pradesh Public Works Department Code
2.	A.P.F.CODE	Andhra Pradesh Financial Code
3.	A.P.P.W. 'A' CODE	Andhra Pradesh Public Works Accounts Code
4.	A.P. 'A' CODE	Andhra Pradesh Accounts Code
5.	A.P.D.S.S.	Andhra Pradesh Detailed Standard Specifications.
6.	A.P.S. & S.S. RULES (general)	Andhra Pradesh State & Subordinate Service Rules
7.	A.P. M.S. RULES	Andhra Pradesh Ministerial Service Rules
8.	A.P.P.H. & M.E.S. RULES	Andhra Pradesh Public Health & Municipal Engineering Service Rules
9.	A.P.P.H. & M.E.S.S. RULES	Andhra Pradesh Public Health & Municipal Engineering Subordinate Service Rules
10.	A.P.M.E.S. RULES	Andhra Pradesh Municipal Engineering Service Rules
11.	A.P.C.S. (C.C.&A) RULES	Andhra Pradesh Civil Services (Classification Conduct, Control and Appeal) Rules.
12.	A.P.C.S. (C) RULES	Andhra Pradesh Civil Service (Conduct) Rules
13.	D.O.M.	District Office Manual
14.	A.P.B.M.	Andhra Pradesh Budget Manual
15.	The F.R. & S.R.	The Fundamental Rules and Subsidiary Rules
16.	A.P.L.G.S. RULES	Andhra Pradesh Last Grade Service Rules
17.	A.P.P. CODE	Andhra Pradesh Pension Code
18.	A.P.T.A. RULES	Andhra Pradesh Traveling Allowance Rules (including leave travel concession rules)
19.	A.P.M.A. RULES	Andhra Pradesh Medical Attendance Rules
20.	A.P.H.B.A. RULES	Andhra Pradesh House Building Advance Rules.

All the above rules, codes are adapted to the Telangana State as per relevant G.O.s.

PARTICULARS OF APPELLATE AUTHORITY AND
PUBLIC INFORMATION OFFICERS.

Sl. No.	Name	Designation	Contact Number
1	Sri. R. Sreedhar	Engineer-in Chief(i/c) and Appellate Authority	9849006071 E-mail Id: eicphts@gmail.com
2	Sri B. Sreenivasu	Chief Accounts Officer & Public Information Officer	9100932582 E-mail Id: eicphts@gmail.com
3	Sri. P. Vishal Chakravarthy	Deputy Executive Engineer(PH) & Assistant Public Information Officer(Technical)	9989930835 E-mail Id: eicphts@gmail.com
4	Sri. M. Srinivas Kumar	Superintendent & Assistant Public Information Officer(Non-Technical)	9959666139 E-mail Id: eicphts@gmail.com

O/o ENGINEER-IN-CHIEF (PH) - EMPLOYEES
PARTICULARS

S.No.	Name of the Officer	Designation	Mobile No.
1	Sri. R. Sreedhar	Engineer-in-Chief(i/c)	9849006071
2	Sri.R.Dhan Singh	Engineer-in-Chief(AMRUT&Mission Bhagiratha)	9849038709
3	Sri. V. Mohan Kumar	Deputy Chief Engineer(A/c)	9100887792
4	Sri B.Srinivasu	Chief Accounts Officer	9100932582
5	Sri.S.Narasimha Reddy	Executive Engineer-Works	9849906304
6	Sri V.Mohan Kumar	Executive Engineer-Designs	9100887792
7	Sri.M. Srisailam	NTPA	8008041019
8	Sri R.Sreenivas Singh	Deputy Executive Engineer	9849906833
9	Sri.P.Vishal Chakravarthy	Deputy Executive Engineer	9989930835
10	Smt. Nagasrividya	Deputy Executive Engineer	9704903414
11	Smt. Sowmya	Deputy Executive Engineer	7032223416
12	Sri N. Sriram	Assistant Executive Engineer	9701376247
13	Kum. Sree Padma	Assistant Executive Engineer	9515128750
14	Smt. Rehna Sultana	Assistant Engineer	9100932653
15	Smt. Gyana Prasana	Assistant Engineer	9100932654
16	Smt. V Anusha	Assistant Engineer	8008040971
17	Sri. Shiva sai	Assistant Engineer	8008040891
18	Sri Mohd Srirajuddin	Technical Officer,SplGrade	9100932581
19	Sri. P. Venkatesham	Technical Officer	9441286472
20	Sri. Mohd. Rahmatullah Khan	Assistant Technical Officer	9885165449
21	Sri. G. Anil Kumar	Assistant Technical Officer	9848515189
22	Smt.V.V. Saraswati	Superintendent I	7893252299
23	Smt Swaroop kaur	Superintendent II	9849906305
24	Sri Uday Bhaskar Aragani	Senior Assistant	7032655668

