

**Government of Himachal Pradesh
Department of Panchayati Raj.**

No. PCH-HB(1)10/2017-PREW- Shimla-171009 Dated 23 July, 2019.

NOTIFICATION

The Governor of Himachal Pradesh is pleased to notify the job charts of Executive Engineer, Assistant Engineer, Junior Engineer/Design Engineer & Takniki Sahayak of Panchayati Raj Engineering Wing as per Annexure "A", "B", "C", "D" & "E" respectively.

By Order
Secretary(Panchayati Raj) to the
Government of Himachal Pradesh.

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Endst. No. PCH-HB(1)10/2017-PREW- Shimla-171009 Dated 23 July, 2019.
Copy for information and further necessary action to:

1. All the Heads of the Departments.
2. All the Deputy Commissioners in Himachal Pradesh.
3. All the Chief Executive Officers, Zila Parishad in H.P.
4. All the Secretary Zila Parishad-cum-DPO in H.P.
5. All the CEO Panchayat Samiti-cum-BDO in H.P.
6. For printing in e-Gazette of H.P.

(Surender Maltu)
Joint Secy.(Panchayati Raj) to the
Government of Himachal Pradesh.

> Job Chart of Executive Engineers:-

1. Accord technical sanctions in respect of original, repair and Maintenance works to be executed by the PRIs within the competence as notified by the Department/Government from time to time.
2. To sanctioned demolition, sale or write off materials as per its competence under the Rules and instructions.
3. To issue all M.Bs to the Secretary of the Panchayats for onwards transmission for the Takniki Sahayaks or the Junior Engineers as the case may be.
4. To conduct test check in respect of all the works executed by the PRIs as provided in HPPR Financial Rules, 2002.
5. Providing assistance to concerned Secretary of PRIs inviting of quotation/ tenders for allotment of works as provided in HPPR Financial Rules, 2002.
6. To render consultation to Junior Engineer for final assessment and completion report for making final payment as provided in HPPR Financial Rules, 2002.
7. Supervision of all technical staff in its jurisdiction
8. To render technical assistance/guidance to concerned PRIs.
9. Review progress of all the developmental works being executed by PRIs.
10. Passing of record of entries and bill prepared by Takniki Sahayaks, Junior Engineers and Assistant Engineers as the case may be.
11. Perform such other functions as may assigned to him by the Department/Government from time to time.

"Annexure-B"

➤ Job Chart of Assistant Engineers:-

1. Accord technical sanctions in respect of original works/repair and Maintenance work to be executed by the PRIs within its competence under HPPR Financial Rules, 2002 and guideline of various Centre/ State schemes .
2. To sanctioned demolition, sale or write off materials as per its competence under the Rules and instructions.
3. Test check of M.Bs of Junior Engineers within their technical sanction limit.
4. To conduct test check in respect of all the works executed by the PRIs as provided in HPPR Financial Rules, 2002.
5. Approval of estimate prepared by the Junior Engineers or Technical Sahayaks within its jurisdiction
6. Execution of all planning works like Lok Bhawans, Panchayat Bhawans and DPRCs of Value Rs 5.00 lacs and up to 10 lacs.
7. Providing assistance to concerned Secretary of PRIs inviting of quotation/ tenders for allotment of works as provided in HPPR Financial Rules, 2002.
8. Report for making final payment as provided in HPPR Financial Rules, 2002.
9. Monitoring of Junior Engineers and Takniki Sahayaks.
10. To render technical assistance/guidance to Junior Engineers and Takniki Sahayaks. Supervision of Junior Engineers & Takniki Sahayaks.
11. Review progress of all the developmental works being executed by PRIs.
12. Passing of record of entries and bill prepared by Junior Engineers.
13. Perform such other functions as may assigned to him by the Department/Government from time to time.

➤ **Job Chart of Junior Engineers and Design Engineers:-**

1. Accord technical sanctions in respect of original works/repair and Maintenance work to be executed by the PRIs within its competence under HPPR Financial Rules, 2002 and guideline.
2. Preparation of estimates of all development programmes like MGNREGA/ watershed/SGSY/IAY/LDP and RGSA etc. as per technical powers.
3. Obtaining of technical and administrative approval before starting of the execution of works as per prescribed procedure.
4. Maintenance of all allied registers and records relating to works in the M.B. To countersigned the M.B. of Takniki Sahayaks.
5. Reporting of physical and financial progress of developmental works.
6. Inspection of works at different stages as provided in HPPR Financial Rules, 2002.
7. To sanctioned demolition, sale or write off materials as per its competence under the Rules and instructions.
8. To conduct test check in respect of all the works executed by the PRIs as provided in HPPR Financial Rules, 2002.
9. Regular supervision of development works. Making assessment and recording of measurement of works in the M.B.
10. Maintenance of account of material and store articles.
11. Approval of estimate prepared by the Technical Sahayaks within its jurisdiction
12. Technical consolation/ guidance to PRIs and Takniki Sahyaks.
13. Providing assistance to concerned Secretary of PRIs inviting of quotation/ tenders for allotment of works as provided in HPPR Financial Rules, 2002.
14. Passing of record of entries and bill prepared by Takniki Sahayaks.
15. Record of entries and preparations of bills up to the financial limit fixed by the Government.
16. Structural designing of RCC structure and other load bearing structure.

17. Designing of water harvesting structures such as check dam, water storage tanks etc.
18. Finalizing the hydraulic data for construction of water relating structures such as bridges etc.
19. Site selection of water harvesting structure.
20. To check stability of structure.
21. Identification of shelf of schemes under MGNREGA, watershed and other schemes also.
22. Any other related works may assigned to him by the Department/Government from time to time.

➤ Job Chart of Takniki Sahayak :-

1. To accord technical sanction for original work to be executed by Gram Panchayats up to the financial limits notified by the Department / Government from time to time.
2. To accord technical sanction for repair / maintenance work to be executed by Gram Panchayat up to the financial limits as notified by the Department / Government from time to time.
3. To prepare estimates of works in respect of the Gram Panchayat. For standard works like school rooms, mahila mandal bhawans, village pavements, irrigation kuhls etc. standard estimate given in Civil Engineering Manual of Rural Development Department issued on 1.1.2001 SECURE shall be used.
4. To accord technical sanction for demolition sale or write-off materials in respect of building of Gram Panchayat having book value up to the financial limits as notified by the Department / Government from time to time.
5. Making entries in measurement book in respect of the Gram Panchayat under the provision of relevant rules / notification of the Government from time to time.
6. To maintain all register(s) of sanctioned estimates in Form-31 etc. in respect of Gram Panchayats.
7. To render assistance to Panchayat Secretary for inviting and finalisation of tenders for the execution of works, with in their competence.
8. To inspect and supervise the works from time to time and maintain measurement books for all works.
9. To render technical guidance and assistance under overall supervision to the Gram Panchayats / Gram Sabha which is required starting from the preparation of estimate till the completion of works/ scheme.
10. To make Final assessment report in respect of work executed in Gram Panchayat.
11. Reporting of physical and financial progress of development works.
12. Any other related works assigned by the department / Government from time to time.
13. Record entries and preparation of bills up to the financial limits fixed by the government from time to time.

➤ Job Chart of Draughtsman:-

1. To Preparation of schedule of Quantities, Comparative statements, justifications for call/ processing of tender cases. Processing of extra/ substituted items/ deviation statements & claims of all type of contracts.
2. Checking of work orders and consumption of material issued from stores for works both done PRI's or on contract basis.
3. Work of tracing maintenance of record and other routine jobs of checking etc.
4. To Maintained and kept updated register of A/A & E/S for all type of works.
5. To Maintained and kept updated register of technical sanctions. (f) Register of submitted estimates.
6. To assist the Executive Engineer in preparing and updating C.P.M. network diagrams/ PERTCHARTS for important projects in the Division.
7. To check the standard M.B's.
8. Preparation of simple drawings & sketches.
9. Preparation/ checking of special/ annual repairs or other related estimates for all type of work of PRIs
10. Timely action to initiate revision of cost indices and yard sticks for MGNREGA/ watershed/SGSY/IAY/LDP and RGSA etc. as per technical powers.
11. Any other related works may assigned to him by the Department/ Government from time to time.
