

Right to Information Act, 2005

Manual II

THE POWERS AND DUTIES OF ITS OFFICERS AND
EMPLOYEES



GOVERNMENT OF ASSAM
ASSAM PUBLIC HEALTH ENGINEERING DEPARTMENT

DUTIES AND RESPONSIBILITIES OF THE OFFICERS AND STAFF

- (a) **Chief Engineer (PHE):** There are two Chief Engineers in the APHED – (i) Chief Engineer (PHE), Assam and (ii) Chief Engineer (PHE), Sanitation, Assam.
- (i) **Chief Engineer (PHE), Assam** is the administrative & professional head of the department and is responsible for its general administration of the State. He prepares annual budget relating to works and establishment. It is the duty of Chief Engineer (PHE) to see that the budget allotment for the year is fully utilised. Chief Engineer (PHE) submits his proposal and recommendations for the appointment, promotion, leave and punishment of all engineers and subordinate establishments to the Govt.
- (ii) **Chief Engineer (PHE), Sanitation** is basically the head of the sanitation activities. He looks after the Total Sanitation Campaign (TSC), Communication & Capacity Development Unit (CCDU) and National Rural Drinking Water Quality Monitoring and Surveillance Programme (NRDWQM&SP).
- (b) **Additional Chief Engineer (PHE)** is basically to assist the Chief Engineers in all respect. The Additional Chief Engineers (PHE), who are posted in the Zonal office are responsible for inspection & progress of works and submission of reports to the Chief Engineers (PHE), including any other works allotted by the Chief Engineer.
- (c) **Superintending Engineer (PHE)**, posted at Circle Office, is to inspect works & Stores, compile monthly progress reports under his jurisdiction and is responsible for the progress of the works. All important matters should be recorded in his inspection note and intimated to the higher authority.
- (d) **Executive Engineer (PHE)** is the officer in executive charges and a responsible disbursing officer of a division, the executive unit of

the department. He is responsible for the execution and management of all the works. He is to take proper measures for preservation of all PHE assets under his jurisdiction.

An executive Engineer (PHE) is the competent authority for commencing any works or expending any public fund with the sanction from competent authority as per the sanctioned design in the course of execution. He is to submit his accounts regularly to the competent authority, responsible for correctness of the original records of cash and stores, receipts and expenditure. He is the controlling officer for all divisional staff and subordinate to him.

Executive Engineer (PHE) is primary disbursing officer of the division and is responsible for the financial regularity of the transactions of the division and also the maintenance of the transactions correctly. He is further required to submit the accounts to the Accountant General (A & E) monthly.

- (e) **Assistant Executive Engineer (PHE)** is responsible for the execution and management of works & supervision of staff in the sub-division. He can exercise powers as delegated by Executive Engineer (PHE).
- (f) **Assistant Engineer (PHE)** discharges his duties as in-charge of a section in the field or in various Technical branches of the Chief Engineer (PHE), Zonal, Circle and Divisional offices. They are engaged in preparation of plan and estimate of works, DPR, tenders, design of water supply and sanitation schemes, departmental buildings, roads etc., or any other works as directed by his controlling officer.
- (g) **Junior Engineer (PHE)** is called a Section Officer (PHE) if posted in a section of a division. He is entrusted with maintenance of works, preparation of plan & estimates etc. Junior Engineer (PHE) is also posted in various branches of the Chief Engineer

(PHE), Zonal, Circle and Divisional offices, to look after technical matters or any other works as directed by his controlling officer.

- (h) **Sub Engineer and Section Assistant** are engaged in supervision of works and their duty is to assist the Assistant Engineer (PHE), in-charge of a section and sectional Officer (PHE) for maintenance and supervision of works.
- (i) **Establishment & Ministerial Staff** are engaged in carrying out establishment matters like preparation of pay bills, leave, pension etc. of the employees. The establishment comprises Registrar, Superintendent, Upper Divisional Assistant, Lower Divisional Assistant, Typists, Peon, Chowkidar etc. at Chief Engineer (PHE), Assam office. In Zone, Circle and Division and Sub-Division offices, the establishment comprises Head Assistant, Upper Divisional Assistant, Lower Divisional Assistant, Typist, Peon, Chowkidar, etc. In the Divisions, one Accounts Officer and two Deputy Accounts Officers help the Executive Engineer in preparation of monthly Accounts.