

APPENDIX 1.28

(See paragraph 1.129)

FUNCTIONS, DUTIES AND RESPONSIBILITIES OF SUB-ENGINEER/SECTION OFFICER

(1) The Sub-Engineer/S.O. is the official at work site and is the primary executive functionary of the Department. In irrigation revenue matters, he is subject to the control of the I.I./C.D.C. In other matters including the distribution of water he is subordinate to the S.D.O.

(2) He shall,—

- (a) collect data, conduct survey, investigation and prepare estimates and drawings where necessary for works on instructions from his superiors;
- (b) incur any expenditure only with authority from the Assistant Engineer;
- (c) 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;
- (d) prepare and submit the prescribed periodical progress reports;
- (e) ensure by frequent inspection proper maintenance of works and provide the prescribed services to the public timely;
- (f) see that the public property and utility services are not used unauthorisedly. He shall obtain instructions from the Assistant Engineer wherever necessary;

(g) in case of emergency situation like breaches, breakdown of public utility services, stay at work site and act promptly to restrict spread of the damages and restore normalcy. He shall report the situation to the Assistant Engineer immediately;

(h) collect revenue timely when authorised;

(i) during the execution of work either departmentally or on contract and operation of plant and machinery, always bear in mind and ensure safety requirement especially in excavation, blasting operation, centering work, scaffolding etc. and take suitable precaution to avoid accidents;

(j) report to the nearest police station as well as to his Assistant Engineer, cases of accidents, deaths on work immediately on occurring;

(k) maintain material at site account in respect of the material received by him for works, road metal returns, T. & P. account, furniture and crockery accounts of circuit houses, rest houses etc., store accounts and submit the same to Assistant Engineer every month. (This is one of the very important duties of the Sub-Engineer);

(l) make adequate security arrangements for safety against loss or damages;

(m) not issue any stores or tools and plants without proper authority and without obtaining proper receipts;

Chap. IV, Sects. 11 to 12] [Paras. 4.091 to 4.092

4.091. Worn-out parts of machinery should be brought on to a survey report and dealt with in the same way as unserviceable Tools and Plants. If it is considered desirable to keep any partly worn article as a spare, it should be brought on to a list.

Section 12.—Instructions for the Preparation and Check of Road Material Returns

Section Register of Road Material

4.092. (i) Each S.O. will maintain a register of all the road materials in his section in book form on P.W.A. F. No. 16. He will enter therein—

(a) all receipts and issues before the voucher or document, on which the transaction has been shown, is sent to the Sub-Division Office; and

(b) the number and page of the measurement book in which the bill for road materials has been entered, and the number of the muster roll on which the issue has been shown;

(ii) A separate register may be kept for famine materials or alternatively entries relating to such materials may be made in the same register but in red ink, with the words "famine materials" in the remarks column.

(iii) The register should be submitted to the Sub-Division Office before the 1st of each month.

Note.—This register is an important record. It should be kept up to date and handed over to the successor when transfer of charge takes place.

Chap. IV, Sect. 12]

[Paras. 4.093 to 4.096
Sub-Division Register of Road Material

4.093. A similar register should be maintained in the Sub-Division Office. Against every entry following details should be recorded:—

(i) the number and date of the voucher on which payment for road materials has been made; and

(ii) the number and date of the voucher in which road materials have been issued.

4.094. A certificate that all transactions shown on the vouchers have been entered in the register should be recorded thereon by the S.D.C. who shall be responsible for its maintenance, and countersigned by the S.D.O. after test check before the 5th of each month following that to which, the account relates.

4.095. The S.D.C. will compare the subordinate's register with the Sub-Divisional register and enter other voucher numbers where necessary. It will then be returned to the subordinate with such remarks and instructions as may be necessary.

4.096. The S.D.O. should submit monthly to the E.E. for audit, copies of all the road material returns, on loose sheets, within a fortnight of the submission of the monthly accounts. After all the entries have been checked in the Division Office, the returns should be returned to the S.D.O. not later than 25th of each month with a note of any discrepancies found.