

## Particulars of Organization , functions and duties

### 2.1. Objective/purpose of the public authority

The aim & objective of the organisation is to provide solutions to the Department of Water Resources in different aspects of Water Resources development like design of structures, safety of structures, research works & support services.

### 2.2. Mission / Vision Statement of the Public Authority

The Organisation in order to achieve its aims & objectives is responsible to the works of Designs of Water Resources Development structures preparation of operating procedures of large dams & other major structures, preparation of emergency action plans for safety of dams, solution to new hydraulic & hydrologic problems, preparation of rules & regulation applied research, update design standards, general construction policies & procedures.

The details of these activities are listed below.

- Develop projects and project components using appropriate modern design concepts involving appropriate construction technology for conservation and use of water, flood control, drainage and distribution canal system for the benefit of the community all consistent with the approved project plan or as it may be modified by official action.
- Establish a system for peer review of designs of large structures.
- Furnishes feasibility and preliminary designs to Chief Engineer, Project Planning and Formulation.
- Prepare designers operating criteria for all structures.
- Prepare input for operation and maintenance manuals and standing operating procedures for all large dams and other major structures.
- Ensure preparation of emergency action plans for safety of dams.
- Respond to requests for solutions to new and recurring hydraulic and hydrologic problems to designers and users.

- Undertake civil, mechanical and design of approved project and other components (including specific detailed design wherever necessary) using modern design concepts, capable of adopting new techniques and technology.
- Design drainage systems, canal works and canal roads, flood control systems for adopting compatible.
- Prepare working drawings for major structures to facilitate the execution, review and rectification of the defect and easy maintenance.
- Prepare detailed construction specifications and design reports for all works.
- Prepare detailed rules and regulations for dam safety assurance and associated rules for administering the standards stating measurable conditions of acceptability, agency monitoring and enforcement provisions, as the Government is responsible to ensure the safety of dams for protection of its citizens.
- Regular dam surveillance including inspections and reviews to ensure public safety.
- Conducting hydraulic and other applied research (flood control model studies, hydraulic model of new structures).
- Establish review and up-date design standards.
- Determine site-specific design data needs (soil, maps, etc.) for collection by the Basin Managers.
- Assist basins in complex, construction problem.
- Recommend changes in designs due to differing site conditions.
- Ensure quality control procedures and standards are implemented.

## **2.3 Brief History of the public authority and context of its formation :**

The Organisation was set up in 1958 vide Works Department order No. 3E-1E-26706/4.10.1958 to cater the demand of providing working drawings for different structures in the name of Directorate of Designs. A Director in the rank of Superintending Engineer headed it.

As the work pressure increased, more divisions were created and another post of Director as Addl. Director of Designs was created.

In the year 1981, considering CE's importance the post of Directorate of Designs was upgraded as full fledged technical H.O.D. and the post of

Director of Designs was upgraded and re-designated as Chief Engineer, Designs & Research.

It had one Director. In the year 1989, another post of Director was created. There were 11 divisions and one post of Asst. to Chief Engineer, D&R.

After completion of WRCP, the workload reduced. Therefore the five Divisions were abolished in 2003. Till then it has a Chief Engineer two Directors, six Deputy Directors, one Assistant to Chief Engineer and 39 Asst. Directors. In addition it has two nos. of independent Directors under technical guidance of the C.E. , D & R .

The existing post of Chief Engineer, Designs & Research , Bhubaneswar is redesignated as Chief Engineer , Designs, Research & Quality Control , Bhubaneswar vide office order no. FE-III-NG-(R&R)-32/2008 38936/WR Dated 6-12-2008 of Department Of Water Resources , Government Of Orissa , Bhubaneswar.

## **2.4. Duties of the public authority**

In addition to the duties and responsibilities as mentioned in **Para 5. Under “Allocation of business”**, followings are some additional duties and responsibilities.

### **Chief Engineer:**

1. To exercise full technical, supervisory and administrative control over his administration.
2. To approve the supervisory and working drawings recommend by Directors and submitted by the Deputy Directors
3. To ensure that estimates are properly sanctioned delegation of powers, of his organization.
4. To report to the E.I.C. Planning and Design regarding the activities of his organization.
5. To keep contact with the technical consultants from time to time in connection with the designs, drawings and specifications being prepared by them and also with the technological developments concerning the design work.
6. Inspection of concerned field activities periodically.
7. He will ensure that the policies, procedures, goals and Objectives of the Govt. and the EIC, WR are implemented.
8. On proposals needing Govt. approval, such proposals shall first be passed through the EIC, WR for conformance.

9. To ensure that the Department codes, Acts and Rules are strictly followed by all.
10. He will delegate authority and assign responsibility to sub-ordinate officers.
11. He will exercise all the establishment powers of of technical staffs of the five Quality Control Divisions as well as that of Director , Research & Quality Control .

### **Directors, Head works & Computer:**

1. To provide technical guidance on head works, flood and drainage works to the Deputy Directors under him in consultation with higher authority.
2. To recommend supervisory and working drawings submitted by the Deputy Directors to the Chief EGINEER.
3. To review the periodical progress reports received from Deputy Directors and submit to higher authority.
4. To inspect concerned sites whenever necessary .

### **Directors, Canals :**

1. To provide technical guidance on canal works to the Deputy Directors under him in consultation with higher authority.
2. To recommend supervisory and working drawings submitted by the Deputy Directors to the Chief EGINEER.
3. To review the periodical progress reports received from Deputy Directors and submit to higher authority.
4. To inspect concerned sites whenever necessary.

### **Deputy Director, Designs (Dam/Flood Control & Drainage/Canal)**

1. To provide guidance to the Assistant Directors for preparations of designs of allocated works after receipt of required field data.
2. To provide guidance to A.D.s for preparation of all designs, drawings of allocated works and to submit the supervisory and working drawings for recommendation of Director and approval of the CE .
3. To request any required data from CE, PPF, CE OWPO, Basin Managers or Chief Engineer, Major Projects.

6. To provide guidance to the Assistant Directors in preparing revised design whenever there is modification.
7. To distribute the works among Asst. Directors.
8. To provide technical guidance to Asst. Directors in consultation with higher authorities whenever necessary.
9. To ensure that design standards are followed.
10. Submission of periodical progress report to higher authority after reviewing.

### **Assistant Director**

1. Scrutiny of data received from field unit for design.
2. Design of structures.
3. Checking of the design of structures.
4. Supervision and checking of supervisory drawing prepared by drawing branch ( done in computer using CAD and manually in drawing branch).
5. Final checking of supervisory drawing after incorporation of corrections if any.
6. Finalisation of tentative and execution drawing as the case may be for issue to field units.
7. Scrutiny and evaluation of technical problems referred to the Design Organisation.
8. Techno-Economic analysis of structure(s).
9. Performing field visit , in case of design of critical structures ,to ascertain the ground relations of problem for finalization of design.
10. To impart or assist during training programme conducted by Design unit.
11. Other technical work assigned to him by Deputy Director/Director/Chief engineer.

### **Asst. to CE, (Admn.)**

1. To assist the Chief Engineer in all administration matters.
2. Ensure review, consolidation, approval of all estimates received.

3. To assist the CE in answering queries from E.I.C. , Govt. and other external funding agencies.
4. To co-ordinate between all functional heads under the office of concerned Chief Engineer.
5. To review and consolidate the periodical progress reports received.
6. To ensure the smooth functioning of the organization.
7. To ensure procurement of office stationary and other amenities of the organization.
8. To carry out any other tasks that may be assigned to him from time to time.
9. To assist the Chief Engineer in transfer and posting of staff.
10. To ensure that department code, Act and Rules are strictly followed in all activities.

#### **Director, Research & Quality Control:**

1. To provide technical guidance to the Executive Engineers/Chief Research Officers under him in consultation with higher authorities whenever necessary.
2. To review the periodical progress reports received from Executive Engineers/Chief Research Officers and submit to higher authority.
3. To inspect concerned sites whenever necessary .
4. Inspecting and Reviewing the research works conducted by EE, Hydraulic Research Division ,Burla .
5. Compilation of the estimates for research works prepared by E.E. s./C.R.O.s .
6. To exercise establishment power of ministerial/non-technical staffs of his establishment as well as those of the five Quality Control Divisions excluding promotion cases which will be done by E.I.C., WR.

#### **Executive Engineer, Quality Control Division , Bhubaneswar:**

1. The construction materials like soil,sand,rock & rock products and cement being submitted by the requisiting authority i.e. concerned field engineers under the jurisdiction of Central Irrigation Circle and other organizations for test in the central laboratory under this Division located at Bhubaneswar.

2. To prepare the test results of soil ( In-situ density & MC,LL & PL, OMC & MDD ) , sand ( Grading,F.M.,S.G. ) , rock and rock products (impact, S.G. , water absorption , compressive strength , gradation and other mechanical properties ) , cement ( Fineness, consistency, setting time & compressive strength ) to the concerned requiring authority which lead to mix design.
3. To inspect the field works for conducting field tests on quality assurances of different works under Central Irrigation Circle,Bhubaneswar as and when necessary.
4. The tests to be carried out only after receipt of testing charges as prescribed by the Government from the requiring authority which is deposited in the Govt. Treasury in prescribed head in form of chalan.
5. To submit the periodical progress reports to Director,Research & Chief Engineer,Designs,Research & QC..
6. To ensure the smooth functioning of the organization.
7. To ensure procurement of office stationary and other amenities of the organization.
8. To carry out any other tasks that may be assigned to him from time to time.
9. To consult the Chief Engineer , Designs,Research & QC on technical matters .

### **Executive Engineer, Quality Control Division , Berhampur:**

1. The construction materials like soil,sand,rock & rock product and cement being submitted by the requiring authority i.e. concerned field engineers under the jurisdiction of South Irrigation Circle and other organizations for test in the central laboratory under this Division located at Berhampur.
2. To prepare the test results of soil ( In-situ density & MC,LL & PL, OMC & MDD ) , sand ( Grading,F.M.,S.G. ) , rock and rock product ( S.G. ,absorption , compressive strength , gradation and other mechanical properties ) , cement ( Fineness,consistency,setting time & compressive strength ) to the concerned requiring authority which lead to mix design.
3. To inspect the field works for conducting field tests on quality assurances of different works under Southern Irrigation Circle,Berhampur as and when necessary.

4. The tests to be carried out only after receipt of testing charges as prescribed by the Government from the requiring authority which is deposited in the Govt. Treasury in prescribed head in form of chalan.
5. To submit the periodical progress reports to Director, Research & Chief Engineer, Designs, Research & QC..
6. To ensure the smooth functioning of the organization.
7. To ensure procurement of office stationary and other amenities of the organization.
8. To carry out any other tasks that may be assigned to him from time to time.
9. To consult the Chief Engineer , Designs, Research & QC on technical matters .

### **Executive Engineer , Quality Control Division , Cuttack:**

1. The construction materials like soil, sand, rock & rock product and cement being submitted by the requiring authority i.e. concerned field engineers under the jurisdiction of Eastern Circle and other organizations for test in the central laboratory under this Division located at Cuttack.
2. To prepare the test results of soil ( In-situ density & MC, LL & PL, OMC & MDD ) , sand ( Grading, F.M., S.G. ) , rock and rock product ( S.G. , absorption , compressive strength , gradation and other mechanical properties ) , cement ( Fineness, consistency, setting time & compressive strength ) to the concerned requiring authority which lead to mix design.
3. To inspect the field works for conducting field tests on quality assurances of different works under Eastern Circle, Cuttack as and when necessary.
4. The tests to be carried out only after receipt of testing charges as prescribed by the Government from the requiring authority which is deposited in the Govt. Treasury in prescribed head in form of chalan.
5. To submit the periodical progress reports to Director, Research & Chief Engineer, Designs, Research & QC..
6. To ensure the smooth functioning of the organization.
7. To ensure procurement of office stationary and other amenities of the organization.
8. To carry out any other tasks that may be assigned to him from time to time.

9. To consult the Chief Engineer , Designs,Research & QC on technical matters .

### **Chief Research Officer,Hydraulic Research Station,Hirakud :**

1. The construction materials like soil,sand,rock & rock product and cement being submitted by the requiring authority i.e. concerned field engineers under the jurisdiction of Hirakud Irrigation Circle and other organizations for test in the central laboratory under this Division located at Hirakud.
2. To prepare the test results of soil ( In-situ density & MC,LL & PL, OMC & MDD ) , sand ( Grading,F.M.,S.G. ) , rock and rock product ( S.G. ,absorption , compressive strength , gradation and other mechanical properties ) , cement ( Fineness,consistency,setting time & compressive strength ) to the concerned requiring authority which lead to mix design.
3. To inspect the field works for conducting field tests on quality assurances of different works under Hirakud Irrigation Circle,Hirakud as and when necessary.
4. The tests to be carried out only after receipt of testing charges as prescribed by the Government from the requiring authority which is deposited in the Govt. Treasury in prescribed head in form of chalan.
5. To submit the periodical progress reports to Director,Research & Chief Engineer,Designs,Research & QC..
6. To ensure the smooth functioning of the organization.
7. To ensure procurement of office stationary and other amenities of the organization.
8. To carry out any other tasks that may be assigned to him from time to time.
9. To consult the Chief Engineer , Designs,Research & QC on technical matters .

### **Executive Engineer , Hydraulic Research Division,Burla :**

1. Responsible for conducting research activities on hydraulic field for DoWR
2. To conduct model studies on spillway, river training and flood protection works.
3. To conduct studies on transit losses in distribution system and seepage in field channels.

4. To determine "N" value in lined and unlined Channels.
5. To ensure that the laboratory is well equipped and maintained .
6. To ensure that the research work is being conducted properly .
7. To submit the periodical progress reports to Director, Research & Chief Engineer, Designs, Research & QC..
8. To ensure the smooth functioning of the organization.
9. To ensure procurement of office stationary and other amenities of the organization.
10. To carry out any other tasks that may be assigned to him from time to time.
11. To consult the Chief Engineer , Designs, Research & QC on technical matters .

### **Directors, Support Services & Dam Safety :**

1. To provide technical guidance to the Deputy Directors under him in consultation with higher authorities whenever necessary.
2. To review the periodical progress reports received from Deputy Directors and submit to higher authority.
3. To inspect concerned sites whenever necessary

### **Deputy Director, C & QCS and Dam Safety ( Medium Project):**

1. Prepare detailed rules and regulations for Dam Safety assurance and administrating the standards stating measurable conditions of acceptability, agency monitoring and enforcement of the provisions.
2. Develop documentation and manual of procedure for engagement of consultants for Dam Safety.
3. Ensure preparation of operation and maintenance manuals and standing operating procedures for all individual large dams and other major structures.
4. Ensure preparation of emergency action plans for safety of dams.
5. To inspect dam sites periodically.
6. To distribute the works among his Asst. Directors
7. To provide technical guidance to Asst. Director consultation with higher authority whenever necessary.

8. Submission of periodical progress reports to higher authority after reviewing.
9. To carry out any other tasks that maybe assigned to him from time to time.
10. To co-ordinate with the consultants from time to time in connection with his works.

**Deputy Director, Hydrology-I/Hydrology-II (Dam Safety):**

1. Review hydrology of all completed large dams using updated designs concept.
2. Ensure safety of individual dam.
3. Conduct studies on hydrology of any dam failed in the past.
4. To distribute the works among his Asst. Directors.
5. To provide technical guidance to Asst. Directors in consultation with higher authorities whenever necessary.
6. Submission of periodical progress reports to higher authority after reviewing.
7. To carry out any other tasks that may be assigned to him from time to time.
8. To co-ordinate with the consultants from time to time in connection with his works.

**2.5. Main activities / functions of the public authority**

**Designation : Chief Engineer, Designs, Research & Quality Control .**

Approval of supervisory and working drawing of Civil, Mechanical designs of approved project and other components as well as feasibility and preliminary designs; preparation of detailed construction specifications and design reports; preparation of designer's operating criteria and detailed rules and regulation for dam safety; conducting Hydraulic and other applied research; Ensuring implementation of quality control procedures and standards.

## **Designation: Directors, Head works / Canals**

Guiding Deputy Directors for timely preparation of designs, working drawing and specifications of all structures allotted to his directorates prepared by A.D.s.

### **Designation: Asst. to CE, (Admn.)**

Assisting the CE, in all technical and establishment matters including transfer of staff; ensuring reviewing and consolidating all estimates and progress reports received; Ensuring procurement of office stationery and other amenities; coordinating between all Directors, Deputy Directors, SE, and EEs; Ensuring smooth running of office of Chief Engineer.

### **Designation: Deputy Director, Designs (Dam/Flood Control & Drainage/Canal).**

To provide guidance to A.D.s for design of structures allocated to him; preparing working drawing for all structures designed by A.D.s; preparing preliminary and final design; submitting working drawings to Director for recommendation for approval by the Chief Engineer; Preparation of design reports.

### **Designation: Assistant Director, Designs.**

Scrutiny of data received from field unit for design .Design of structures allocated to him. Checking of the design of structures . Supervision and checking of supervisory drawing prepared by drawing branch; Final checking of supervisory drawing after incorporation of corrections if any . Finalisation of tentative and execution drawing as the case may be for issue to field units .Putting up working drawings to Deputy Director for submissions for recommendation of Director for approval by the Chief Engineer; Preparation of design reports.

### **Designation: Director, Research & Quality Control .**

To conduct hydraulic research as well as Irrigation research such as model studies, applied research, studies on soil and water management, ground water, transit losses, seepage in canals; determination of "N" value; Inspecting and Reviewing the research works conducted by EE, Hydraulic Research Division ,Burla , compilation of the estimates for research works prepared by E.E. s and to exercise establishment power of ministerial/non-technical staffs of his establishment as well as those of the five Quality Control Divisios excluding promotion cases which will be done by E.I.C., WR.

### **Executive Engineer, Quality Control Division , Bhubaneswar:**

To prepare the test results of different construction materials viz. soil , sand, rock & rock products and cement being collected and submitted to this office by the requisiting authority i.e. concerned field engineers under the jurisdiction of Central Irrigation Circle and other organizations in the central laboratory of this Division after conducting tests . The requisiting authority have to deposite respective testing charges to this office which is deposited in Govt. Treasury through Treasury Chalan. This office also performs field visit during construction for conducting quality audit tests as and when necessary for quality assurance under the technical guidance of the Chief Engineer, Designs,Research & Quality Control .

### **Executive Engineer, Quality Control Division , Cuttack:**

To prepare the test results of different construction materials viz. soil , sand, rock & rock products and cement being collected and submitted to this office by the requisiting authority i.e. concerned field engineers under the jurisdiction of Eastern Circle and other organizations in the central laboratory of this Division after conducting tests . The requisiting authority have to deposite respective testing charges to this office which is deposited in Govt. Treasury through Treasury Chalan. This office also performs field visit during construction for conducting quality audit tests as and when necessary for quality assurance under the technical guidance of the Chief Engineer, Designs,Research & Quality Control .

### **Executive Engineer, Quality Control Division , Berhampur:**

To prepare the test results of different construction materials viz. soil , sand, rock & rock products and cement being collected and submitted to this office by the requisiting authority i.e. concerned field engineers under the jurisdiction of Southern Irrigation Circle and other organizations in the central laboratory of this Division after conducting tests . The requisiting authority have to deposite respective testing charges to this office which is deposited in Govt. Treasury through Treasury Chalan. This office also performs field visit during construction for conducting quality audit tests as and when necessary for quality assurance under the technical guidance of the Chief Engineer, Designs,Research & Quality Control .

## **Chief Research Officer,Hydraulic Research Station,Hirakud :**

To prepare the test results of different construction materials viz. soil , sand, rock & rock products and cement being collected and submitted to this office by the requisiting authority i.e. concerned field engineers under the jurisdiction of Hirakud Irrigation Circle and other organizations in the central laboratory of this Division after conducting tests . The requisiting authority have to deposite respective testing charges to this office which is deposited in Govt. Treasury through Treasury Chalan. This office also performs field visit during construction for conducting quality audit tests as and when necessary for quality assurance under the technical guidance of the Chief Engineer, Designs,Research & Quality Control .

## **Executive Engineer, Hydraulic Research Division,Burla :**

Responsible for conducting research activities on hydraulic field for DoWR.To conduct model studies on spillway, river training and flood protection works. To conduct studies on transit losses in distribution system and seepage in field channels. To determine "N" value in lined and unlined Channels. To ensure that the laboratory is well equipped and maintained .To ensure that the research work is being conducted properly .To submit the periodical progress reports to Director,Research & Chief Engineer,Designs,Research & QC.. To ensure the smooth functioning of the organization. To ensure procurement of office stationary and other amenities of the organization. To carry out any other tasks that may be assigned to him from time to time. To consult the Chief Engineer , Designs,Research & QC on technical matters .

## **Designation: Directors, Support Services & Dam Safety**

To perform regular dam surveillance and suggesting remedial measures to ensure public safety; preparation of detailed rules and regulations for dam safety assurance; Ensuring preparation of O&M manuals and standing operating procedures for large Dams and Major Structures; preparation of emergency action plans for safety of dams; Reviewing hydrology of completed large dams to ensure safety of individual dams.

## **Designation: Executive Engineer, Hydraulic Research**

To guide A.D.s in conducting research in hydraulic field; conducting model studies on spillways, river training works, flood protection works; Conducting studies on transit losses in distribution system and seepage in the field channels; Conducting studies to determine "N" Value: Maintaining and equipping hydraulic laboratories; ensuring efficient working of research station; Coordinating with WALMI for Research and training activities.

**Designation: Deputy Director, C & QCS and Dam Safety  
(Medium Project)**

To guide A.D.s for preparing rules and regulations for dam safety assurance and administering the standards; Developing documentation and manual of procedure for engagement of consultants; Ensuring preparation of operation and maintenance manuals and standing operating procedures for all individual large dams and other major structures; Ensuring preparation of emergency action plans for safety of dams; Regular Dam Surveillance.

**Designation: Deputy Director, Hydrology-I/Hydrology-II  
(Dam Safety)**

To guide A.D.s for reviewing hydrology of all completed large dams using updated designs concept; Ensuring safety of individual dams; conducting studies on the hydrology aspect of any Dam failed (if any)

**2.6. LIST OF SERVICES BEING PROVIDED BY THE  
PUBLIC AUTHORITY**

**A) HEAD WORKS DESIGN:**

- Under take civil design of all concrete and Masonry dams, Earth and rock fill dams including composite dams
- Undertake civil design of all anicuts, weirs and barrages.
- Undertake civil design of head regulator.
- Undertake hydrological analysis and design spill-way for all types of dams.
- Undertake civil design of (i) river embankments (ii) inundation and drainage sluices therein, (iii) escapes (iv) revetments, spurs, groynes and bed bars etc. (v) Navigational structures such as locks and Jetties.
- Prepare working drawing for all structures designed by them to facilitate the execution, review and rectification of the defects and easy maintenance.

**B) CANAL DESIGN**

- Designs of Canal Prism.
- Design of section of Drainage Channel & related structures on it.

- Designs of structure in the canal like road, bridges all types of C.D. works, viz. siphons, aqueducts and supper passages etc. escapes, outlets etc.
- Design of level and discharge control structure like head regulator, cross regulator, Duck bill weir, and falls. Proportional distributor, measuring device.
- Prepare working drawings for all structures designed by them to facilitate the execution, review and rectification of the defects and easy maintenance.

### **C) DAM SAFETY**

- Regular dam surveillance including inspections to asses general health condition of dams and review and suggesting remedial measures to ensure public safety.
- Prepare detailed rules and regulations for dam safety assurance and administering the standards stating measurable conditions of acceptability, agency monitoring and enforcement of the provisions.
- Develop documentation and manual of procedure for engagement of consultants for dam safety.
- Ensure preparation of operation and maintenance manuals and standing operating procedures for all individual large dams and other major structures.
- Ensure preparation of emergency action plans for safety of dams.
- Review hydrology of all completed large dams using updated designs concept and ensure safety of individual dam.

### **D) RESEARCH & QUALITY CONTROL**

- Conduct model studies on spillways, and river training works, flood protection works.
- Conduct applied research. Determine the health condition of an irrigation project by assessing (i) Water Logging and salinity developed due to excess irrigation (ii) effect of over irrigation on yield.
- Conduct studies on soil and water management.

- Conduct studies on transit losses in distribution system and seepage in the field channels.
- Conduct studies to determine 'N' value in lined and unlined channels.
- Exercise the establishment power in respect of the ministerial/non-technical employees of his establishment as well as those of the five Quality Control Divisions brought to his control excluding the promotion cases which will be done by E.I.C.,WR .
- Nodal officer of "State Quality Monitoring Cell " declared by the DOWR .
- To maintain a database to keep track of of works inspected by SQMs , works not yet inspected by SQMs , grading given by SQMs , ATRs received and ATRs yet to be received.
- To maintain another database to keep record of complaints received on quality of works , follow up action taken for enquiry (through SQM/Departmental officer ) and final disposal of cases .

#### **E) SUPPORT SERVICES & DAM SAFETY**

- Establish review and up-date design standards
- Formulate specification and standards of all civil works.
- Develop, review and update general construction policies and procedure and spell out construction standards such as :
  - a. Field construction staff.
  - b. Training
  - c. Inspection
  - d. Laboratories.
  - e. Reports
  - f. Tendering Procedures.
  - g. Mode of Payment
- Assist DOWR in developing, reviewing and updating standards for
  - a. Tender documents.
  - b. Claims (normal and disputed and additional work)
  - c. Inspection report
  - d. Payment Vouchers

- e. Completion Plans
  - f. Laboratory tests
  - g. Construction Scheduling
- b. Ensure that quality control procedures and standards are implemented.

## **2.7 ORGANISATIONAL STRUCTURE DIAGRAM**

## **2.8. EXPECTATION OF THE PUBLIC AUTHORITY FROM THE PUBLIC FOR ENHANCING ITS EFFECTIVENESS AND EFFICIENCY**

Suggestion for economical design and adoption of indigenous designs.

## **2.9. ARRANGEMENTS AND METHODS MADE FOR SEEKING PUBLIC PARTICIPATION / CONTRIBUTION**

Nil

## **2.10.MECHANISM AVAILABLE FOR MONITORING THE SERVICE DELIVERY AND PUBLIC GRIEVANCE RESOLUTION**

During Grievance hours every Wednesday 3.00 p.m. to 4.00 p.m. every week of the C.E., D&R, any person can meet him and put forth his grievance. The C.E. then enquires if feels so and takes appropriate action.

## **2.11. ADDRESSES OF THE MAIN OFFICE AND OTHER OFFICES AT DIFFERENT LEVELS.**

### **Main office:**

Secha Sadan ,Keshari Nagar, UNIT – V , Bhubaneswar-751001

### **Subordinate Offices :**

1. Director, Support Services and Dam Safety:  
Secha Sadan ,Keshari Nagar, Bhubaneswar-751001
2. Director, Research & Quality Control: Delta Colony, Unit-8,  
Bhubaneswar

## **2.12. MORNING HOURS OF THE OFFICE**

MORNING HOURS : 10:00 Hrs - 13:30 Hrs  
AFTERNOON HOURS : 14:00 Hrs - 17:00 Hrs  
CLOSING HOURS : 17:00 Hrs - MORNING HRS OF NEXT DAY  
HOLIDAYS : CLOSED