

**Chapter - 3 (Manual-2)**  
**Powers and duties of officers and employees**

**GAZETTED**

Designation of Post		
<b>Chief Engineer, Designs, Research &amp; Quality Control</b>		
Powers	Administrative	As stipulated in OPWD code Vol I & II ammended vide DoWR Lt. No.5081 dt.7.02.04 & DoWR Order No.16617 dt.19.05.04 and Orissa Service Code and powers envised in Financial Hand Book of Engineering Projects under Centralised System of Accounting Procedure & Pension rules OTC Vol-I, OGFR-I & II and Orissa Budget Manual
	Financial	
	Others	
Duties attached	Discharges duties as Heads of Department (both financial & technical) vide Clause 2.4 .	
<b>Director, Head Works &amp; Comp / Director, Canals</b>		
Powers	Administrative	
	Financial	
	Others	
Duties attached	Preparation of design & drawing of different components of projects	
<b>Asst. to C.E., D&amp;R</b>		
Powers	Administrative	Exercises powers of Head of office of Chief Engineer's establishment as per delegation of powers
	Financial	
	Others	
Duties attached	To assist the Chief Engineer in all administrative and technical matters.	
<b>Deputy Director, Canal Design Divn I / II/ III Deputy Director, Earth Dam Deputy Director, Conc. &amp; Masonry Dam Deputy Director, Flood Control &amp; Drainage</b>		
Powers	Administrative	
	Financial	
	Others	
Duties attached	Details as per Manual -1 vide Clause 2.4 .	
<b>Director, Support Services and Dam Safety</b>		
Powers	Administrative	Exercises powers of Head of office as per O.S.C. / O.T.C. / O.G.F.R
	Financial	
	Others	
Duties attached	Details as per Manual -1 vide Clause 2.4 .	
<b>Deputy Director, C &amp; QCS and Dam Safety(Medium Projects)</b>		
Powers	Administrative	
	Financial	
	Others	
Duties attached	Details as per Manual -1 vide Clause 2.4 .	
<b>Deputy Director, Hydrology- I &amp; II</b>		
Powers	Administrative	
	Financial	
	Statutory	
	Others	
Duties attached	Details as per Manual -1 vide Clause 2.4 .	
<b>Director, Research &amp; Quality Control</b>		
Powers	Administrative	Exercises powers of Head of office as per O.S.C. / O.T.C. / O.G.F.R of ministerial/non-technical staffs.
	Financial	
	Others	
Duties attached	Details as per Manual -1 vide Clause 2.4 .	
<b>Executive Engineer, Quality Control Division, Bhubaneswar.</b>		

Powers	Administrative	As stipulated in OPWD code Vol I & II ammended vide DoWR Lt. No.5081 dt.7.02.04 & DoWR Order No.16617 dt.19.05.04 and Orissa Service Code and powers envised in Financial Hand Book of Engineering Projects under Centralised System of Accounting Procedure & Pension rules OTC Vol-I, OGFR-I & II and Orissa Budget Manual
	Financial	
	Others	
Duties attached	Discharges duties as Heads of Department (both financial & technical) vide Clause 2.4 .	
<b>Executive Engineer,Quality Control Division,Berhampur.</b>		
Powers	Administrative	As stipulated in OPWD code Vol I & II ammended vide DoWR Lt. No.5081 dt.7.02.04 & DoWR Order No.16617 dt.19.05.04 and Orissa Service Code and powers envised in Financial Hand Book of Engineering Projects under Centralised System of Accounting Procedure & Pension rules OTC Vol-I, OGFR-I & II and Orissa Budget Manual
	Financial	
	Others	
Duties attached	Discharges duties as Heads of Department (both financial & technical) vide Clause 2.4 .	
<b>Executive Engineer,Quality Control Division,Cuttack.</b>		
Powers	Administrative	As stipulated in OPWD code Vol I & II ammended vide DoWR Lt. No.5081 dt.7.02.04 & DoWR Order No.16617 dt.19.05.04 and Orissa Service Code and powers envised in Financial Hand Book of Engineering Projects under Centralised System of Accounting Procedure & Pension rules OTC Vol-I, OGFR-I & II and Orissa Budget Manual
	Financial	
	Others	
Duties attached	Discharges duties as Heads of Department (both financial & technical) vide Clause 2.4 .	
<b>Executive Engineer,Hydraulic Research Division,Burla.</b>		
Powers	Administrative	As stipulated in OPWD code Vol I & II ammended vide DoWR Lt. No.5081 dt.7.02.04 & DoWR Order No.16617 dt.19.05.04 and Orissa Service Code and powers envised in Financial Hand Book of Engineering Projects under Centralised System of Accounting Procedure & Pension rules OTC Vol-I, OGFR-I & II and Orissa Budget Manual
	Financial	
	Others	
Duties attached	Discharges duties as Heads of Department (both financial & technical) vide Clause 2.4 .	
<b>Chief Research Officer,Hirakud Research Station ,Hirakud.</b>		
Powers	Administrative	As stipulated in OPWD code Vol I & II ammended vide DoWR Lt. No.5081 dt.7.02.04 & DoWR Order No.16617 dt.19.05.04 and Orissa Service Code and powers envised in Financial Hand Book of Engineering Projects under Centralised System of Accounting Procedure & Pension rules OTC Vol-I, OGFR-I & II and Orissa Budget Manual
	Financial	
	Others	
Duties attached	Discharges duties as Heads of Department (both financial & technical) vide Clause 2.4 .	
<b>Assistant Engineer-I, Quality Control</b>		
Powers	Administrative	As stipulated in OPWD code Vol I & II ammended vide DoWR Lt. No.5081 dt.7.02.04 & DoWR Order No.16617 dt.19.05.04 and Orissa Service Code and powers envised in Financial Hand Book of Engineering Projects under Centralised System of Accounting Procedure.
	Financial	
	Others	
Duties attached	He is entrusted to look after the tests conducted at Central Laboratory and to monitor the quality assurance of different works under Central Irrigation Circle,BBSR.	
<b>Assistant Engineer-II, Quality Control</b>		
Powers	Administrative	As stipulated in OPWD code Vol I & II ammended vide DoWR Lt. No.5081 dt.7.02.04 & DoWR Order No.16617 dt.19.05.04 and Orissa Service Code
	Financial	

	Others	and powers envised in Financial Hand Book of Engineering Projects under Centralised System of Accounting Procedure.
Duties attached		He is entrusted to look after the tests conducted at Central Laboratory and to monitor the quality assurance of different works under CIC,BBSR.
<b>Junior Engineer, Quality Control</b>		
Powers	Administrative	Administrative control of MNR staffs and Keeping of all the records such as T & P, Site accounts etc.
	Financial	
	Others	
Duties attached		He is in-charge of of running and maintainance of Central Laboratory,T & P, vehicle and Division Office.
<b>Section Officer</b>		
Powers	Administrative	
	Financial	
	Others	
Duties attached		He is head of the ministerial staff. All files of the respective branch are routed through him. He is authorised to open the official daks & he also does marking of the official daks

#### NONGAZETTED

<b>Senior Assistant</b>		
Powers	Administrative	
	Financial	
	Others	
Duties attached		After receiving the letters from diarist, the Sr.  Asst. should enter the letters in his Log book. He has to put up all immediate & urgent letters within 24 hours and ordinary letters within 3 days from the date of receipt to Section officer
<b>Junior Assistant</b>		
Powers	Administrative	
	Financial	
	Others	
Duties attached		After receipt of the letters from diarist, the Jr. Asst should enter the letters in his log book and put up the same within 3 days to the head of the ministerial staff.
<b>P.A / Stenographer</b>		
Powers	Administrative	
	Financial	
	Statutory	
	Others	
Duties attached		To take dictation from the officer concerned and to maintain C.C.Rs and confidential letters
<b>Sr. Grade Typist</b>		
Powers	Administrative	
	Financial	
	Others	
Duties attached		To type all the drafts and endorsement letters etc.
<b>Jr. Grade Typist</b>		
Powers	Administrative	
	Financial	
	Statutory	
	Others	
Duties attached		To type all the drafts and endorsement letters etc.
<b>Draughtsman</b>		
Powers	Administrative	
	Financial	
	Others	
Duties attached		To prepare drawings according to the designs prepared by the Engineering personnel.
<b>Tracer</b>		
Powers	Administrative	
	Financial	
	Others	
Duties attached		For tracing all the drawings and to assist the draughtsman.
<b>Ferropainter</b>		

Powers	Administrative	
	Financial	
	Others	
Duties attached	To print all the drawings by Ferro printing machine.	
<b>Architectural Asst.</b>		
Powers	Administrative	
	Financial	
	Others	
Duties attached	To prepare drawings.	
<b>Senior Laboratory Assistant</b>		
Powers	Administrative	As per Government norms
	Financial	
	Others	
Duties attached	He has been entrusted to supervise soil,sand ,stone and concrete design mix and its tests conducted at Central Laboratory.	
<b>Analyst</b>		
Powers	Administrative	As per Government norms
	Financial	
	Others	
Duties attached	He has been entrusted to supervise project site works at Kanupur Irrigation Project, Basudevpur.	
<b>Embankment Inspector</b>		
Powers	Administrative	As per Government norms
	Financial	
	Statutory	
	Others	
Duties attached	He conducts tests in soil Laboratory as per standard procedure.	
<b>Laboratory Attendant</b>		
Powers	Administrative	As per Government norms
	Financial	
	Others	
Duties attached	He assists in testing of different types of tests to the Senior Laboratory Assistant.	
<b>Head Clerk</b>		
Powers	Administrative	As per Government norms
	Financial	
	Statutory	
	Others	
Duties attached	She looks after all the office establishment works & also deals with the accounts matter.	
<b>Senior Clerk</b>		
Powers	Administrative	As per Government norms
	Financial	
	Others	
Duties attached	He deals with the office establishment correspondences and preparation of budget.	
<b>Junior Stenographer</b>		
Powers	Administrative	As per Government norms
	Financial	
	Others	
Duties attached	He takes dictation from Executive Engineer and type the matter & also deals with the confidential matters.	
<b>Junior Clerk</b>		
Powers	Administrative	As per Government norms
	Financial	
	Others	
Duties attached	He deals with the cash matter & preparation of accounts	
<b>Peon</b>		
Powers	Administrative	As per Government norms
	Financial	
	Others	
Duties attached	They distribute the daks to different offices, dealing assistants and assist in handling the office files.	
<b>Night Watchman cum Sweeper</b>		
Powers	Administrative	As per Government norms
	Financial	
	Others	
Duties attached	He is engaged for watch & Ward of the office & upkeep of cleanliness of the office.	