

Chapter-2 (MANUAL -1)

Particulars of Organization , Functions and Duties

2.1 Objective/purpose of the Organisation

This organization aims at survey, investigation and water resources planning of the state of Orissa. It also ensures appropriate interstate water planning and technical support along with coordination of planning with the Energy department and other affected departments.

2.2 Mission / Vision statement

- Determination of standards for preparation of feasibility and detailed reports in consultation with Central Water Commission.
- Major and Medium project investigations, special studies.
- Investigate, plan and formulate structural and nonstructural proposals on sound technical, cost effective and environmental grounds.
- Conduct engineering analysis and applied hydrology studies.
- Carryout preliminary designs in association with Chief Engineer, Designs & research.
- Carryout study on hydroelectric potential in association with Energy department.
- Analysis of land acquisition impacts and R&R problems.
- Provides for forest and environmental clearance from Govt. of Orissa and Govt. of India.
- Apply standard principles and estimate project costing.
- Review planning reports prepared.

2.3 Brief History & context of its formation:

During 1995 Government of Orissa proposed to implement Oissa Water Resources Consolidation Project with financial assistance from World Bank. The Chief Engineer, Project Planning and Formulation was created vide Govt. of Orissa, Department of Water Resources resolution no.25990/25.10.1995 as a part of Institutional Re-organisation of

Department of Water Resources under the control of Engineer-in-Chief, Planning and Designs.

2.4 Duties of public authority.

Designation: Chief Engineer, Project Planning & Formulation.

Responsible for preparing feasibility and final reports with standards as well as formulation report; All major project investigations and investigations not assigned to Basin Managers; preparing detailed time schedule for investigations, designs, construction and operation phases; project planning and economic analysis; project socio-economic analysis; project environmental assessment; environmental clearance and Forest clearance; soil classification study; coordinating planning activities with Basin Managers and other Chief Engineers.

Designation: Director, Planning.

Responsible for conducting engineering analysis and applied hydrology studies; co-ordinates planning activities with Basin Manager and other Chief Engineers; Request preliminary designs from Chief Engineer, Design and Operation and Maintenance data from Chief Engineer, Water Services and hydro-electric potential from Energy Deptt. Project Planning, economic analysis, project formulation reports; Agricultural in put for Agriculture Deptt.; Land use and Soil classification; forest clearance of projects, project socio-economic analysis; project environmental assessment and clearance; Analysis of Rehabilitation and resettlement programme; determination of standards for preparation of feasibility and final reports; Investigation of foundation and construction materials, survey and testing.

Designation: Superintending Engineer, Northern Investigation Circle

Responsible for all major project investigation works of Executive Engineer Padmapur Investigation Division, Executive Engineer Rukura Investigation Division, Executive Engineer Mayurbhanj Investigation Division, Executive Engineer Bolangir Investigation Division, Executive Engineer IB Investigation Division , special studies and other investigations not assigned to Basin Manager; Field data collection; co-ordinating to planning activities with the Basin Managers and other Chief Engineers; Forest clearance of projects; catchment area treatment ; Rehabilitation and Resettlement

progress; Providing technical guidance ; reviewing estimates; reviewing ; providing progress reports; Inspecting sub-ordinate offices.

Designation: Superintending Engineer, Southern Investigation Circle

Responsible for all major project investigation works of Executive Engineer Cuttack Investigation Division, Executive Engineer Ganjam Investigation Division, Executive Engineer Kalahandi Investigation Division Executive Engineer Koraput Investigation Division, special studies and other investigations not assigned to Basin Manager; Field data collection; co-ordinating to planning activities with the Basin Managers and other Chief Engineers; Forest clearance of projects; catchment area treatment ; Rehabilitation and Resettlement progress; Providing technical guidance ; reviewing estimates; reviewing ; providing progress reports; Inspecting sub-ordinate offices.

Designation: Deputy Director, Project Preparation-I

Responsible for determination of standards for preparation of feasibility and final reports; Project planning and formulation reports; conducting engineering analysis and applied hydrology studies; coordinating planning activities with Basin Manager and other Chief Engineers; Requesting preliminary designs from Chief Engineer, design, O&M data from Chief Engineer, Water Services, hydro electric potential from Energy Deptt. and agricultural input from Agril. Department; Land use and soil classification.

Designation: Deputy Director, Project Preparation-II & Asst. to Chief Engineer

Responsible for determination of standards for preparation of feasibility and final reports; Project planning and formulation reports; conducting engineering analysis and applied hydrology studies; coordinating planning activities with Basin Manager and other Chief Engineers; Requesting preliminary designs from Chief Engineer, design, O&M data from Chief Engineer, Water Services, hydro electric potential from Energy Deptt. and agricultural input from Agril. Department; Land use and soil classification.

Responsible for 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, Environment & Sosio Economic Analysis

Responsible for project planning and economic analysis ; Project Socio-economic analysis; project environmental assessment; Environmental clearance; Forest clearance of projects; Analysing rehabilitation and Resettlement programme.

Designation: Executive Engineer, Investigation Division.

Responsible for all major projects investigation, special studies and other investigations not assigned to Basin Manager under his jurisdiction; Field data collection Co-ordinating planning activities with the Basin Manager and other Chief Engineers; Analysing land acquisition impact; Rehabilitation and Resettlement programmes; Forest clearance of project; Ensuring catchment area treatment; preparing budget estimates and progress reports; providing technical guidance to subordinate staff; Inspecting sub-ordinate offices.

Designation: Deputy Director, Geology.

Responsible for all geological investigation of major projects, monitoring drilling activities during pre- construction stage, attending specific geo-technical/ geological problems in project areas.

2.5 Main activities / functions :

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 organization.

2. To ensure that estimates are properly sanctioned delegation of powers, of his organization.
3. To report to the E.I.C. Planning and Design regarding the activities of his organization.
4. 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.
5. Inspection of concerned field activities periodically.
6. He will ensure that the policies, procedures, goals and objectives of the Govt. and the EIC, WR are implemented.
7. On proposals needing Govt. approval, such proposals shall first be passed through the EIC, WR for conformance.
8. To ensure that the Department codes, Acts and Rules are strictly followed by all.
9. He will delegate authority and assign responsibility to sub-ordinate officers.

Director, Planning.

1. To provide technical guidance to the Deputy Director 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.

Superintending Engineer, Investigation Circle

1. To provide all technical guidance e to the Executive Engineers under him in consultation with higher authorities whenever necessary.
2. To review the estimates submitted by the divisions and to arrange for their sanctions as per delegation of power.
3. To review the periodical progress reports received from Divisions and ensure that they are consolidated for Circle and submitted to higher authority.
4. Inspecting the sub-ordinate offices periodically and report to higher authority about their efficiencies.

5. Responsible for administrations of the Circle including transfer of staff as and when necessary.
6. To prepare budget statements of expenditure and to obtain sanctions for modifications in allotment of funds to the Divisions.
7. To ensure that the Departmental Codes, Acts and Rules are strictly followed by all.

Deputy Director, Project Preparation-I

1. Submission of periodical progress reports to higher authority.
2. To provide technical guidance to the AEE & AE in consultation with higher authority whenever necessary.
3. To carry out any other tasks that may be assigned to him from time to time.

Deputy Director, Project Preparation-II & Asst. to Chief Engineer

1. Submission of periodical progress reports to higher authority.
2. To provide technical guidance to the AEE & AE in consultation with higher authority whenever necessary.
3. To carry out any other tasks that may be assigned to him from time to time.
4. Responsible for assisting the Chief Engineer in all administrative matters.
5. Ensuring review, consolidation, approval of all estimates received.
6. To assist the CE in answering queries from E.I.C. Govt. and World Bank.
7. To Co-ordinate between all functional heads under the office of concerned Chief Engineer.
8. To review and consolidate the periodical progress reports received.
9. To ensure the smooth functioning of the organization.
10. To ensure procurement of office stationery and other amenities of the organization.
11. To carry out any other tasks that may be assigned to him from time to time.

12. To assist the Chief Engineer in transfer and posting of staff.
13. To ensure that department code, Act and Rules are strictly followed in all activities.

Deputy Director, Environment & Sosio Economic Analysis

1. Submission of periodical progress reports to higher authority.
2. To provide technical guidance to the AEE, AEs and other staff in consultation with higher authority whenever necessary.
3. To carry out any other tasks that may be assigned to him from time to time.

Deputy Director, Geology.

1. Monitoring of drilling activities in various Irrigation Projects during survey and investigation stage.
2. Detailed Geological Logging of bore-holes drilled for proper classification and identification of rock strata encountered, and finally suggesting Safe Foundation Level (S.F.L.) after careful computation, analysis and interpretation of logging data. The S.F.L. is suggested for execution of foundation of the structure after knowing the foundation grade rock strata.
3. Attending specific geo-technical/ geological problems faced by project authorities in their respective project areas on specific request and submission of report thereof.
4. Attending periodical/ cyclic inspection of Dams for assessing the distress level of Dam from geological point of view.
5. To carry out any other tasks that may be assigned to him from time to time.

Executive Engineer, Investigation Division

1. Responsible for timely preparation of all estimates and submit to competent authority for approval.
2. To provide technical guidance to the AEEs and Asst. Engineers in consultation with the higher authorities whenever necessary.
3. To inspect the sub-ordinate offices periodically and to report to higher authority about their efficiencies.

4. To review, consolidate the periodical progress report submitted by AEE/AEs and send to higher authority.
5. To follow departmental codes, Acts and Rules in all activities.
6. Responsible for administration of his Division including transfer of staff, as and when necessary.
7. To prepare budget estimates of expenditure and to obtain sanctions for modifications in allotment of funds to the Division.
8. To submit regularly to the concerned authority all prescribed returns and accounts.
9. To carry out any other tasks that may be assigned to him from time to time.
10. To be responsible for preparation of W/C, Muster Rolls and staff pay bills etc. and to maintain other related personnel records.
11. Responsible for all major projects investigation, special studies and other investigation not assigned to the Basin Manager.
12. Collection of field data by his field staff in co-ordination with and assisted by Basin Manager.
13. Determine detailed time schedule for investigation.
14. Identification and collection of any data needed from Basin Manager.
15. Forest clearance of the projects.
16. Ensure catchment area treatment.
17. Analyse Rehabilitation and Resettlement programme.
18. Environmental clearance.
19. Analyse land acquisition impacts.
20. To investigate, plan and formulate structural and non structural proposals on sound technical, cost effective and environmental ground.

2.6 List of services being provided with a brief write-up on them:

a) General

- Determination of standards for preparation of feasibility and final reports. Such standards will be in addition to but not inconsistent with those established by the Chief Engineer, Water Planning Office.
- Responsible for all major project investigations, special studies and other investigations not assigned to the Basin Manager.
- Field data will be collected by field staff of the Chief Engineer in coordination with and assisted by Basin Manager.
- To investigate plan and formulate structural and nonstructural proposals on sound technical, cost effective and environmental ground.
- To take up projects in manageable components ensuring a streamlined project management process, from investigation stage to completion of construction, in a responsive and professional manner for effective water resource development and management.
- Conduct engineering analysis and applied hydrology studies.
- Co-ordinates planning activities with the Basin Manager and other Chief Engineers.
- Request preliminary designs from Chief Engineer, Design
- Request O&M data from Chief Engineer, Irrigation Management.
- Request input on hydroelectric potential from Energy Department.
- Reviews planning reports prepared in basin.
- Analyse land acquisition impacts.
- Prepares narrative tables, charts, graphs and assembles reports.
- Prepares analyses, studies and reports, usually not leading to specific schemes, of particulars concerns such as conjunctive use, drainage relief recharge potential, sea water intrusion and pollution.
- Apply standard principles and estimate project costing and apportion it scientifically among different sub components, so that after identification of category of users along with direct and indirect benefits, cost recovery mechanism through relevant charges based on appropriate pricing policy.
- Funding of the total project and its components have to be identified so that systematic and planned execution can be taken up to obtain benefits in phases.

- Determine adequate lead times for each phase/component of the project allowing progressive investigation through a series of checks and balances to explore all facets of a project before committing construction using scarce resources.
- Determine detailed time schedule for investigation, design, construction and operation phases.
- Work out a process to assess the performance of schemes and to review their ongoing management to ensure that the project is developed and managed in accordance with the plan .
- Identification and collection of any data needed from Basin Manager.
- Project Planning and economic analysis
- Project socio-economic analysis
- Plan for environmental mitigation and enhancement.
- Project environmental assessment and reviews to comply with Environmental protection Acts and Regulations.
- Project formulation reports.
- Provides for environmental clearance from Govt. of Orissa and Govt. of India.
- Agricultural input from Agriculture Department.
- Investigation of foundation and construction materials, survey and testing.
- Forest clearance of the projects.
- Land use and soil classification study.
- Ensure catchment area treatment.
- Analysis rehabilitation and resettlement programme.
- Responsible for all major project investigation, special studies and other investigation not assigned to the Basin Manager.
- Field data will be collected by field staff of the Chief Engineer in coordination with and assisted by Basin Manager.
- To investigate plan and formulate structural and non structural proposals on sound technical, cost effective and environmental ground.
- To take up projects in manageable components ensuring a streamlined project management process, from investigation stage to completion of

construction, in responsive and professional manner for effective water resources development and management.

- Co ordinates planning activities with the Basin Manager and other Chief Engineers.
- Analysis land acquisition impacts.
- Determine adequate lead times for each phase/component of the project allowing progressive investigation through a series of checks and balances to explore all facets of a project before committing construction using scarce resources.
- Forest clearance of the projects.
- Ensure catchment area treatment.
- Analyse Rehabilitation and Resettlement programme.
- Identification and collection of any data needed from Basin Manager.

b) Project Planning and Formulation.

- Conduct engineering analysis and applied hydrology studies.
- Co-ordinates planning activities with the basin manager and other Chief Engineers.
- Request preliminary designs from Chief Engineer, Design.
- Request O&M data from Chief Engineer, Irrigation Management.
- Request input on hydroelectric potential from Energy Department.
- Prepares narrative tables, charts, graphs and assembles
- Prepares analyses, studies and reports, usually not leading to specific schemes, of particulars concerns such as conjunctive use, drainage relief recharge potential, sea water intrusion and pollution.
- Apply standard principles and estimate project costing and apportion it s scientifically among different sub components, so that after identification of category of users along with direct and indirect benefits, cost recovery mechanism through relevant charges based on appropriate pricing policy.
- Project planning and economic analysis.
- Project socio economic analysis.
- Planning for environmental mitigation and enhancement.

- Project environmental assessment and reviews to comply with Environmental protection Acts and Regulations.
- Project formulation reports.
- Provides for environmental clearance from Govt. of Orissa and Govt. of India.
- Determination of standards for preparation of feasibility and final reports. Such standards will be in addition to but not inconsistent with those established by the Chief Engineer, Water Planning Office.
- Agricultural in-put from Agriculture Deptt.
- Investigation of foundation and construction materials, survey and testing.
- Land use and soil classification study.
- Forest clearance of the projects.
- Analysis of Rehabilitation and Resettlement programme.
- Reviews planning reports prepared in basin.
- Identification and collection of any data needed from Basin Managers.

c) Project Preparation.

- Conduct engineering analysis and applied hydrology studies.
- Co-ordinates planning activities with the Basin Manager and other Chief Engineers.
- Request preliminary designs from Chief Engineer, Design
- Request O&M from Chief Engineer, Irrigation Management.
- Request narrative tables, charts, graphs and assembles reports.
- Prepares analysis, studies and reports, usually not leading to specific schemes, of particular concerns such as conjunctive use, drainage relief recharge potential, sea water intrusion and pollution.
- Apply standard principles and estimate project costing and apportion it scientifically among different subcomponents, so that after identification of category of users along with direct and indirect benefit , cost recovery mechanism through relevant charges based on appropriate pricing policy.
- Project formulation reports.

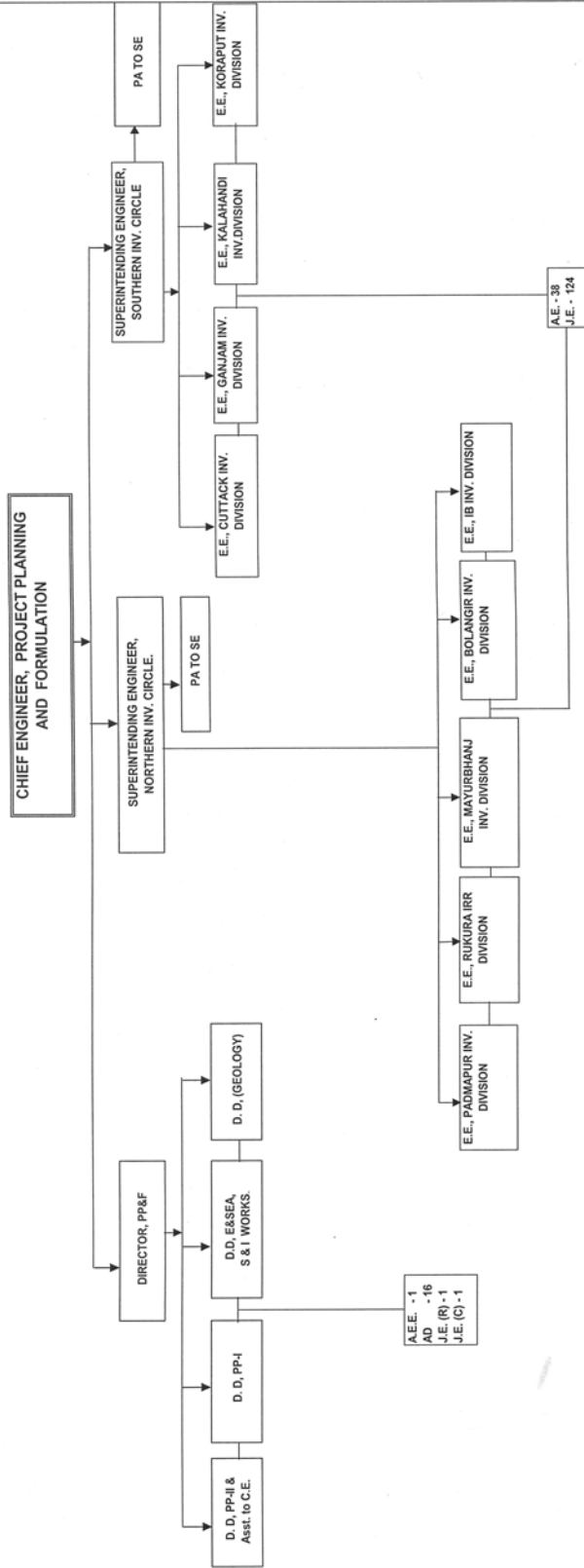
- Determination of standards for preparation of feasibility and final reports. Such standards will be in addition to but not inconsistent with those established by the Chief Engineer, Water Planning Office.
- Agricultural input from Agriculture Deptt.
- Reviews planning reports prepared in basin.
- Identification and collection of any data needed from Basin Manager.

d) Environment and Socio Economic Analysis.

- Project Planning and economic analysis.
- Project Socio-economic analysis.
- Plan for environmental mitigation and enhancement.
- Project environmental assessment and reviews to comply with Environmental protection Acts and Regulations.
- Provides for environmental clearance from Govt. of Orissa and Govt. of India.
- Forest clearance of the projects.
- Analyses Rehabilitation and Resettlement Programme.
- Identification and collection of any data needed from Basin Managers.

2.7 Organisational Structure Diagram

ORGANISATION CHART OF CHIEF ENGINEER, PP&F.



2.8.Expectation from the public for enhancing its effectiveness and efficiency:

Nil

2.9.Arrangments and methods made for seeking public participation/ contribution:

Nil

2.10.Mechanism available for monitoring the service delivery and public grievance resolution:

Nil

2.11.POSTAL ADDRESS :

Main office:

SECHA SADAN ,KESHARI NAGAR, BHUBANESWAR-751001

Subordinate Offices :

- Superintending Engineer,
Northern Investigation Circle, Burla, Sambalpur.
- Superintending Engineer,
Southern Investigation Circle, Berhampur, Ganjam.
- Executive Engineer,
Cuttack Investigation Division, Cuttack
- Executive Engineer,
Ganjam Investigation Division, Berhampur, Ganjam.
- Executive Engineer,
Kalahandi Investigation Division,Bhabanipatna, Kalahandi.
- Executive Engineer,
Koraput Investigation Division, Koraput.
- Executive Engineer,

Padmapur Investigation Division, Padmapur

- Executive Engineer,
Rukura Irrigation Division, Rukura, Sundargar.
- Executive Engineer,
Mayurbhanja Investigation Division, Udala. Mayurbhanja..
- Executive Engineer,
Balangir Investigation Division, Balangir
- Executive Engineer,
IB Investigation Division, Sundargara.

2.12.WORKING HOURS:

Official working hours : 10.00AM to 1.30PM & 2.00PM to 5.00PM

Closing hour of the office: 5.00 PM

(Office closed on Sundays and other Holidays of Govt of Orissa.)