

Chapter-3 (MANUAL –2) Powers and Duties of Officers and Employees

Sl. No	Designation	Powers			Duties
		Administrative	Financial	Others	
1	Chief Engineer & Basin Manager	Responsible for exercising full technical, supervisory and administrative control over all activities in his Basins/ Projects / Offices. Besides that to act within his powers given in the Statutory rules and Acts like appointment, transfer and posting, sanction of provisional Pensionary benefits.	Prepare budget estimates relating to the works and establishments under his control and to ensure that all original/revised estimates are properly sanctioned and award of contracts according to delegation of Power (OPWD Code- Vol-I and Vol-II)	Responsible for i) Operation and maintenance of completed projects ii) Construction of Irrigation Projects. iii) Preparation and clearance of new Irr Projects.	
2	Superintending Engineers	Responsible for exercising technical, supervisory and administrative control over activities in the Circle offices. Besides that to act within his powers given in the Statutory rules and Acts like appointment, transfer and posting, sanction of provisional Pensionary benefits.	Financial power relating to the Circle offices within his limitation specified on OPWD code Vol-I & Vol-II.	i) To provide technical guidance to the E.E., in consultation with higher authorities whenever necessary ii) To be responsible for all works executed by the divisions in the Circle office in respect of time schedule and proper quality, sanctioned plans and design specifications.	
3	Executive Engineers	Responsible for exercising technical, supervisory and administrative control over the activities in the Division office and to exercise his power as per statutory rules and acts.	Preparation of Budget estimates of Expenditure relating to the work and revenue of his division under his control and in addition to his duties he will function as per Govt. stipulation in OPWD code Vol. I and II.	i) Provide technical guidance to the AEE's and AEs and consult the higher authorities in all major problems. (ii) Preparation and finalisation of tender documents and contracts.	

