

U.T. ADMINISTRATION OF DNH AND DAMAN & DIU,
OFFICE OF THE EXECUTIVE ENGINEER,
PUBLIC WORKS DEPARTMENT,
WORKS DIVISION – II, DIU

1. CITIZEN CHARTER:

(I). FUNCTIONS:

The Public Works Department, Diu has mandate for the planning, design, construction, operation, maintenance, and management of public infrastructure. The Department undertakes the construction, maintenance, and repair of Government buildings, roads, bridges, water supply systems, and other public assets. Department prepares estimates, drawings, and technical reports; executes public works through transparent tendering procedures and ensures quality control, adherence to technical standards, and the timely completion of projects.

The Department is also entrusted with the maintenance of Government residential and non-residential buildings, Major District Roads (MDRs), Other District Roads (ODRs), bridges, and the district water supply system. In addition, it is responsible for the upkeep of Circuit Houses, the implementation of Government infrastructure development schemes, the management of contracts and work accounts, and the provision of technical and engineering support to various Government departments, while ensuring compliance with applicable Government rules, financial regulations, and engineering standards.

(II.) ORGANISATION:

(I) DIVISION OFFICE:

The Executive Engineer is the Head of the Office and the overall in-charge of the Division, exercising administrative, technical, and financial control over the Divisional Office and its two Sub-Divisions. The following officers and staff are posted in the Divisional Office and work under the administrative, technical, and supervisory control of the Executive Engineer.

1. Assistant Surveyor of Works:
2. Junior Engineer (TB).
3. Head Clerk.
4. Divisional Accountant.
5. U.D.C.
6. Stenographer.
7. L.D.C.

A. SUB - DIVISION OFFICES:

I). SUB- DIVISION -I, DIU:

The Assistant Engineer, PWD, Sub-Division-I, is the officer in charge of the execution and maintenance of departmental works. The Assistant Engineer supervises technical activities, prepares and scrutinises estimates, ensures quality control, verifies measurements, certifies contractors' bills, and scrutinises building plans received from the Panchayats.

The Sub Division-I is entrusted with the execution, operation, maintenance, and repair of public works within Diu District, including Government buildings, roads, water supply systems, Circuit Houses, and other Government assets. It also undertakes civil works for various Government Departments under different Government schemes and issues licences for new domestic and commercial water supply connections in accordance with the prescribed rules and procedures.

Sr. No.	Subject	Procedure	Documents required	Fee payable	Time-limit
01.	Obtaining New Water Supply Connection	To submit application duly signed in the prescribed form available in Sub Division -I Office. After scrutiny of the said application and site-inspection, the Water Supply connection is released.	1. Application. 2. Authorized letter from DMC / Panchayat. 3. Undertaking (Original). 4. Site Plan (Photo Copy). 5. Property Card / Copy of Form 1/14. 6. Aadhar Card. 7. Meter Card Bill. 8. House Tax Receipt.	Rs. 250/- for Water Supply connection. (The Water Supply connection is released by PWD's licensed plumber and the expenditure towards connection has to be borne by the applicant.)	15 days. (After submitting all relevant Documents)

02.	Water Supply Connection Name Transfer	Submit a duly signed application in the prescribed form available at the Sub-Division-I Office for the transfer of the Water Supply Connection in the applicant's name. After scrutiny of the application and verification of the required documents, the Water Supply Connection shall be transferred to the applicant's name.	1. Application. 2. Authorized letter from DMC / Panchayat. 3. Undertaking (Original). 4. Site Plan (Photo Copy). 5. Property Card / Copy of Form 1/14. 6. Copy of Registered Agreement (Sale Deed / Document). 7. Aadhar Card. 8. Water Bill. 9. House Tax Receipt. 10. Death Certificate (if the previous owner is deceased).	Rs. 200/- for Water Supply connection.	15 days. (After submitting all relevant Documents)
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II). SUB - DIVISION II, DIU:

The Sub-Division-II, PWD, Diu primarily undertakes the construction, improvement, maintenance, and repair of Major District Roads (MDRs) and Other District Roads (ODRs) to ensure safe and efficient road connectivity. It also executes development works relating to Roads and Bridges, Ports and Lighthouses, Fisheries, Animal Husbandry, Flood Control, and other Public Works. The Sub-Division also carries out emergency repair and restoration works during natural calamities, the monsoon season, and other emergencies to ensure the uninterrupted functioning of public infrastructure.