

INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009 WITH RESPECT TO PUBLIC WORKS DEPARTMENT

CHAPTER-1

AN INTRODUCTION

1.1 Background of the Hand Book:-

This Handbook has been prepared in accordance with Section 4(1)(b) of the Right to Information Act, 2005 in order to enable the citizen to have easy access to the information as mandated in the Act.

1.2 Objective/purpose of the Hand Book:

The focus of the Hand Book is to familiarize citizens with the organizational structure and functioning of Public works and to facilitate easy access to all the information required to be published under Section 4(1)(b) of the said Act.

1.3 Intended users of the Hand Book:

Citizens in general and personnel involved in UT administration in particular.

1.4 Information of the Organization in the Hand Book:

This Hand Book provides an overall view of Public works, its functions, the composition, duties and responsibilities, organizational structure etc.

1.5 Contact Person:

Mr. Zakir Hussain.

Deputy Secretary Public Works Department.

Phone:-01982-259220

1.6 Procedure and Fee Structure for getting information

A request under sub-section (1) of section 6 for obtaining information shall be made in Form-1 and accompanied by an application fee of rupees Ten by way of cash against proper receipt or by Indian Postal Order or demand draft bankers cheque payable to the accounts officer of the public authority/concerned P.I.O.

A request for obtaining information shall be deemed to be made duly accompanied by prescribed application fee if it is written on a non-judicial stamp paper of Rupees fifty.

2.0 PARTICULAR OF ORGANIZATION, FUNCTIONS AND DUTIES

2.1 Objective/purpose of the public authority.

The **Public Works Department** is the functional arm of the UT of Ladakh for overall development by way of construction and maintenance of roads, buildings, bridges and other infrastructural works. The department has in house resources for planning, design, execution, monitoring and maintenance of these assets. The department generally gets projects funded by the UT Administration and Government of India under various developmental schemes viz., CRF, PMGSY, NABARD etc. Works are executed under various contractual set ups like EPC, PPP, etc. which make project execution and its funding easier and time bound.

The **Administrative Secretary** PW(R&B) Department is the overall administrative head of the department. Under him at the Divisional level there are 02 Chief Engineers i.e CE, PW(R&B) and CE, Mechanical who report to the Administrative Secretary. At the Administrative Department, Administrative Secretary is assisted by a Deputy Secretary, Accounts Officer and Assistant Director (Plg) besides other supporting staff. The department has various wings viz., Roads & Buildings, PMGSY, MED.

There are two Chief Engineers i.e Chief Engineer Public Works (R&B)/PMGSY and Chief Engineer Mechanical at the divisional level who are assisted by Superintending Engineers at district level who are further having a network of Executive Engineers at district level. The offices of the Executive Engineers are the main office responsible for execution of the works in the field although they have to work under close guidance and technical control of the Superintending Engineer of the concerned Circles and the Chief Engineer. The Executive Engineers are supported by **Assistant Executive Engineers** who hold a sub divisional office at their level. Subdivisions are further having a number of sections controlled by **Assistant Engineer/Junior Engineers**. The **A.Es** are deputed as technical officers to the AEEs for supporting AEEs in technical matters besides, undertaking various quality control measures in the division.

2.2 Mission/vision statement of the public authority

2.2.1 Mission:

Department's Mission is to execute, maintain, and standardize Infrastructural requirements of the UT. To provide connectivity, safe roads, bridges and tunnels for sustainable and inclusive socio-economic growth. Facilitating the implementation of policies laws and, acts for maintaining transparency in governance.

2.2.2 Vision:

To create and maintain a sustainable and inclusively built network of roads within the available resources while ensuring engineering design and quality control.

2.3 Functional Setup:

2.3.1 Administrative Secretary:

The Administrative Secretary exercises all administrative powers delegated to him over the entire department. The Administrative Secretary is responsible for the monitoring and policy

decision regarding the execution of developmental works and to deal with matters regarding interpretation or modification of existing rules and procedures as and when required or felt necessary.

2.3.2 Chief Engineer Office R&B:

The Chief Engineer is the administrative and technical head of the respective wings of the department at divisional level of the UT administration and is responsible for efficient execution, monitoring of works and making funds available to SEs/EEs. The CE is assisted by a Technical Officer of the rank of Executive Engineer who remains the controlling officer for administrative, technical and planning sections of the headquarter. The financial wing under the control of a Chief Accounts Officer with sufficient complement of subordinate staff is responsible for all financial matters under the overall control of Chief engineer. The Chief Engineer has powers of sanctioning estimates and entering into contracts within the limits of delegated powers. In addition to the above, the Chief Engineer has an electrical wing under the control of an Executive Engineer (Electrical) wing.

The chief engineer office has the following sections working under the guidance of technical officer to CE and overall control of the Chief Engineer.

- 1. Technical Section:** It shall comprise of an EE and AE. They shall be responsible for implementation of new technologies, vetting of designs of minor works, maintain design data bank, coordinating with Quality control cells of divisions, coordinating with Road Safety Cell, etc.
- 2. Personnel Section:** Personnel section is headed by Section Officer who is responsible for all correspondence of the chief engineer including managing meetings and coordinating information related to RTIs, establishment of personnel, besides grievance cell.
- 3. Accounts section:** It is headed by Chief Accounts officer/Accounts officer who shall be responsible for monitoring all financial matters and submitting reports to relevant quarters.
- 4. Planning Section:** This section is headed by Deputy Director planning for framing of twenty year plans/ five year plans comprising annual works programme/plan, and shall be responsible for complete planning and monitoring of works.
- 5. Drawing section:** The drawing section is headed by head draftsman and shall be responsible for checking of estimates, drawings, DPRs, and all other related issues.
- 6. Works and tendering section:** This section is headed Technical officer and Head draftsman who shall be responsible for tendering works, record keeping, digitization of documents, maintaining record of BG, security deposits, etc.
- 7. Receipt and Dispatch Section:** This section is headed by senior Assistant /Junior assistant for making receipt and dispatches of direction office, maintaining of files, record keeping, correspondences, etc. The section shall have one person dedicated for digitizing of all the correspondence.

2.3.3 Law Officer,

There is a Law officer deputed by Law department in all direction offices who deals with legal matters of the department.

2.3.4 Circle Office:

The Provinces under the control of the Chief Engineer are subdivided into circles which are further controlled by respective Superintending Engineers at their level. Superintending Engineer is responsible for the overall working of the circle under their jurisdiction. The Superintending Engineer has the authority of sanctioning estimates and entering into contracts within the delegated powers. They are assisted by a Technical officer of the rank of Assistant Executive Engineer who shall be administering both administrative and technical sections of the circle. Assistant Accounts Officer deputed in the circle is to assist the SE in all financial matters.

2.3.5 Divisional Office:

The main executive unit of the department next to circle office is the divisional office coming under the control of an Executive Engineer. He has to manage overall execution of all the projects assigned to him. All divisions have subdivisions under them who are controlled by Assistant Executive Engineers. The Executive Engineer is responsible for proper execution of all works in his Division and also in guiding and controlling the subordinate officers with regard to execution of works, site investigation, designs, estimates, billing and payments, etc. He has authority of sanctioning estimates and entering into contracts within the powers delegated to him. As drawing and disbursing officer of the division all payments for works, supplies and services is made by the Executive Engineer. The Executive Engineer renders prescribed financial accounts to the Accountant General every month or as prescribed by the AG. The Divisional Office has three branches in the office besides a quality control cell, viz. drawing branch, accounts branch and establishment branch. The Executive Engineer is assisted by a Technical Officer of the rank of an Assistant Executive Engineer and controls all branches of the division including quality control cell. Accounts section is headed by an Assistant Accounts Officer whereas the establishment section is managed by a Head Assistant/ Junior Assistant in offices where such an officer is posted with necessary supporting staff. The Technical Officer to Executive Engineer peruses and submit all files to the Executive Engineer for final orders.

2.3.6 Stores:

All divisions shall have stores under A.E Stores supported by a store keeper with overall control of the concerned Executive Engineer.

2.3.7 Section Office.

The lowest executive unit of the organizational setup is the sectional level office under the control of an Assistant Engineer/ Junior Engineer whose jurisdiction may be territorial or functional. In case of territorial sections, all works of the particular branch within the area of jurisdiction of the section is under the control of the Assistant Engineer/Junior engineer. In case of sections other than territorial sections, the Assistant Engineer/Junior Engineer is under the control of specific works or specific functions. For carrying out, executive and supervisory functions the section have the required number of Supervisors, road workers for assisting him in the work. In addition to executive functions, the Assistant Engineer /Junior Engineer has to maintain the primary records of all transactions relating to works, supplies and services under his control and render account to his superior authorities as per rules.

2.3.8 Chief Engineer Mechanical:

The Setup of Chief engineer will have same as in clause 2.3.2

2.3.9 Repairs of Vehicles and Machineries:

The repairs and maintenances of all the vehicles and machineries is attended to in consultation and with the approval, wherever necessary, of the Department. The concerned Mechanical Divisions to conduct fuel consumption testing, estimates for repair and maintenance, work supervision for departmental vehicles, inspection and issue of fitness certificate for road construction equipments of contractors, work supervision for repair and maintenance of road construction equipments, road roller, refrigerators, chiller plants HVAC, Air conditioners etc. They conduct valuation of vehicles (also for scrapped vehicles), recommendation for condemnation etc.

2.3.10 PMGSY (Pradhan Mantri Gram SadakYojna):

The PMGSY wing of the Department shall deal with planning, project preparation, construction, maintenance of roads and bridges of rural and urban area works as per the guidelines of MORD, GOI. It has its headquarters in the both regions of Jammu and Kashmir. Each is under the control of a Chief Engineer and shall have same setup as mentioned under clause 2.3.2

2.3.11 Planning of PMGSY:

The Planning guidelines for implementation of PMGSY programme are drafted and implemented by National Rural Infrastructure development Agency (NRIDA) for various schemes viz PMGSY-I, PMGSY-II, PMGSY-III and PMGSY -IV etc. the details are also available on www.omms.nic.in.

Powers and Duties of Officers and Employees:

3. Duties and Responsibilities:

3.1 General

The department is headed by an Administrative Secretary who may be of the rank of Principal Secretary/ Commissioner Secretary/ Secretary. Presently the Department is Headed by Administrative Secretary, **Shri Ajeet Kumar Sahu, IAS** who is assisted by the following team of officers dealing with different subjects as mentioned below:

1. Deputy Secretary.
2. Assistant Director (PIG).
3. Accounts Officers.
4. Public Law Officers.

The duties and responsibilities of the officers of the department are given below. As regards other officers, they shall continue carrying out such duties and hold such responsibilities, as at present, based on existing rules, orders of superior officers and or conventions until they are modified.

In addition, the following are considered as part of the duties of every officer of the department.

1. Every officer to, if called upon by his superior officers, carry out as a temporary measure, in addition to his duties and responsibilities, those of another officer who is on leave or otherwise not available.
2. Every officer to carry out any duties as assigned to him by his superior officers.
3. If an officer has to be absent from his post on leave or for other reasons, he, or his superior officer to make necessary arrangement for the conduct of the work in the absence of the officer.
4. Every officer to ensure adequate care for protection of Government property under his charge.
5. Every officer to abide by the directions issued by a superior officer.
6. Every officer to safeguard the interest of the govt. especially during emergencies and natural calamities.
7. All officers to exhibit a high level of co-operation and work with tandem with other officers of the government.

Law, Rules, Regulations, Guidelines for Discharging Functions:

