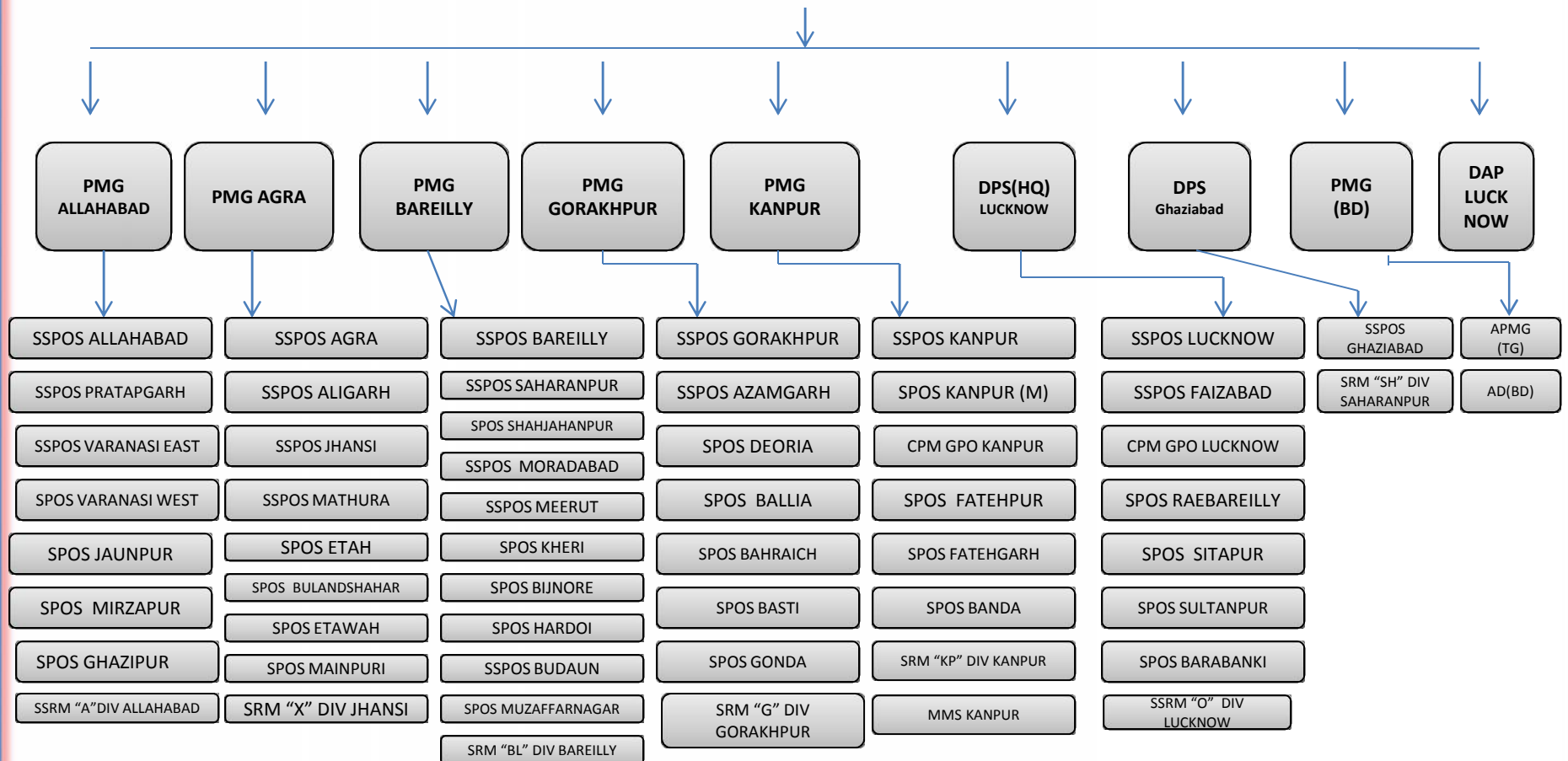


Decision Making of Uttar Pradesh Postal Circle

CHIEF POSTMASTER GENERAL UTTAR PRADESH CIRCLE LUCKNOW



Decision Making Structure of Uttar Pradesh Postal Circle

Name of Post	Span of Control	Duties and Powers
Chief Postmaster General	<p>Group 'A' Officers</p> <p>Group 'B' Officers</p> <p>Operative</p>	<p><u>Personnel Management</u></p> <ul style="list-style-type: none"> o Controlling Authority for Group 'A' and Group 'B' officers posted in the circle o Appointing Authority for the Group 'C' Supervisory Officials. o Reviewing Authority for supervisory officials. o Cadre Controlling Authority for the inspectoral staff as well as other circle cadres, Supervisory staff in the circle. o Head of the circle Welfare Fund. <p><u>Financial Management</u></p> <ul style="list-style-type: none"> o Budgeting for the entire Circle o Allocation of funds to the Regions and Postal/RMS Division o Monitoring expenditure for achieving economy in administrations. o Exercising full delegated financial powers in respect of operational matters, recruitment and in other cases full powers of the Head of a Department for building; and o In addition to the existing powers of Head of the circle/Head of Department also enjoys delegated powers of Director General/Postal Board. <p><u>Technical Functions</u></p> <ul style="list-style-type: none"> o Planning of postal network in circle jurisdiction according to the sanction in annual plan. o Management of customers services through network of the post offices. o Collection/transmission and delivery of mail within the circles. o Management of postal estates.

		<p>o Chairman of the Circle Sports, Welfare Control Board.</p> <p>o Planning and execution of modernization programmes in the post offices/RMS offices.</p> <p>o Monitoring of redress of public grievances.</p> <p>o Development of management information system for effective management.</p> <p>o <u>Overseeing the support systems :-</u></p> <ol style="list-style-type: none"> 1. Postal Stores Depot 2. Circle Stamp Depots 3. Mail Motor Service <p>o Overseeing the work of Director of Accounts Postal</p> <p>o Chairman of the Circle Management Committee.</p> <p>o Chairman of the Departmental Joint Consultative Machinery.</p> <p><u>Co-ordination Activities</u></p> <p>o Co-ordination with the State Government Authorities and other Central Government Organizations within the circle.</p> <p>o Overseeing the work of Dak Adalats for settlement of public grievances. Also oversee the work of Pension Adalats for retired departmental officials.</p> <p>o Co-ordination with informal groups (Non- Governmental Organizations), eminent public personalities like Member of Parliament, Member of Legislative Assemblies, Local Bodies etc (Main spokesmen of the Department in his area and) co-ordinate with electronic and print media.</p>
Regional Postmaster General	<p>Group 'A' Officers</p> <p>Group 'B' Officers</p> <p>Group 'C' and MTS</p> <p>Head of the Region i.e. the Chief Office in the Postal Region</p>	<p><u>Personnel Management</u></p> <p>o Controlling authority for Group 'A' and Group 'B' officers posted in the Region.</p> <p>o Appellate Authority/Review Authority for Supervisory as well as Clerical cadres.</p> <p>o Cadre Controlling Authority for the inspectoral staff as well as</p>

Supervisory staff/Circle cadre staff in the Region.

Financial Management

- o Budgeting for the entire Region
- o Exercises full Delegated Financial Powers as Head of a Department.
- o Monitoring expenditure to achieve economy in administration.

Technical Functions

- o Planning of postal network within his jurisdiction according to the sanctioned in Annual Plan.
- o Management of customers services through network of the post offices.
- o Collection/transmission/ delivery of mail within the Region.
- o Management of postal estates.
- o Planning and execution of modernization programmes in the post offices/RMS offices.
- o Monitoring of redress of public grievances.
- o Development of Management Information System for effective management.
- o Oversee the supporting system like;
 - 1. Postal Stores Depot
 - 2. Mail Motor Service.

Co-ordination Activities

- o Co-ordination with the State Government authorities and other Central Government organizations in the Region.
- o Oversee the work of Dak Adalats for settlement of public grievances and Pension Adalats for retired officials.
- o Co-ordination with informal groups, (Non-Governmental Organizations), eminent public personalities like Member of

		<p>Parliament, M.L.A etc.</p> <p>o Inter-act with Press and Media about Departmental activities including new products and services.</p>
Director, Postal Services	Group 'A' Officers Group 'B', Group 'C' and MTS	<p>o A Staff Officer either to the Chief Postmaster General in the Circle Office or to the Regional PMG. He carries out all functions of the personnel management, financial management and technical activities concerning management of the postal services, RMS and in the headquarters office. In the Circle office, certain other functional areas like foreign mail processing/transmission, Postal Life Insurance works are also allocated.</p> <p>o As the Director Postal Services, financial powers have been delegated to the functionary to make him effective in the field situation. He acts as appellate authority in respect of clerical and junior level supervisory staff in Region/Circle.</p>
Assistant Postmaster General	Section Supervisor Clerical Staff and MTS	In charge of staff and vigilance & investigation section. Assist the Head of the Circle in inspection, investigation and supervision in various areas. Both a Desk Officer as well as an inspecting Officer. Head of the Circle can depute him away from Headquarters particularly in serious cases of robbery abstraction or fraud.
Assistant Director	Group Officer of Sections in Circle and Regional Level.	Such post holders perform the same nature of job as done by the Assistant Postmaster General except that their span of control is shorter.
Senior Supdt. and Supdt. of Postal and RMS Divisions	Group B, Asst Superintendent Pos Offices, Inspector Posts, Group 'C' Cadres & GDS	<p><u>Personnel Management</u></p> <p>o Controlling Authority for Group C and MTS and GDS officials posted in the division.</p> <p>o Appointing Authority for the Group C, MTS and GDS officials in the Division</p> <p>o Reviewing Authority for postal assistants</p> <p><u>Financial Management</u></p> <p>o Budgeting for the Division</p> <p>o Monitoring expenditure for achieving economy in administrations.</p> <p>o Exercising full delegated financial powers in respect of operational matters,</p> <p><u>Technical Functions</u></p> <p>o Management of customers services through network of the post</p>

		<p>offices.</p> <ul style="list-style-type: none"> o Collection/transmission and delivery of mail within the division. o Management of postal estates within division o Planning and execution of modernization programmes in the post offices/RMS offices. o Monitoring of redress of public grievances o Development of management information system for effective management. <p><u>Co-ordination Activities.</u></p> <ul style="list-style-type: none"> o Co-ordination with the State Government Authorities and other Central Government Organizations within the division. o Overseeing the work of Dak Adalats. o Settlement of public grievances.
Superintendent of PSD	Supervision over the PSD	<ul style="list-style-type: none"> o He is in charge of the PSD/CSD. He is the Head of the Office. o Exercise full administrative powers over the clerical staff also the disciplinary authority. o Recruiting, appointing authority for the MTS. o Responsible for procurement and supply of stores. o Responsible for printing and purchase of forms after obtaining the approval of the competent authority in the circle office. o Co-ordination with other organization like DGS&D, Govt. Printing Press, Private Printing Industry, Railway.
Superintendent, Circle Stamps Depots.	Supervision over the CSD	<ul style="list-style-type: none"> o Officer in charge of the Circle Stamp Depot. <p><u>Procurement Function</u></p> <ul style="list-style-type: none"> o Responsible for procuring the quarterly requirement of stamps/stationery, NSCs, KVPs, IVPs, etc. of the Head offices under the circle. o To place indents to the Central Stamps Store, Nasik for quarterly requirements of the stamps.

		<ul style="list-style-type: none"> o To monitor receipt of supply of various indented items. o Custodial Security Functions. o Joint custodian of stamps/stationery certificates. o To ensure sufficient number of receivables with double lock arrangements. o To ensure adequate arrangements for safety and security of stocks. o To maintain stock register. <p>Supply Functions</p> <ul style="list-style-type: none"> o To ensure supply of Stamps/Certificate to all the Head Post Offices. o To ensure timely disposal of unserviceable packing materials. <p>Staff Functions</p> <ul style="list-style-type: none"> o Recruitment of MTS Staff. o Exercising disciplinary powers. o Sanction of personal claims.
Inspector of Post Office in PSD		<p>Assist to the Superintendent in discharge of various duties and responsibilities. Responsible for proper preparation of quarterly indents of Stamps and Stationery, NSCs, KVPs etc., personal supervision over the work relating the issue of stamps and stationeries for dispatch to post offices. Personal supervision on the opening of wooden cases and Bags containing stamps and stationery etc. personal supervision over the work relating to stocking of stamps and stationeries in the various strong rooms. Will oversee the indents received from the post offices in regulating the supply as per stock positions. Will render general assistance whenever necessary.</p>
Sub Divisional Inspector/Assistant Supdt. Post Offices	Postman & MTS & GDS establishment in Sub Division level.	<ul style="list-style-type: none"> o Junior Manager in the Department responsible for operation, planning and development at Sub-Divisional level o Appointing Authority for MTS officials and GDS officials in Branch Post Offices and Time Scale Sub Offices in the sub division o Disciplinary and leave sanctioning authority for postmen working in the Sub Division o Carries out Inspection of Sub and Branch Pos in the Sub Division

		<ul style="list-style-type: none"> o Assists the Divisional Head in the Inspection of the head offices o Carries out verification of balances of all SB/RD/TD Accounts in the Post Office in the case of SB Frauds committed by the officials o Carries out verification of payment of money orders paid by the postmen every month on random basis and special verification in case of fraud o Carries out verification of genuineness of withdrawals for Rs 2500/- and above on cent per cent basis in single handed sub post offices and Branch Post Offices o Data collection for postal planning and opening of new Post Offices o Verify correctness of statistics collected by post offices for sanction of additional staff owing to increase in work load o Carries out investigation of fraud and public complaints o General purpose duty like painting of letter boxes in the sub division, arranging hired accommodation for post offices, maintenance of mail lines etc. o At sub Divisional level he maintains liaison with State Government authorities, and important public persons and customers. o Any other duty assigned from time to time.
Section Supervisor	Section level supervisor at Circle and Regional level	<ul style="list-style-type: none"> o Disposal of important receipts and those, which present any special features either personally or given specific instructions to concerned DA. o To keep special watch on progress of important cases. o Maintenance of proper list for distribution of work in section. o Scrutiny of Assistant's diaries in order to see that all receipts given to them are entered in them properly. o Checking of abstract of weekly arrears of papers in Assistant's diaries at the end of each week to verify their correctness. o Examination of table of one clerk at least every day in order to see whether any receipt or file is lying for a long time. o Up-to-date maintenance of Sectional notebook.

		<ul style="list-style-type: none"> o Preparation of weekly area report and its submission to sectional officers. o Scrutiny of monthly statement cases pending disposal over three months. o Maintenance of calendar of outward and inward returns.
Office Supdt. (Circle Office)	----	<ul style="list-style-type: none"> o General supervision and direct responsibility for central registry, issue and dispatch, old record section and reception. o Control over Office stock and stationery. o Scrutiny and distribution of disputed papers of Dak. o Posting of clerical staff including stenos in sections/offices. o All leave cases of Dealing Assistants. o Housekeeping. o Receipt dispatch and distribution of telex messages. o Joint custody of cash of Circle Office with ADPS in-charge of accounts and pension Section. o Receipt and circulation of DG Dak and newspaper cuttings.
Asstt. Director (PG)		<ul style="list-style-type: none"> o He is the Chief Grievance Redress Officer. o Monitoring of redress functions of the divisional Units. o Enquiring into cases of complaint of serious nature as may be ordered by the Head of the Circle. o Monitoring all web driven system of complaints handling operated in the Department. o Organizing Dak Adalats at the Circle levels. o Submission of reports to the Directorate as prescribed.
Complaint and Public Grievance Inspector (CI in Postal Divisions.		<ul style="list-style-type: none"> o A complaint and grievances Inspector is generally, called CI and he is in-charge of complaint branch and is required to attend all public complaints in regard to service. o Required to attend all such duties as or assigned by the Divisional Supdt.

		<ul style="list-style-type: none"> o Required to supervise the work of all branches which have been placed under his control in addition to complaint section. o Monitoring all web driven system of complaints handling operated in the Department. o Responsible for timely submission of information to higher officers in respect of complicated cases and also ensures timely submission of returns to higher/Circle Officer. o Any other duty assigned to him from time to time.
Development Officer (PLI)		<ul style="list-style-type: none"> o Publicizing and marketing PLI Schemes by distribution of literature, lectures and personal liaison. o Procurement of effective PLI business by personal contact/liaison with various government institutions, public undertakings and autonomous Organizations. o Verification of PLI Claims.
Postal Assistants (Circle Office)		<ul style="list-style-type: none"> o Receipt and registration of Dak. o Disposal of Dak by submitting in files. o Maintenance of rulings and circulation thereof. o Noting and drafting. o Maintenance of reminder diary, guard files. o Processing of Parliament Questions and VIP references. o In addition to above, Postal Assistants (Circle Office) working in PLI Branch discharge following other duties:- o Data entry operation on computers. <p>Generation of various information reports for;</p> <ul style="list-style-type: none"> § Preparation of History sheets. § Issue of new policy. § Posting of premium in individual account. § Processing of loan applications.

		<p>§ Settlement of claim.</p> <p>§ MIS</p>
Senior P.A.(Gazetted) with Heads of Circles/Regions		<ul style="list-style-type: none"> o Taking dictation in shorthand and its transcription. o Fixing up of appointments with various dignities. o Screening the telephone calls and the visitors in a tactful manner. o Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up. o Maintaining in proper order the papers required to be retained by the Officer. o Keeping a note of the movement of files passed by the Officer and other officers, if necessary. o Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued. o Carrying out the corrections to the Officer's reference books. o Maintenance of CR dossiers and attending to related matters. o Relieving the boss of much of his routine work and generally assisting him in such a manner as he may direct.
Stenographer Gr.I (with Director of Postal Services)		<ul style="list-style-type: none"> o Taking dictation in shorthand and its transcription. o Fixing up of appointments with various visitors o Screening the telephone calls and the visitors in a tactful manner. o Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up. o Maintaining in proper order the papers required to be retained by the Officer. o Keeping a note of the movement of files passed by the Officer and other officers, if necessary. o Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued. o Carrying out the corrections to the Officer's reference books.

		<ul style="list-style-type: none"> o Maintenance of CR dossiers and attending to related matters. o Relieving the superior of much of his routine work and assisting him in the manner he directs.
Stenographer Grade-III (In the Circle Office)		<ul style="list-style-type: none"> o Receiving the telephone calls. o Taking dictation of inspections/visits of divisional heads and of minutes of meetings with Unions. o Maintenance of CR dossiers and attending the matters connected therewith. o Maintaining in proper order the papers required to be retained by the Officer
Stenographer Grade III (In the Divisional Office)		<ul style="list-style-type: none"> o Receiving the telephone calls. o Taking dictation of inspections/visits of divisional heads and of minutes of meetings with Unions. o Maintenance of CR dossiers and attending to matters connected therewith. o Maintaining in proper order the papers required to be retained by the Officer.
Powers and Duties of Operative officers and employees in the Post Office		
Senior Postmaster		<p>The Duties and responsibilities of a Sr. Postmaster are laid down in different Postal Manuals, Savings Bank Manuals and other Regulations dealing with financial transactions etc. However, some of the important duties are as follows;</p> <ul style="list-style-type: none"> o Will perform the personal duties prescribed in the various Postal Manuals, Fundamental Rules (FRs) & Financial Hand Book (FHB) except those delegated to the Dy. Postmaster and assistant Postmaster. o Will exercise general supervision over all the branches and carry out the annual inspection of all departments in accordance with the standard questionnaire. o Will supervise the opening of Dak- ordinary and registered. o Will be responsible for maintaining discipline and control, grant of leave to staff, sanctioning advances like festival, leave salaries reimbursement of medical bills, and Temporary & Final withdrawals

		<p>from GPF and authorizing OTA to staff.</p> <ul style="list-style-type: none"> o Will maintain CRs in respect of PAs and Group officers. o Will perform duties of drawing and disbursing officers as prescribed in FHB Vol – I. o Will sanction claim cases relating to SB, RD, MIS, etc accounts and savings certificates, process and forward cases of arrears of pay and allowances and pensions. o Will be in charge of staff, investigation branches, undertake investigation/Enquiries into fraud/loss cases concerning HO and sign references (other than routine ones) addressed to SSPOs, PMG and AO. o Will ensure prompt action is taken on VRs/IRs (Rule 157-Vol. V) and maintain the postmasters order book for recording changes, tests applied etc (Rule 50 vol. VI). o Will issue PO Identity cards to general public and maintain all connected records therewith. o Will write postmasters balance sheet (Rule 43 FHB Vol II). o Will review the objection registers maintained by SBCO and exercise general supervision over the branch. o Any other duty or responsibility assigned to him from time to time.
Head Post Master		<p>The duties of a Head Postmaster are laid down in various Postal Manuals and in Financial hand Book. However, some of the important duties are as follows;</p> <ul style="list-style-type: none"> o Postmaster is in charge of office, maintain discipline and make arrangement for smoothly day to day function of office. o He will be in charge of Sub Accounts branch. He will regulate remittances to / from Bank, sub offices and check the balances held in Sub Offices, disposal of Excess Cash Balance(ECB) memos and Sub Postmaster Monthly Report (SMRs). o He will be responsible for proper financing of subordinate post offices under the account jurisdiction of HPO and transactions with bank where HPO is in account with Bank for withdrawal and deposit of cash. o He will ensure proper maintenance of stock register of the office (Rule 369 of Volume VI) and also maintain the stock register of ACG-

53 (Rule 8 and 173 of FHB Vol. I).

o He will also see the periodical returns and statements that are submitted to the respective authorities. i.e. Divisional Circle/Region and Postal Accounts Offices.

o He will be solely responsible for the correspondence with the Divisional and Postal Accounts Offices.

o He will be solely responsible for all the work connected to staff matters and administration.

o He will attend to the appointment matters of postmen and MTS and will personally maintain the check for appointment to GDS staff for his office.

o He will maintain rosters, writing of CRs / issue of leave memos in respect of Postmen and MTS staff including GDS.

o He will see that all references from his office to Divisional Office, Circle/Regional office and Postal Accounts offices goes under his signature.

o He will carry out weekly checks on SB / RD / CTD / TD / NSS/PPF/MIS register of un-posted items for prompt settlement and clearance. He will check the MO form accounts as per SO summary and cause supply of MO forms to SOs.

o The Postmaster should carryout Kit inspection of postmen and Group D Staff.

o He should ensure proper custody of KVPs of Rs 50000/- and maintenance of stock thereof.

o He will maintain inventory relating to stock of computer and its peripherals and its history sheets.

o He will keep over all supervision of computers / MPCM / Generator/Batteries and accessories and taking backup of files in floppies periodically with the help of System Administrator attached to his office.

o He will ensure timely renewal of Post boxes.

o He is solely responsible for verifying and maintaining the SOs daily account and keep watch over the Sub Account branch daily.

		<ul style="list-style-type: none"> o He has to look personally into the transit figures and tally the account daily. o He is personally responsible for writing the Postmaster Balance sheet daily. He should ensure that cash and stamps of daily balances are agreed with the closing balance of the day by physically counting and checking the cash and stamps. o He should periodically check the various accountable items and ensure correctness. o He is responsible for writing and updating the IR/VR paras of inspecting officers viz, Circle level/Regional level offices and Divisional office. o He will take the assistance of PRI (P) and utilize his service for investigation, check over effective delivery of the postmen staff and check over the GDS official clearing the letter boxes. o He should keep watch over departmental stamps and seals used in each section to keep them clean and tidy. o He should arrange proper supply of the cash and clearance of cash to/from the SOs during the off hours of DPM Treasury. o He should carryout self inspection of HO as prescribed in the rules. o He will ensure effective Estate maintenance that the surroundings of the PO building and garden are kept clean. o Any other duty assigned from time to time.
Sub Post Master		<ul style="list-style-type: none"> o All personal duties of SPM as prescribed in various chapters of Postal Manuals. However, some of the important duties are as follows; o Responsible for the maintenance of records and submission of due returns. o Responsible to check the stamp advances and Franking Machine reading. o Responsible for proper maintenance of all hardware and will maintain History sheet in respect of system/peripherals up to date. o Personally responsible to handle server and ensure that no unauthorized person accesses server. o Responsible to ensure that no unauthorized floppy/CDs are used in

		<p>the system. He/she will facilitate Day Begin and Day End and also allocate work among PAs. He/she will take periodic backup in respect of all modules. He/she will maintain a log book for recording of operation of server.</p> <p>o Responsible to report any break down/problems in the systems to Divisional Head.</p> <p>o Responsible to ensure that systems are not misused by any official.</p> <p>o Responsible to judiciously use the consumables and maintain stock register for all consumables and ensure that adequate consumables are held in stock.</p> <p>o Responsible for not to divulge the supervisor's pass word to any body and ensure that supervisory functions are done by him/her.</p> <p>o Personally responsible regarding maintenance of all statistical registers of various branches, safe custody of cash and stamps correspondence, various stocks and general supervision.</p> <p>o Responsible to attend to references and enquiries, keep in custody of the complaints and suggestion book. Proper maintenance of various circulars. Pasting of correction slips to various P & T Manuals and keep up to date.</p> <p>o Personally responsible for submission of various monthly, quarterly and annual statements.</p> <p>o Responsible to attend to bulk sale of stamps, treasury work with connected accounts matter and submitting daily accounts to Head post Office.</p> <p>o Personally responsible to supervise closing of bags containing insured articles and keep them in his/her custody until their dispatch.</p> <p>o Responsible to check stamp advances of the counter Postal Assistant daily.</p> <p>o Responsible to attend to SB and cash certificate claim cases.</p> <p>o Responsible to attend to acceptance of PLI premium/payment and connected transactions and maintenance of their schedules and records.</p> <p>o Any other duty assigned from time to time.</p>
Public	Relation	Duties of Public Relation Inspector are laid down in the Postal

Inspector (Postal)		<p>manuals. However, some of the important duties are as follows;</p> <p>N.B.1:- These rules may be modified in such a way as the Head of the Circle may consider, if necessary, in the case of Town Inspectors of Calcutta, Madras and Bombay.</p> <p>N.B.2:- In these rules the Postmaster includes the Sub-Postmaster if the Public relation Inspector is attached to a Sub-Office.</p> <ul style="list-style-type: none"> o The Head of the Division will fix the jurisdiction of each Public Relation Inspector in his Division. o The powers of a Public Relation Inspector are limited to reporting cases of suspected fraud, negligence, irregularities, etc. to the Superintendent or Postmaster to whom he is subordinate. He has no power to appoint, dismiss, transfer, or punish subordinates, and he will, therefore not keep character sheets. o The Public Relation Inspector's primary duty is to supervise the work of postmen and of other postal subordinates working outside the office, such as letter-box peons, runners, etc. o He should also make any personal enquiries entrusted to him by the Postmaster, and generally perform any out-door postal work which the postmaster may assign to him, but in no case should be correspond with the public. o He should also, under the Superintendent's or the Postmaster's orders, supervise the working of the town offices, and inspect, at such intervals as may be directed, those town offices that are assigned to him for this purpose by the Head of the Circle, and after inspection should record his remarks in the order book. o He should also carry out surprise checks of articles cleared from letter-boxes by the letter-box peons on their beat as often as possible with a view to detect if there are any articles with them bearing signs of removal of stamps or affixed with used up or faked postage stamps. o In order to be able to control his subordinates effectively, it is essential that the Public Relation Inspector should make himself acquainted with (a) the character of all officials attached to town offices, and of the postmen and letter-box peons attached to the head office. (b) the beat of each postman and letter-box peon, and (c) the estimation in which each postman is held by the public he serves. He should take every opportunity to acquire a thorough knowledge of the conduct and antecedents of Postmen and letter box peon under him.
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Postal Assistant		<p>The duties and responsibilities of Postal Assistant are stipulated in various Postal Manuals. However, some of the important duties are as follows;</p> <ul style="list-style-type: none"> o Depending upon the establishment of a post office, more than one duty could be combined or more than one official could be deputed to handle a particular branch. o Generally a Postal Assistant works in Mails, Sorting, Delivery, Dispatch, Registration, Speed Post, Parcel, Money Order, Sub account, Cash/ Treasury, Accounts and Savings Bank and Savings Certificates departments of a Post office. o They are also entrusted additional duties and responsibilities in view of introduction of premium products, other new products and service and technology driven initiatives of the Department.
EE(C/E)	Assistant Engineer or/and Asstt Executive Engineer	<ul style="list-style-type: none"> o In-charge of a Division office, he is an executive unit directly concerned with procurement of men/ material/ machinery for speedy and economic execution of works under its charge and is directly responsible for proper upkeeps of works account and implementation of the terms of contract entered in to with various parties viz contractors and suppliers. o It supervises works of 4 to 6 Assistant Engineers and has regular clerical staff and accounts officers for this purpose. o Checking of preliminary estimate, detailed estimate, revised estimate, NIT design & drawings, scheduled of rates & specifications. o Responsible for correct compilation of works account through JAO/AO & responsible for furnishing timely information in case of likelihood of excess over estimated cost of work. o Responsible to supply preliminary data and information on several points to SE(C/E) or CE(C/E). o Responsible to inspect at least once a year, the more important buildings and works under its charge and is responsible to take proper measures to preserve them in good condition. o Checking of preliminary estimate, detailed estimate, revised estimate, NIT design & drawings, scheduled of rates & specifications when working in planning units.

JE(C/E)		<ul style="list-style-type: none"> o Preparation and checking of preliminary estimate, detailed estimates revised estimate, NIT, Designs & drawings, Schedule of rates, specifications. o To collect engineering data for preparation of estimates and prepare rough drawing and site plan. o To supervise and see that all works under its charge are done according to specification, drawings standard and approved samples. o To arrange for materials, Tool and Plant (T&P) from stores by purchasing from market, issue material, T&P to contractors/ works at proper time so that there is no obstruction in execution of work. To keep Govt. material T&P in his custody and care, maintain proper accounts of receipt issue and balances arrange adequate watch and ward. o To record measurement of work done by the contractor / Departmental labour and to take level of area where earthwork is done and prepare earthwork calculation sheet, lead charts etc. for calculating quantities of work done. o To prepare abstract of measurements at the time of preparation of bills/closing of muster roll. o To prepare the recovery statements for the material / T&P supplied to contractors, or other services rendered by the department and send them to the competent authorities for effecting recovery. o To prepare theoretical consumption statements. o To submit progress report of works as may be required by his superiors and to bring to the notice of his immediate superiors hindrances to the execution of work. o To maintain the prescribed registers/accounts like cement register; curing register; register of testing materials, M.A.S. account, site order book, Account of temporary advances; Imprest accounts, stock account, T&P account; standard M.B.s etc.
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		<ul style="list-style-type: none"> o To maintain register of inspection of buildings in his section in the prescribed form and to bring to the notice of the superior officers any defects noticed at the time of his inspection. If any building / structure is particularly unsafe, this should be specifically brought to the notice of higher authorities. o To prepare completion drawing; extra and substituted items statement; deviation statement; reduction rate statements. o To mark the attendance of W.C. and regular staff in the register, to maintain the muster rolls properly, to mark the attendance of casual labour in muster rolls, to arrange for casual labour required for departmental works; to see that the work-charged staff is properly and fully employed; to watch the out-put and performance of the staff and labour engaged under him; to send daily reports as required under the rules. o To prepare estimate for additions and alterations in buildings. o To prepare estimates for annual repair and special repair works and petty works after collecting data from site. o To furnish full details for preparing supplementary estimates, revised estimates. o To submit reports of all accidents. o To give first aid and arrange for medical aid in case of accidents. o To submit occupation and vacation reports of building in his charge.
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o To detect and report unauthorized occupation, encroachments and unauthorized additions and alterations.

o To verify bills, A.T.D.S. etc.

- o To submit required returns to his superior officers.
- o To maintain drawings of buildings, service etc under his charge.
- o To initiate action for disposal of surplus/unserviceable materials/T&P/empties etc.
- o To ensure prompt action on complaints received in enquiry offices.