

**DR. MCR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF ANDHRA PRADESH HYDERABAD**



**PANCHAYAT RAJ
ENGINEERING**



Dear Reader,

As part of its endeavour to provide a Smart (Simple, Moral, Accountable, Responsible and Transparent)administration, the State Government of Andhra Pradesh has launched a major Human Resource Development and Training initiative aimed at developing a large human resource base of well informed and responsive functionaries and officials.

The successful and effective implementation of any initiative or programme in government is largely the result of the involvement and efforts put in by its functionaries at all levels. Obviously, the most fruitful way in which to bring this about is to make individual functionaries aware of their role functions and responsibilities. To achieve this, the Human Resource Development Institute of AP, as the apex training institution of the State Government responsible for the overall implementation and co ordination of the state training initiative, has proposed to bring out departmentwise Manuals in two parts, namely

1. Departmental Manual
2. Functionary Manual

The Departmental Manual would indicate the role, responsibilities and functions of the department. The Functionary Manual will detail, as the nomenclature indicates, the functions and responsibilities of the functionaries within the department, at all levels. While doing so, the evolving role of governmental functionaries in being effective managers of change in a welfare state has been delineated. The Departmental Manual also details the department's organisational chart, the rules, regulations, legislations and enactments which govern its functioning and direct its activities and the various interdepartmental interactions it has to perform. The Manual also facilitates a definition of the department's role in serving the general public as customer while drawing up a vision for its future development in the coming decades.

Local Self Government is the key to fulfil the aspirations of the public and for rural development through democratic decentralisation. After the 73rd Con-

stitution amendment, the role of PR Institutions and functionaries is expected to undergo a significant change to the extent P.R. Institutions are empowered by the State Legislature. The functionaries need training and change of mindset discharging the onerous functions. At this juncture, the usefulness of a Manual like this can not be over emphasized.

The present Volumes are in 2 parts developed by the Panchayati Raj Department . As is evident, these publications are the outcome of thorough study and analysis of the department's role, functions and procedures. They are intended to serve as useful aids to each and every employee of the department in the effective discharge of his functions. It may be noted , however, that these Manuals do not replace the Codes and Orders on the subject but are, at best, meant to guide and assist functionaries in the effective discharge of their duties.

Any suggestions for the improvement, extension or curtailment of these Manuals may be sent directly to the Director General, Dr. MCR HRD Institute of Andhra Pradesh, Road No. 25, Jubilee Hills, Hyderabad - 500 033, for consideration and incorporation in subsequent updations and revisions of the Manuals.

PVRK PRASAD IAS

Director General

**Dr. MCR Human Resource Development
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&

Ex. officio Spl. Chief Secretary to Government (HRD)

PREFACE

Changing principles of governance have thrown up challenging demands to departments to prove themselves equal to the tasks of modern day administration. Traditional methods needed thorough review with dynamics of present day administration.

Revolution in the field of engineering and information technology have necessitated steps to harness human resources through training, to enhance the performance of employees through skill up - gradation and knowledge advancement. This is more pronounced in the sphere of civil engineering , where we find the traditional engineering methods yielding place to fast tracking computer - aided analysis design and management . Today's mass movement in all government oriented programmes like Janmabhoomi, Clean and Green, Rain Water Harvesting, Desilting Minor Irrigation tanks and Information technology have only highlighted the basics of " Civil Engineering ."

The present set of manuals i.e. Functionary Manual & Departmental Manual will go a long way in assisting all those working in the field and help adapt themselves with ease to the wide range of activities taken up by the department. Panchayati Raj Engineering Department having firm foundations at the Grass Root Level and being in - charge of every activity at village level, needed fresh look at the functions and responsibilities vested with each functionary. It is hoped that these manuals will fill this gap and help functionaries at all levels in more efficient discharge of their duties.

The PRED expresses sincere thanks to Sri P.V.R.K. Prasad, IAS, Special Chief Secretary, Director General, Dr. M.C.R.H.R.D.I.A.P. and Mrs. Urmila Subba Rao, IAS Additional Director General, Dr. M.C.R.H.R.D.I.A.P. for their keen interest and guidance in the preparation of Departmental and Functionary manuals. Thanks are also due to Sri C. Arjun Rao, IAS Special chief Secretary, PR & RD Dept. and Sri S. Ray, IAS, the Principal Secretary to Government RD & RE, Chief Engineers RWS, W&ES, Vigilance, NABARD, Administration and Executive Director, HRD for their constant support at all stages in the preparation of manuals. We also thank the authors Sri K. Tirupathiah, Chief Engineer (PR) Retired and Sri K. Satyanarayana Murthy, NTPA, PR Dept., Retired and staff of Engineer -in-Chief, Panchayati Raj office for their efforts and co -operation in bringing out these manuals in the present form.

Any suggestions for improvement of the manuals are welcome.

D. BHASKARA RAO
Engineer - in Chief
Panchayati Raj

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ABBREVIATIONS

APARD	:	Andhra Pradesh Academy of Rural Development
ARWS	:	Accelerated Rural Water Supply
AG	:	Accountant General
BWP	:	Bore Well Programme
CPWS	:	Comprehensive Protected Water Supply
CE	:	Chief Engineer
Dy CE/DCE	:	Deputy Chief Engineer
Dy EE/DEE	:	Deputy Executive Engineer
ENC	:	Engineer-in-Chief
EAS	:	Employment Assurance Schemes
EGS	:	Employment Guarantee Scheme
FFWP	:	Food For Work Programme
GOI	:	Government of India
HA	:	Hectares
HRD	:	Human Resource Development
IEC	:	Information Education and Communication
JRY	:	Jawahar Rojgar Yojana
JGSY	:	Jawahar Gram Samridhi Yojana
LA	:	Local Administration
LAES	:	Local Administration Engineering Service
LAQ	:	Legislative Assembly Question
LSQ	:	Lok Sabha Question
LF Audit	:	Local Fund Audit
MI	:	Minor Irrigation
NAP	:	Netherlands Assisted Programme
NRWS	:	National Rural Water Supply
NREP	:	National Rural Employment Programme
NABARD	:	National Bank for Agriculture and Rural Development
PAC	:	Public Accounts Committee
PR	:	Panchayati Raj
PR & RD	:	Panchayati Raj & Rural Development
PRES	:	Panchayati Raj Engineering Services
PHC	:	Primary Health Centre
PWS	:	Protected Water Supply
QC	:	Quality Control
RIDF	:	Rural Infrastructure Development fund
RWS	:	Rural Water Supply
RLEGP	:	Rural Land Less Employment Guarantee Programme
SO	:	Section Officer i.e Assistant Executive Engineer, Assistant Engineer
TRC	:	Telangana Regional Committee
UES	:	Unified Engineering Services
UC	:	Utilisation Certificate
ZP	:	Zilla Parishad

Chapter - I

Origin of the Department

ORIGIN OF THE DEPARTMENT

India is having 70% of its population in rural areas. Its economy is having direct bearing on the rural economy.

Panchayati Raj and Rural Development (Engineering) Department is the Nodal Agency to evolve, implement and maintain the needed infrastructure for economic development of rural areas of Andhra Pradesh.

The main areas are : Rural Water Supply and Sanitation, Rural Roads, Rural Buildings, Minor Irrigation sources having less than 100 Acres of ayacut, Water sheds development and any other needed infrastructure, developmental activity identified by the State Government from time to time in rural areas.

2nd October is the birthday of Sri Mahatma Gandhi, the father of the Nation. On such an auspicious day of the year 1959, the Government of Andhra Pradesh have created Zilla Parishads and Panchayat Samithies by an enactment in order to concentrate on the development of rural areas.

Accordingly the Government have felt the need for creation of a separate engineering wing exclusively for effective implementation of developmental programmes at Gram Panchayats, Panchayat Samithies and Zilla Parishads level in rural areas and created Unified Engineering Service by an order G.O.Ms. No. 578. Plg. & I.A. Dept. Dated 18. 4. 1960. Unified Engineering Service was having skeleton engineering staff pattern at Panchayat Samithies, Revenue division and at District level. Unified Engineering Service has to be considered as the beginning of the Panchayati Raj Engineering Department.

Panchayati Raj Engineering Department was formulated during the year 1967 by the Government of Andhra Pradesh by redesignating the post of Chief Engineer (Local Administration) as Chief Engineer, P.R. along with all Engineering Officers to suit the requirements of separate P. R. Dept.

Subsequently, the Rural Development was tagged on to P.R. Dept. The Engineering Department of Panchayat Raj Department was redesignated as Panchayat Raj & Rural Development (Engineering) Department.

Panchayati Raj Rural Development (Engineering) Department functions directly under the Ministry of Panchayati Raj & Rural Development at

State level having the Special Chief Secretary to Government, PR & RD as its administrative head and the Engineer - in - Chief as its technical head.

PANCHAYATI RAJ ACT 1964 ACT 2 :

Section 45

Duty of Gram Panchayat to provide certain matters such as providing public roads, drinking water supply & Sanitation, etc.

Section 54

Duty of Gram Panchayat to provide certain matters such as construction of school buildings, rest houses and other measures of public utility constructed to promote the safety , health, convenience, comfort or moral, social and material well being of the residents of village etc.

Section 61

Vesting of public roads in Gram Panchayats.

Section 63

Vesting of communal property or income in Gram Panchayats.

Section 64

Maintenance of irrigation works, Execution of Khudi Maramath etc.

Chapter - II

Evolution of the Department

EVOLUTION OF THE DEPARTMENT

Over a period of last four decades the Panchayati Raj Engineering Department has undergone number of changes to meet the rising demands.

The creation of Zilla Parishads and Samithies was done with an objective to develop rural areas. To achieve the said objective, the Government have felt the need for the creation of a separate Engineering Services for implementing various activities of Zilla Parishads and Panchayat Samithies and Gram Panchayats.

Thus the creation of Unified Engineering Service was the starting point for the present organization.

Prior to the formation of Zilla Parishads and Panchayat Samithies the following agencies used to look after the developmental activities in rural areas of Andhra Region and Telangana Region.

ANDHRA REGION :

The personnel of the following organizations used to look after the implementation of developmental activities in the rural areas of Andhra Region.

A. Limited engineering personnel from the then Highways department were working on deputation with District Boards in each district.

B. Andhra Panchayat Engineering Services personnel and under the control of I.G. of Panchayats.

C. Local Development works Supervisors under the control of District Collectors.

TELANGANA REGION :

Similarly, personnel of Local Government Engineering Services under the control of Chef Engineer, Public Health and Buildings and Local Development Works Supervisors under the control of District Collectors used to implement developmental activities.

UNIFIED ENGINEERING SERVICE :

During 1960 the Government of Andhra Pradesh have created Unified Engineering Service through an order. G.O.Ms. No. 578. Plg. & Local Admn. (Estt. III) Dept. Dated 18.4. 1960 duly merging the services of personnel working in the following organizations and brought them under the unified control.

- * Andhra Panchayat Engineering Services of Andhra area.
- * Local Government Engineering Services of Telangana area, and
- * Local Development works Supervisors working in the entire State.

The Unified Engineering Service consists of the following cadres;

- * Assistant Engineers (Subsequently re-designated as Dy. E.E.).
- * Supervisors (Subsequently redesignated as Assistant Engineer).

and

- * Overseers (subsequently upgraded as Supervisors).

LOCAL ADMINISTRATION ENGINEERING SERVICES:

The Government of Andhra Pradesh have created Local Administration Engineering Services to mitigate the various problems faced by Zilla Parishads and Samithies, such as, insufficient staff, difficulties in approaching various departmental heads for their technical sanctions of estimates in time and lack of accountability at higher levels etc. The Government have decided to reconstitute a separate Engineering Services to meet the requirements of Zilla Parishads, Samithies and Panchayats through an order G.O.Ms.No 1443 Plg. & L.A.(Estt.I) Department dated 1.11.60 and named it as the Local Administration Engineering Services.

The G.O. provides one Executive Engineer to each district and one Superintending Engineer for the entire State without a Chief Engineer for the organization. The Unified Engineering Service was merged into Local Administration Engineering Services.

Therefore the Government through the G.O.Ms.No. 1519 Plg. & L.A. Department. Dated 21.11.1960 ordered the Chief Engineer (Buildings & Public Health) to be the head of the Local Administration Engineering Services and to exercise both Technical & Administrative Control.

During the year 1965, Government have created a post of Chief Engineer with supporting staff to his office for Panchayati Raj Engineering Department.

By end of 1965, Local Administration Engineering Services became a full-fledged organization with one Chief Engineer, three Superintending Engineers for the entire State and one Executive Engineer with supporting

field staff in each district.

Subsequently the Government have re-designated the A.P. Local Administration Engineering Department as A.P. Panchayati Raj Engineering Department.

It was growing with additional sanction of staff to meet the rising needs of the organization.

In view of the policies of Government of India and Government of Andhra Pradesh for development of rural areas, much emphasis is being given for the development of communication network which eventually helps to develop economic growth in rural areas, Rural Water Supply, to provide safe drinking water to all habitations for the better health, to develop M.I. sources in order to increase the productivity, to develop water sheds for conservation of water resources and maintenance of environmental ecology, the Panchayati Raj Engineering Department is being strengthened from time to time to cope up with the enhanced work load due to new schemes and became a big organization.

Chapter - III

Present role

PRESENT ROLE

I) CHANGES UNDERGONE :

Originally, the development works and maintenance works in rural areas pertaining to Gram Panchayats, Panchayati Samithies, and Zilla Parishads were executed.

For instance :

- * Construction of Elementary School Buildings, Secondary School Buildings of Panchayati Raj Institutions, Primary Health Centers and Mahila Mandals etc.
- * Formation of Roads and construction of culverts
- * Open Wells under N.R.W.S. Schemes
- * Maintenance of M.I. sources having less than 200 Acrs Ayacut in Andhra region and 100 Acrs ayacut in Telangana region

By 1961, the National Rural Water Supply Scheme (NRWS) was replaced by Rural Water Supply (RWS) scheme: Supply of drinking water through piped schemes (PWS), Bore Wells Programme (BWP) taken up due to the arrival of Rigs gifted by the UNICEF.

Thus the activity of providing safe drinking water in rural villages gained momentum.

The Panchayati Raj Engineering Department was attending both for Panchayati Raj works and Rural Water Supply works.

During 1972 to 1978, there were separate divisions, sub-divisions and sections for R.W.S. to concentrate on RWS sector.

In 1979 a new post of Chief Engineer for RWS sector came into existence.

The Government of India and Government of Andhra Pradesh have launched several new wage employment programmes, to provide gainful employment to the eligible rural poor namely:

- * Crash scheme for rural employment in 1968
- * Food for work programme in 1970
- * NREP in October, 1980
- * RLEGP in August, 1983

- * JRY in 1985
- * Employment Assurance Scheme in 1993
- * Jawahar Gram Samridhi Yojana - 1999

The State Government also took up in September, 1985 a new scheme called Telugu Grameena Kranthi Pathakam (TGKP) in order to mobilise voluntary and free labour available in rural areas and with matching grant of Government.

All these schemes increased the work load on executive staff under PR sector.

In the year 1985-86 the Government have created one Executive Engineer to each Revenue Division, which means 3 to 4 Executive Engineers in a District and made them responsible for proper execution of all schemes in the respective divisions.

Government of India began to release more funds under "Accelerated Rural Water Supply" (ARWS) programme. The work programme under (RWS) sector became heavy. Thus the total work load has enhanced many folds and created a demand for additional staff to strengthen the organization.

In addition to this, external aid for providing safe drinking water in fluoride affected areas came in the year 1979 from the Royal Netherlands Government and special staff was sanctioned under N.A.P. Similarly External Aid from the Overseas Development Agency (ODA) of United Kingdom for construction of school buildings was made available during the year 1981 and continued upto 1996 in different phases.

The Government of India also increased allocation for construction of School Buildings under Operation of Black Board (OBB) programme.

Every time whenever a new scheme was launched, either by the State or by the Central Government, the Panchayat Raj Engineering Department was burdened enormously, as it is the implementing agency.

With the loan obtained by the State Government from World Bank after the 1990 Cyclone, the task of reconstruction of cyclone damages to roads, M.I. sources and water supply schemes in rural area was entrusted to Panchayati Raj Engineering Department with special staff right from the level of Chief Engineer to the level of Section Officers.

The 3rd Chief Engineer post came into existence in 1990 for the execution of works taken up under Cyclone Emergency Reconstruction Programme (CERP) with World Bank loan assistance.

During the year 1991 the Government have sanctioned one post of Engineer-in-Chief, as the organization is having 3 Chief Engineers for effective and smooth administration and made the Engineer-in-Chief as the head of the organization.

In the year 1994 the Government have created '4' Chief Engineer posts as they felt that subject specialization is very much needed for the effective implementation of the various programmes.

Chief Engineer (JRY)	In charge of wage employment programmes.
Chief Engineer (MI&Water Sheds)	In charge of developing the water sheds, a new programme launched by the Government of India under EAS and to establish and maintain existing M.I. sources with ayacut less than 40 Hectares
Chief Engineer (RWS)	In charge of schemes sanctioned by the Government of India under Sub- Mission Projects and ARWS.
Chief Engineer (Vigilance)	To enforce Q.C. on materials being procured by the organisation for the implementation of PWS schemes and projects and to ensure quality on all civil works.

The Government of India have sanctioned numerous water supply schemes under Rajiv Gandhi Technology Mission for water supply to provide safe drinking water to quality problem villages.

It was noticed that the works under RWS programme should be separated from PR sector at all levels, for specialization and speedy implementation.

In 1996 the Panchayati Raj Engineering Department was bifurcated into two wings, P.R. and R.W.S from the level of Chief Engineer down to the level of Section Officer. But both the wings are under the control of Engineer-in-Chief.

The present allocation of Programmes to the various Chief Engineers is as follows.

1. Chief Engineer (Admn)	Incharge of all administration matters
2. Chief Engineer (Works & Employment)	Incharge of all infrastructure developmental activities i.e., <ol style="list-style-type: none"> 1. Rural Roads 2. Rural Buildings 3. Wage Employment Schemes 4. Minor Irrigation 5. Janma Bhoomi programme
3. Chief Engineer (World Bank and NABARD)	Road projects taken up under APERP, NABARD Loan Assistance and Rural Sanitation
4. Chief Engineer (RWS) and Projects	Incharge of RWS Schemes taken up under ARWS MNP and maintenance of Hand Pump systems, Projects taken up under the Royal Netherlands Assistance, sub-mission Projects, sanctioned under various programmes
5. Executive Director (HRD)	Incharge of HRD and IEC
6. Chief Engineer (Vigilance)	Incharge of vigilance activities of all works programme

II) OBJECTIVES

- * To extend technical support to Panchayati Raj Institutions namely Zilla Parishads, Mandal Parishads and Gram Panchayats in implementing various developmental activities in rural areas.
- * To provide safe drinking water to all habitations and extend technical support to the institutions for the sustainable maintenance of water supply systems.
- * To implement drinking water supply projects aided by Royal Netherlands Government and other similar Governments, as a Nodal Agency .
- * To maintain Hand Pump systems and C.P.W.S Schemes.
- * To implement rural sanitation programme by providing individual latrines, storm drains, disposal of solid waste and to create awareness among general rural people on Health and Hygiene through

District Coordinating Agency (District Watsan Committee).

- * To establish and to improve and rural communication network and to maintain the rural roads.
- * To implement rural roads projects with the World Bank loan assistance and NABARD loan assistance in rural areas.
- * To construct and maintain Elementary school Buildings and Secondary School Buildings in rural areas.
- * To create M.I. Sources having 40 Ha ayacut and below and to maintain the existing sources.
- * To implement wage employment programme such as JRY, EAS and water sheds development programmes to conserve water duly utilising local resources.
- * To implement "Janma Bhoomi" programmes in the State.
- * To implement any infrastructure development activity associated with economic development in rural areas being taken up by the State Government from time to time.
- * To search for ways and means to augment the resources needed to achieve the goals of the organization.
- * To impart training and update the technical skills of engineering personnel of Panchayati Raj and Rural Development (Engineering) Department to meet the challenging demands.

Chapter - IV

Organisational Structure

Chapter - IV

Organizational Structure

ORGANISATIONAL STRUCTURE

STRENGTH OF THE ORGANIZATION :-

Panchayati Raj and Rural Development Engineering Department is a full-fledged organization occupying the second place among the Engineering Services available in the State, to meet the requirement of not only local needs but also the desired standards of external agencies like bilateral funding agencies. World Bank authorities, and NABARD authorities etc.

Separate specialized wings were created for water supply and for implementing projects sponsored by NABARD and World Bank.

Panchayati Raj and Rural Development Engineering Department is equipped with Quality Control wing to enforce the quality of materials being used in water supply projects. Similarly there is vigilance cell to ensure the quality of civil works pertaining to Roads, Buildings and Other works which are being implemented by the organization.

In addition to this, there is an established HRD wing headed by a Chief Engineer designated as Executive Director to impart training and update the technical skills of engineering personnel of Panchayati Raj and Rural Development (Engineering) Department to meet the challenging demands.

Details of posts sanctioned and concerned Government orders through which these posts have been sanctioned are given in chapter 1 of Functionary manual.

PRESENT STRENGTH OF ORGANISATION

Engineer-in-Chief	01
Chief Engineers	06
Superintending Engineers	35
Executive Engineers	131
Deputy Executive Engineers	694
Section Officers	3455
Draughtsman (all categories)	894

Tracers	134
B.P.Os	117
Joint Director (Hydro-Geology)	01
Senior Geologists	06
Junior Geologists	41
Work inspectors (all grades)	2509
Other work charged reestablishment	5992
Chemist	01
Assistant Chemists	14
Junior Water Analysts	16
N.T.P.A. to Engineer-in-Chief	06
DAOs (w)	111
Superintendents	140
Sr. Assistants	1200
Jr. Assistants	571
Steno/ Typists	578
Record Assistants	128
Roneo Operators	10
Drivers	182
Attenders	1851
Lascars	69
Naganties	03
Watchman	294
Sr. Arch. Assistant	01
Arch/ D-man/Asst. Arch	01
Asst. Arch. Assistant	01
Computer Operator	01
Senior investigators	02

The organisation charts depicting the hierarchy and inter relation of personnel of various categories are annexed (Annexure -i (a), i.(b), & I (c)).

Chapter - V

Role of each category

ROLE OF EACH CATEGORY OF FUNCTIONARY

Sl.No.	Designation of the Post	Functions to be performed
1	2	3
1)	Engineer-in-Chief (PR)	<p>1) He is the head of the organization and accountable to the Government in all matters relating to Panchayat Raj Engineering Department. He is a responsible advisor to State Govt. on all matters relating to PR & RD Engineering Department.</p> <p>2) Exercises overall control on both administration and technical matters.</p> <p>3) Overall incharge of the organisation for effective formulation, implementation and monitoring of the programmes and schemes entrusted to the organisation with budgetary control</p> <p>4) Overall accountability in matters relating to L.F. Audit, A.G. Audit and Public Accounts Committee (PAC).</p> <p>5) Overall responsible for Human Resources Development of Panchayati Raj Engineering Department to meet the new challenges.</p> <p>6) Prepares administrative report annually.</p> <p>7) To evolve new strategy to augment resources for achieving the goals of the organisation.</p> <p>8) To recommend to the State Govt. removal, transfers & posting of S.Es & E.Es.</p> <p>9) He is empowered to transfer Dy.E.E.s with in their Zones.</p> <p>10) To see that budget allotments of the year under various schemes & programmes are fully expended.</p>

Sl.No.	Designation of the Post	Functions to be performed
1	2	3
2.	Chief Engineer - (Works & Employment Schemes).	<p>1) He works under the control of - Engineer-in-Chief.</p> <p>2) Exercise technical control over S.Es (PR),/E.Es (PR)/Dy. EEs (PR)/ Section Officers (PR) and M.E.Os. and all other subordinate staff working under his control.</p> <p>3) Overall incharge of formulation implementation, monitoring and satisfactory completion of all schemes and programmes in the state under the following sectors with budgetary control.</p> <p>(a) Rural Roads :- Construction of all rural roads except those sanctioned under World Bank loan assistance and NABARD loan assistance and maintenance of all rural roads.</p> <p>(b) Wage Employment Schemes :- Wage Employment Schemes such as EAS And JRY.</p> <p>(c) Janmabhoomi :- All schemes taken up under janmabhoomi in the state.</p> <p>(d) Minor Irrigation :- Establishing and maintenance of MI sources upto an ayacut of 40 Hectares.</p> <p>(e) Buildings :- Buildings of Panchayati Raj Insititutions particularly Elementary School Buildings, Secondary School Buildings, Mandal Parishad Offices, Z.P. Office Buildings.</p>

- 4) To monitor the pace of implementation and take suitable measures for timely completion of programmes and schemes.
- 5) To collect information needed by the Engineer-in-Chief, or the Government and submit consolidated reports in time.
- 6) To attend to PAC Paras, LF and A.G. Audits.
- 7) Timely submission of Utilisation Certificates.
- 8) Inspection of lower offices to ensure the proper maintenance of records and adherence of rules and procedures.
- 9) Responsible for the correctness of all important structural designs, contracts and design prepared by the consultants, Architects and Technical Sections in his office.

SI.No.	Designation of the Post	Functions to be performed
1	2	3
3.	Chief Engineer - (World Bank and NABARD)	<p>1) He works under the control of Engineer-in-Chief.</p> <p>2. Exercises technical control over S.Es. (PR)/E.Es (PR)/Dy. EEs (PR)/ Section Officers (PR) and M.E.Os and all other staff working under his control.</p> <p>3) Overall incharge of formulation, implementation, monitoring and satisfactory completion of all schemes sanctioned under the programmes with World Bank and NABARD Loan Assistance and with budgetary control.</p> <p>(* Andhra Pradesh Economic Restructuring Projects (APERP).</p> <p>(* Andhra Pradesh Hazard Mitigation Project (APHM).</p> <p>Rural Infrastructure Development fund by (RIDF) by National Bank for Agriculture and Rural Development (NABARD).</p> <p>4) He has to maintain good rapport with World Bank Residence Mission in India and he is the liaison officer with the WBRM at Delhi and NABARD Officers.</p> <p>5) He is also responsible to project monitoring Unit (PMU) of Finance and Planning Dept., in appraising the status and needed details on the above projects.</p> <p>6) To monitor the pace of implementation and take suitable measures for timely completion of programmes and schemes.</p>

7) To collect information needed by the Engineer-in-Chief or Government and submit consolidated report in time.

8) To attend to PAC paras, L.F and A.G. Audits.

9) Timely submission of Utilisation Certificates.

10) Responsible for the correctness of all important structural designs, contracts and designs prepared by the consultants, Architects and Technical Sections in his office.

11) Overall incharge of implementation of Rural Sanitation Programme.

Sl.No.	Designation of the Post	Functions to be performed
1	2	3
4.	Chief Engineer - (Rural Water Supply & Projects)	<p>1) He works under the control of Engineer-in-Chief.</p> <p>2) Exercises technical control over S.Es. (RWS)/, E.Es (RWS)/Dy.EEs. (RWS)/ Section Officers (RWS) and all other staff working under his control.</p> <p>3) Overall incharge of formulation, implementation, monitoring and satisfactory completion of all schemes taken up under RWS and ARWS programmes and Projects under the following sectors in the State with Budgetary Control.</p> <p>--- Bilateral projects sanctioned by the Royal Netherlands Government.</p> <p>--- Sub-Mission Projects to cover quality problem villages.</p> <p>--- Projects sanctioned by the State Government.</p> <p>--- Projects sanctioned under any other programmes in the state.</p> <p>4) To maintain hand pump systems and CPWS schemes in the State.</p> <p>5) To monitor the pace of implementation and take suitable measures for timely completion of the programmes & schemes.</p> <p>6) To collect information needed by the Engineer-in-Chief or Government and submit consolidated reports in time.</p> <p>7) To attend to PAC paras, L.F and A.G. Audits.</p>

8) Timely submission of Utilisation Certificates.

9) Responsible for the correctness of all important structural designs, contracts and designs prepared by the consultants, Architects and Technical Sections in his office.

10) He is responsible for obtaining clearance of State Level Advisory Committee for all R.W.S. Schemes.

Sl.No.	Designation of the Post	Functions to be performed
1	2	3
5)	Chief Engineer (Admn.)	<ol style="list-style-type: none">1) He works under the control of Engineer -in - Chief.2) Exercises administrative control over entire staff in Engineer - in - Chief Office.3) He assists Engineer -in - Chief on all administrative matters.4) He attends meetings at Secretariat on administrative matters.5) Consolidation of replies from all Chief Engineers and to submit consolidated report to Government.6) Annual Inspection of Circle offices.

Sl.No.	Designation of the Post	Functions to be performed
1	2	3
6)	Chief Engineer (Vigilance)	<p>1) Works under the control of the Engineer -in -Chief.</p> <p>2) Exercises control over the Vigilance Divisions.</p> <p>3) Exercises regular Vigilance and Quality Control checks in respect of all works programme of the Department.</p> <p>4) He should see that Quality audit is done periodically and also evolve suitable action against contractors as well as Engineers in charge of work, in case of violation of proper quality standards.</p>

Sl.No.	Designation of the Post	Functions to be performed
1	2	3
7.	Executive Director (HRD)	<p>1) Works under the control of Engineer - in-Chief.</p> <p>2) Exercises control over Deputy Director, HRD and other subordinate staff.</p> <p>3) He has to evolve and conduct training courses for sector professionals and Grass root level trainings at field level.</p> <p>4) He is incharge of Information, Education & Communication (IEC) programme launched by Government of India to create awareness among people about Water Supply and Sanitation.</p> <p>5) Implements UNICEF Assisted Training Programme.</p> <p>6) Implements programme to create awareness through mass media on Rural Water Supply and Sanitation.</p>

SI.No.	Designation of the Post	Functions to be performed
1	2	3
8)	Superintending Engineer, PR.	<p>1) He is under the control of Chief Engineer (Works & Employment), Chief Engineer (World Bank and NABARD).</p> <p>2) He is the technical head for Panchayati Raj Circle and empowered to transfer & posting of Dy E.E.s, AE/AEEs. D.Men with in the jurisdiction.</p> <p>3) He controls all technical personnel working under him both administratively and technically. He inspects important works in the circle to satisfy himself that the system of management is the efficient & economical, accounts are strictly observed and that the executive and administrative work of the circle is satisfactorily performed.</p> <p>4) He is responsible for formulation, obtaining sanction, according technical sanction, fixing up of agency to implement, monitoring, ensuring quality and completion of the schemes under the following sectors.</p> <p>a) Rural Roads Projects sanctioned under World Bank loan assistance and NABARD loan assistance and Special R.R.M.</p> <p>b) Rural Roads :- Construction and maintenance of all rural roads in the state.</p> <p>c) Wage Employment Schemes : Construction and maintenance of Wage Employment Schemes such as EAS, JRY, JGSY</p>

d) M.I. Sources : Establishing and maintenance of M.I. Sources having less than 40 Ha. Ayacut.

e) Janmabhoomi :- All schemes taken up under Janmabhoomi programmes.

f) Buildings :- Buildings of PR particularly Elementary School Buildings. Secondary School Buildings. Mandal Parishad offices, Z.P. Office buildings.

g) Rural Sanitation : All works sanctioned under Rural Sanitation programmes.

5) To monitor the pace of implementation and take suitable measures for timely completion of programmes and schemes.

6) To collect information needed by the Chief Engineers, Engineer - in-Chief or Government and submit consolidated reports in time.

7) To attend to PAC paras, L.F and AG. Audit.

8) Responsible to watch & control the rates paid for the work.

9) He is responsible for enforcing the conditions of the agreement, if he has entered into agreement, in Special Schemes.

10) He has to maintain rapport with the District Administration, Z.P and other District officers concerned.

11) Submission of monthly progress reports and other periodicals insisted by higher authorities.

12) He has to distribute the grants to various divisions under his control

and is responsible for submission of Utilisation Certificates.

13) Annual inspection of Division office to ensure proper maintenance of records and adherence of rules.

14) He has to attend D.D.R.C. meeting , Z.P meeting and meetings called for by the District Administration.

Sl.No.	Designation of the Post	Functions to be performed
1	2	3
9.	Superintending Engineer, RWS & Projects	<p>1) He is under the control of Chief Engineer (RWS) and (Projects).</p> <p>2) He is the technical head for R.W.S Circle.</p> <p>3) He controls all technical personnel working under him both administratively and technically.</p> <p>4) He is responsible to implement, monitor the programmes and ensure quality schemes sanctioned in his jurisdiction under the following sectors.</p> <p>--All schemes sanctioned under MNP programme.</p> <p>All schemes sanctioned under ARWS programme.</p> <p>Projects and schemes sanctioned under Sub Mission and projects sanctioned under Bilateral projects.</p> <p>Projects sanctioned by the State Government including Janmabhoomi.</p> <p>Establishing and maintenance of Hand Pump Systems, PWS and C.P. W.S. Schemes.</p> <p>--- Responsible for the preparation of contingent plan for drought situations and crisis management during cyclones and floods.</p> <p>5) He is responsible for preparation of optimum inventory , procurement in time and utilisation of materials for maintenance of hand pumps.</p>

6) To collect information needed by the Chief Engineer (RWS) and Engineer - in - Chief or Government and submit consolidated reports in time.

7) Technical control over E.Es /Dy. EEs and Section Officers, RWS and Projects and other subordinate staff working under his control.

8) To attend to PAC paras, L.F and A.G. Audits.

9) He is responsible for enforcing the conditions of the agreement , in respect of agreement concluded by him.

10) He has to maintain rapport with the District Administration, Z.P. and Other District Officers particularly Superintending Engineer (AP Transco).

11) Submission of monthly progress reports and other periodicals insisted by higher authorities.

12) He has to distribute the grants to various divisions under his control and he is responsible for submission of Utilisation Certificates in time.

13) Inspection of Division Offices to ensure proper maintenance of records and adherence of rules.

14) He has to attend all meetings conducted by the Heads of the Department and Government.

Sl.No.	Designation of the Post	Functions to be performed
1	2	3
10	Executive Engineer, PR.	<p>1) Executive Unit of the Dept. is the Division, and Executive Engineer is incharge of the division. He is under the technical control of Superintending Engineer (PR), and under the administrative control of Zilla parishad.</p> <p>2) He is the technical head of Panchayati Raj Division.</p> <p>3) He is paying authority for all expenditures including work bills and maintenance of cash book and Cheque Book.</p> <p>4) He is responsible to implement, monitor, ensure quality and complete the programmes and schemes sanctioned in his jurisdiction under the following sectors.</p> <p>a) Rural Roads Projects sanctioned under World Bank loan assistance and NABARD Loan Assistance and Special RRM.</p> <p>b) Rural Roads - Construction and maintenance of all rural roads.</p> <p>c) Wage Employment Scheme : Construction and maintenance of Wage Employment Schemes such as EAS, JRY. JGSY</p> <p>d) M.I. Sources Establishing and maintenance of M.I. Sources having less than 40 Ha Ayacut.</p> <p>e) Janmabhoomi - all schemes taken up under janmabhoomi programmes.</p> <p>f) Buildings : - Buildings of PR Insti-</p>

tutions particularly Elementary School Building, Secondary School Buildings, and Mandal Parishad Offices buildings & other Z.P. Buildings.

g) Rural Sanitation : All works sanctioned under Rural Sanitation programmes.

h) Responsible for preparation and implementation of contingent plan for drought situation & Crisis management during Cyclone and floods.

5) To monitor the pace of implementation and take suitable measures for timely completion of programmes and schemes.

6) To collect information needed by Z.P., the Superintending Engineer (PRs), Chief Engineers, Engineer - in - Chief and submit consolidated reports in time.

7) Technical Administrative control over Dy EEs (PR) and Section Officers , PR and Mandal Engineering Officers and other subordinate staff working under his control.

8) He is responsible for getting all the vouchers audited by L.F. Audit. He is responsible for furnishing the records at the time of AG Audit and also submission of reports for PAC paras.

9) He is responsible for enforcing the conditions of the agreement.

10) He is responsible for maintaining the records and correctness of all financial transactions.

11) Submission of monthly progress

reports and other periodicals insisted by higher authorities.

12) Inspection of Sub - Division Offices to ensure proper maintenance of records and adherence of rule.

13) He is responsible for procuring of the materials and updating all the records.

14) He is responsible for procuring & issuing the measurement books and maintenance of their account.

15) He is responsible to assist Zilla Parishad in the preparation of Budget and annual account on Engineering accounts.

16) He is responsible for the proper maintenance of Departmental Stores in his division and correctness of stock account.

17) He is responsible for the proper utilisation of T & P.

Sl.No.	Designation of the Post	Functions to be performed
1	2	3
11	Executive Engineer. RWS and Projects	<p>1) He is under the control of Superintending Engineer (RWS & Projects).</p> <p>2) He is the technical head for R.W.S. Division.</p> <p>3) He is the paying authority for all expenditures including work bills and responsible for a maintenance of Cash Book and Cheque Book.</p> <p>4) He is responsible to implement, monitor, ensure quality and complete the programmes and schemes sanctioned in his jurisdiction under the following sectors.</p> <ul style="list-style-type: none"> -- All schemes sanctioned under MNP programme. --- All schemes sanctioned under ARWS programme. <p>Projects sanctioned under Sub - Mission Projects and Bilateral projects.</p> <p>Projects and schemes sanctioned by the State Government .</p> <ul style="list-style-type: none"> -- Establishing and maintenance of Hand Pump systems . <p>Maintenance of C.P.W.S. Schemes.</p> <ul style="list-style-type: none"> -- Responsible of the preparation and implementation of contingent plan for drought situation and crisis management during cyclone and floods. <p>5) He is responsible for preparation of optimum inventory, procurement in time</p>

and utilisation of material needed for the maintenance of hand pumps and schemes

6) To collect information needed by the Superintending Engineer (RWS), Chief Engineers (RWS) and Engineer -in-Chief and submit consolidated reports in time.

7) Technical and Administrative control over Dy. EEs (RWS) and Section Officers. RWS, and other subordinate staff working under his control.

8) He is responsible for getting all vouchers audited by L.F. audit. He has to furnish all records needed by A.G. audit at the time of audit and responsible for submission of detailed reports for PAC paras.

9) He is responsible for enforcing the conditions of the Agreement.

10) He has to assist Zilla Parishad in all matters related to the Rural Water Supply.

11) Submission of monthly progress reports and other periodicals insisted by higher authorities.

12) Inspection of Sub Division Offices to ensure proper maintenance of records and adherence of rules.

13) He is responsible for maintaining the records and correctness of all financial transactions.

14) He is responsible for the mainte-

nance and updating all the records.

15) He is responsible for procuring and using M. Books and maintenance of their account.

16) He is responsible for the proper maintenance of Departmental Stores in his division and correctness of stock account.

17) He is responsible for testing of water quality and monitor water quality labs.

Sl.No.	Designation of the Post	Functions to be performed
1	2	3
12.	Executive Engineer, (Quality Control & vigilance PR)	<p>1) Works under the direct control of Chief Engineer (Vigilance).</p> <p>2) Exercises control over Deputy Executive Engineers (V & Q.C) and Section Officers (V& Q.C). He is also Drawing and Disbursement Officer for the staff working under him.</p> <p>3) He can inspect any work of the organisation in his jurisdiction to maintain quality and prevention of fraud by making surprise checks and test checks.</p> <p>4) He is responsible to inspect works of different categories in his jurisdiction periodically.</p> <p>5) He is responsible to enforce quality and correct specification.</p> <p>6) He is also responsible for conducting detailed investigation of cases referred to him.</p>

Sl.No.	Designation of the Post	Functions to be performed
1	2	3
13.	Deputy Executive Engineer. PR.	<p>1) He is under the control of Executive Engineer (PR).</p> <p>2) He is the technical head of Panchayati Raj Sub - division .</p> <p>3) He is responsible for preparation of estimate 8888 scheduling to implement, monitor, ensure quality and complete the works sanctioned in his jurisdiction under the following sectors.</p> <p>a) Rural Roads Projects sanctioned under World Bank loan assistance and NABARD loan assistance and special R.R.M.</p> <p>b) Rural Roads :- construction and maintenance of all rural roads in the state.</p> <p>c) Wage Employment Scheme Construction and maintenance of Wage employment schemes such as EAS JRY,JGSY</p> <p>d) M.I. Sources : Establishing and maintenance of M.I. sources having less than 40 Ha Ayacut.</p> <p>e) Janmabhoomi :- All schemes taken up under Janmabhoomi programmes.</p> <p>f) Buildings : - Buildings of PR Institutions particularly Elementary, Secondary School Buildings, and Mandal Parishad Offices, buildings Z.P. office Buildings and other buildings.</p> <p>g) Rural Sanitation : All works sanc-</p>

tioned under Rural Sanitation programmes.

h) Responsible for preparation and implementation of contingent plan for drought situation & crisis management during Cyclone and flood.

i) Tools & Plants : He is responsible for proper utilisation of T&P.

4) Supervision of Mandal Parishad and Gram Panchayat works qualitatively.

5) To collect information needed by the Executive Engineer (PR), Superintending Engineer, Engineer - in - Chief and submit consolidated reports in time.

6) Control over Section Officers, PR, and Mandal Engineering Officers and other subordinate staff working under his control.

7) He is responsible for getting all the vouchers audited by LF, Audit. He is responsible for furnishing the records at the time of AGs audit and also submission of replies to PAC paras.

8) He is responsible for enforcing the conditions of the agreement particularly the rate of progress clause.

9) He accords technical sanction as per the delegation of powers under various, programmes.

10) He is responsible for the maintenance of records and correctness of all financial transactions.

11) Submission of monthly progress

reports and other periodicals insisted by higher authorities.

12) He is responsible to accept the work both qualitatively and quantitatively and recommend for payment.

13) He is responsible to maintain correct specification for the various components of the work.

14) He is responsible to maintain muster rolls prepared by Section Officers, in case of departmental execution of wage employment schemes.

15) He is responsible for the safe custody of materials in departmental stores and for proper accounting.

16) He is responsible for realising the cost of departmental materials supplied to the contractor.

17) He has to attend the general body meetings of Mandal Parishads.

Sl.No.	Designation of the Post	Functions to be performed
1	2	3
14.	Deputy Executive Engineer (Rural Water Supply) & Projects	<p>1) He is under the control of Executive Engineer (RWS) and Projects.</p> <p>2) He is the head of R.W.S Subdivision.</p> <p>3) He controls all technical personnel working under him both administratively and technically.</p> <p>4) He is responsible for the preparation of scheduling to implement, monitor, ensure quality and monitor complete the programmes and schemes sanctioned in his jurisdiction under the following sectors.</p> <ul style="list-style-type: none"> --- All schemes sanctioned under MNP programme. --- All schemes sanctioned under ARWS programme. --- Projects sanctioned under sub-Mission Projects and Bilateral projects. --- Projects and Schemes sanctioned by the State Government. <p>Establishing and maintenance of Hand Pump Systems.</p> <ul style="list-style-type: none"> --- Maintenance of P.W.S and C.P.W.S Schemes. --- Responsible for the preparation and execution of contingent plan for drought situation and crisis management during cyclones and floods. --- Supervision of Mandal Parishad & Gram Panchayat works in respect of Rural water supply.

5) He is responsible for preparation of optimum inventory, procurement in time and utilisation of materials needed for the maintenance of hand pumps and schemes

6) He is responsible to accept the work both qualitatively and quantitatively and recommend for payment after check measurement of water as per rules.

7) To collect information needed by the Executive Engineer (RWS), Superintending Engineer (RWS), Chief Engineers (RWS) and Engineer-in-Chief, and submit consolidated reports in time.

8) He is responsible for getting all vouchers audited by L.F. audit. He has to furnish all records needed by A.G. audit at the time of audit and responsible for submission of detailed replies to PAC paras.

9) He is responsible for enforcing the specifications for various components of work and maintaining rate of progress.

10) He is responsible in extending support to Gram Panchayats for the maintenance of PWS schemes and conducting water quality tests periodically.

11) Submission of monthly progress reports and other periodicals insisted by higher authorities.

12) Inspection of section offices to ensure proper maintenance of records and adherence of rules.

ROLE OF EACH CATEGORY

DEPARTMENTAL MANUAL

13) He is responsible for maintaining the records and correctness of all financial transactions.

14) He is responsible for the maintenance and updating all the records.

15) He is responsible for the safe custody of Departmental stores and correctness of stock account.

16) He is responsible for realising the cost of departmental material supplied to the contractor.

17) He has to attend the general body meetings of Mandal Parishads.

18) He is responsible for periodical check of water quality of all D.W. sources and to provide safe drinking water with assistance of GPs, Mandals, ZPs.

SI.No.	Designation of the Post	Functions to be performed
1	2	3
16.	Section Officer (PR)	<p>1) He is under the control of Deputy Executive Engineer (PR).</p> <p>2) He controls Work inspectors & Gangmazdoors working under him.</p> <p>3) He is responsible to prepare estimates, scheduling, ensure quality, supervise and complete the works sanctioned in his jurisdiction under the following sectors.</p> <p>a) Rural Roads Projects sanctioned under World Bank loan assistance and NABARD loan assistance and Special R.R.M, falling in his jurisdiction.</p> <p>b) Rural Roads :- Construction and maintenance of all rural roads falling in his jurisdiction.</p> <p>c) Wage Employment Scheme :- Construction and maintenance of Wage Employment Schemes such as EAS, JRY, JGSY</p> <p>d) Janmabhomi :- All Schemes taken up under Janmabhoomi programmes.</p> <p>e) Buildings :- Buildings of PR Institutions particularly Elementary School Buildings. Secondary School Buildings, and Mandal Parishad Offices/Z.P Offices.</p> <p>g) Rural Sanitation :- All works sanctioned under Rural Sanitation programmes.</p> <p>5) To collect information needed by the Deputy Executive Engineer</p>

(PR) Superintending Engineer (PR) and submit consolidated reports in time.

6) To monitor the pace of implementation and take suitable measures for timely completion of programmes and schemes.

7) He is responsible to accept the work both qualitatively and quantitatively and to recommend payment after check measurement of works.

8) He is responsible for getting all the vouchers audited by L.F. Audit. He is responsible for furnishing the records at the time of AGs audit and also submission of replies to PAC paras.

9) He is responsible for enforcing the conditions of the Agreement and to maintain rate of progress.

10) He is responsible for the maintenance of the records and correctness of data and updating the data.

11) Submission of monthly progress reports and other periodicals insisted by higher authorities.

12) He is responsible to maintain musters rolls in case of departmental execution & wage employment schemes.

13) He is responsible to maintain account for the total no. of M. Books in use, the books in stock and also responsible to keep record of the movement of the M. Books.

14) He is responsible for realising the cost of departmental materials supplied to the contractor.

15) He is responsible for preparation of all initial records and its correctness.

16) He is responsible for proper utilisation of T & P.

Sl.No.	Designation of the Post	Functions to be performed
1	2	3
15.	Mandal Engineering Officer (PR)	<p>1) He is under the Technical control of Dy. Exe.Engineer and under the administrative control of Mandal Parishad.</p> <p>2) He controls work inspectors, & Gang Mazdoors working under him.</p> <p>3) He is responsible to prepare estimates, scheduling, ensure quality, supervise and complete the works sanctioned in his jurisdiction under the following sectors.</p> <p>a) Rural Roads Project sanctioned under World Bank loan assistance and NABARD loan assistance and Special R.R.M.</p> <p>b) Rural Roads :- Construction and maintenance of all rural roads in his jurisdiction.</p> <p>c) Wage Employment Scheme :- construction and maintenance of Wage Employment schemes such as EAS. JRY.</p> <p>d) M.I. Sources :- Establishing and maintenance of M.I. Sources having less than 40 Ha. Ayacut and execution of watershed programme.</p> <p>e) Janmabhoomi :- All schemes taken up under Janmabhoomi Programmes.</p> <p>f) Buildings :- Buildings of PR institutions particularly Elementary School Buildings, Secondary School Buildings, Primary Health Centres and Mandal Parishad Office building.</p>

g) Rural Sanitation :- All works sanctioned under Rural Sanitation Programmes.

h) He has to attend all works programmes sanctioned by Mandal Parishads, Gram panchayats and sanctioned by District Administration.

4) To collect information needed by the Deputy Executive Engineer (PR), Mandal Parishad Executive Engineer (PR), Superintending Engineer (PR) and submit consolidated reports in time.

5) He is responsible for enforcing the conditions of the agreement and to maintain rate of progress.

6) He is responsible to accept the work both qualitatively and quantitatively and to recommend payment after check measurement.

7) He is responsible for getting all the vouchers audited by L.F. Audit. He is responsible for furnishing the records at the time of AGs audit and also submission of replies to PAC paras.

8) To monitor the pace of implementation and take suitable measures for timely completion of programmes and schemes. Brings to notice of Dy. EE. MPDO, the delays noticed by him, in the implementation of works as per agreement.

9) He is responsible for the maintenance of the records and correctness of data and up dating the data.

10) Submission of monthly progress

reports and other periodicals insisted by higher authorities.

11) He is responsible to maintain musters rolls in case of departmental execution & wage employment schemes

12) He is responsible to maintain account for the total No. of M.Books in use and books in stock and also responsible to keep record of the movement of the M.Books.

13) He is responsible for realising the cost of departmental materials supplied to the contractor.

14) He is responsible for preparation of all initial records and its correctness such as T&P register, their utilisation and transfers, if any.

15) Cooperate with the Mandal Officials and Gram Panchayats.

Sl.No.	Designation of the Post	Functions to be performed
1	2	3
17.	Section Officer (Rural Water Supply and Projects)	<p>1) He is under the control of Deputy Executive Engineer (RWS & Projects).</p> <p>2) He control work inspectors working under him both administratively and technically.</p> <p>3) He is responsible to prepare estimates, scheduling the programme, ensure quality, supervise and complete the works sanctioned in his jurisdiction under the following sectors.</p> <ul style="list-style-type: none"> --- All Schemes sanctioned under MNP programme. --- All schemes sanctioned under ARWS programme. --- Projects sanctioned under Sub-Mission Projects and Bilateral projects. --- Establishing and maintenance of Hand pump Systems. --- Maintenance of P.W.S Schemes and C.P.W.S Schemes. --- Responsible for the preparation and execution of contingent plan for drought situation and crisis management during cyclones and floods. <p>4) He is responsible for preparation of optimum inventory, procurement in time and utilisation of materials needed for the maintenance of hand pumps and schemes.</p> <p>5) He is responsible for acceptance of work both qualitatively and quantitatively and to recommend payment, after check measurement.</p>

1	Executive Engineer (RWS & PWS)
2	Executive Engineer (RWS & PWS)
3	Executive Engineer (RWS & PWS)
4	Executive Engineer (RWS & PWS)
5	Executive Engineer (RWS & PWS)
6	Executive Engineer (RWS & PWS)
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9	Executive Engineer (RWS & PWS)
10	Executive Engineer (RWS & PWS)
11	Executive Engineer (RWS & PWS)
12	Executive Engineer (RWS & PWS)
13	Executive Engineer (RWS & PWS)
14	Executive Engineer (RWS & PWS)
15	Executive Engineer (RWS & PWS)

- 6) To collect information needed by the Deputy Executive Engineer (RWS), Executive Engineers (RWS) and submit consolidated replies in time.
- 7) He is responsible for getting all vouchers audited by L F audit. He has to furnish all records and information needed by A.G s. audit at the time of audit and responsible for submission of detailed replies to PAC paras.
- 8) He is responsible for enforcing the conditions of the agreement and maintaining rate of progress.
- 9) He has to assist Gram panchayat in maintaining the PWS schemes.
- 10) Submission of monthly progress reports and other periodicals insisted by higher authorities.
- 11) He is responsible for maintaining the records and correctness of all financial transactions.
- 12) He is responsible for the maintenance and updating all the records.
- 13) He is responsible for the proper maintenance of Departmental stores and correctness of accounts.
- 14) He has to attend general body meetings of Mandal Parishads.
- 15) He is responsible for proper utilisation of T&P

Sl.No.	Designation of the Post	Functions to be performed
1	2	3
18.	Joint Director	<p>1) The Joint Director is the overall incharge of the Hydrogeological and Remote Sensing wing of the Department and works under Chief Engineer (RWS).</p> <p>2) To co-ordinate with other sister organisations like NGRI, CGWB, SGWD, APSIDC, GSI, NRSA, APSRAC etc. in respect of all Geological/ Geophysical activities.</p> <p>3) He exercise control over Sr. Geologists and Jr. Geologists.</p> <p>4) To coordinate UNICEF supported Projects and training programme.</p> <p>5) To provide required and related information while formulating R.W.S Schemes and Projects including externally aided Projects.</p>

SI.No.	Designation of the Post	Functions to be performed
1	2	3
19.	Senior Geologist	<ol style="list-style-type: none"> 1) To co-ordinate with the Superintending Engineer/ Executive Engineers (RWS)/Projects in the district regarding the scientific source findings and related problems. 2) To monitor all drinking water source finalisation under RWS and Drought programmes. 3) To monitor Geologists /Geophysicists reports and review the working of the Geologists in his jurisdiction. 4) To co-ordinate and monitor Pump tests for PWS schemes to evaluate Aquifer parameters. 5) To give guidance to the Geologists/ Geophysicists whenever required and assist in source finalisation for the chronic problematic habitations. 6) To monitor Geophysical Equipments and Geophysical investigations. 7) To collect and analyse the scientific data related to Ground water and Surface water and prepare reports. 8) To maintain data base pertaining to the Geological investigations for the Water Supply Schemes.

Sl.No.	Designation of the Post	Functions to be performed
1	2	3
20.	Junior Geologist	<p>1) The 'source selection of sites for drinking water source development for all types of Water Supply Schemes and monitoring of these sources is the primary responsibility of the Junior Geologist. The scientific location of ground water sources for developing village water supply involves a multi-disciplinary approach and the following activities are envisaged.</p> <p>a) To collect existing data/map pertaining to the area to be investigated.</p> <p>b) To carry out Remote Sensing and Aerial Photograph data interpretation to derive the following information to supplement Ground Water investigations.</p> <ul style="list-style-type: none"> --- Geology and Structural Analysis. --- Hydrogeomorphological studies. --- Fracture and Dyke frequency Analysis. --- Landuse/ Land Cover. --- Soil types. <p>c) To carry out hydrogeological investigations such as :</p> <ul style="list-style-type: none"> --- Well inventory for assessing the degree and extent of weathered and fractured zones and depth to basement and water level fluctuations. --- Water Quality Analysis. <p>d) To carry out Geophysical sur-</p>

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veys to estimate the physical properties of sub surface layers to pin point source for development

- e) To carry out Geo-hydrological investigations for locating suitable sites for Artificial Recharge structures to augment the Drinking Water sources.
- f) To carry out Pumping Test to arrive at Safe yield, depth of installation, capacity of pumps and for sustainable drinking water sources
- g) To maintain the data base on Ground Water related parameters.

Sl.No.	Designation of the Post	Functions to be performed
1	2	3
21.	Work Inspector	He is under control of Section Officer. He will assist the Section officer in preparation of estimates sheduling ensure quality and supervise the works sanctioned in his jurisdiction.
22.	Chemist	Water quality monitoring & Surveillance & Checking quality problems during Epidemic outbreaks. To monitor performance of Asst. Chemists and Junior Water Analysts. To identify quality problem habitations supported with test results.
23.	Assistant Chemist	Guide the Junior Water Analyst. To provide feed back to EE (RWS), DEE (RWS) on Water quality. To ensure periodical testings of all sources in his jurisdiction.
24.	Junior Water Analyst	Quality identification of drinking water sources. To provide feed back to EE (RWS), DEE (RWS) on Water quality. To ensure periodical testing of all sources in his jurisdiction.

SI.No.	Designation of the Post	Functions to be performed
1	2	3
Ministerial staff		
1.	N.T.P.A. to Engineer-in-chief	<p>Overall control over the Ministerial staff.</p> <p>To act as a Financial Advisor to the Engineer-in-Chief on all the matters involving financial implications.</p> <p>To guide the accounts section in the matters of accounts.</p> <p>To act as Drawing & Disbursing officer.</p> <p>To release budget under plan and non plan schemes as per the instructions of Head of the department.</p> <p>To review monthly expenditure with reference to release of funds, timely reconciliation of expenditure with AG and to send reconciliation certificates to AG.</p> <p>To prepare proposals for supplementary grants/ re-appropriation and to ensure timely preparation of savings and excesses.</p>
2.	Divisional Accounts Officer (works)	<p>To act as a Financial Advisor to executive Engineer in division on all the matters involving financial implications.</p> <p>Overall control over the Ministerial staff in the division.</p> <p>To guide the accounts section in the matters of accounts.</p> <p>To release budget under plan and non plan schemes.</p> <p>To review monthly expenditure with reference to release of funds.</p> <p>To get vouchers audited by LF audit</p> <p>To Furnish records to AG and replies to PAC</p>

SI.No.	Designation of the Post	Functions to be performed
1	2	3
		<p>To reconcile accounts with treasury.</p> <p>To submit UCs.</p> <p>To inspect sub - divisions.</p> <p>To prepare proposals for supplementary grants/ re-appropriation / and to ensure timely preparation of savings and excesses.</p> <p>Responsible for timely inspection of Section Offices.</p> <p>Exercise control over Sr. Assistant, Junior Assistant & Typist.</p> <p>Fixation of pay of the employees.</p> <p>Maintenance of the service registers.</p> <p>Scrutinise applications for sanction of loans and advances.</p> <p>To watch the receipt of utilisation certificates by maintaining registers of utilisation.</p> <p>To assist the DAO and NTPA in maintenance of accounts etc.</p> <p>To reconcile accounts with treasury.</p> <p>To maintain cash books.</p>
3.	Superintendent	<p>To assist the Superintendent in maintenance of accounts.</p>
4.	Sr. Assistant & Junior Assistant	

Function to be performed	1	2	3
To receive accounts with interest			
<i>It is a function of the</i>			
<i>to receive and -divisions</i>			
<i>to receive proposals for a statement for a period of 30 days and to prepare a report, preparation of accounts and - accounts</i>			
<i>to receive and -divisions</i>			
<i>to receive and -divisions</i>			
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Chapter - VI

Major Enactments, Rules and Regulations

Chapter IV

Major Enactments, Rules and
Regulations

MAJOR ENACTMENTS RULES AND REGULATIONS

(A) ENACTMENTS :

The Panchayati Raj Engineering Department is concerned with the following Acts and the rules made there under.

- 1) The A.P. Panchayat Samithies and Zilla Parishads Act. 1960.
- 2) The above Act was in force upto 1986, till it was replaced by an other Act called. The A.P. Mandal Praja Parishads Zilla Praja Parishads and Zilla Pranalika and Abhivrudhi Samiksha Mandal Act of 1986.
- 3) The above act was replaced by the Andhra Pradesh Panchayati Raj Act 1994 (Act 13 of 1994) to provide the constitution of Gram Panchayati Mandal Parishads and Zilla Parishads.

- 1) District Office Manual.
- 2) The Fundamental Rules.
- 3) Andhra Pradesh Government Servants Conduct Rules (APCSC).
- 4) Andhra Pradesh Civil Services (Classification Control and Appeal) Rules 1991.
- 5) Pension Code.
- 6) A.P. Standard Specifications and Addenda thereto.
- 7) A.P. Public Works Departmental Code.
- 8) A.P. Public Works Accounts Code.
- 9) The Budget Manual.
- 10) The Andhra Pradesh Financial Code Volume I & II.
- 11) The Andhra Pradesh Treasury Code.

(C) GOVERNMENT ORDERS:

Various G.Os. issued from time to time which govern the functions are.

S.No	G.O.Ms.No. & Date	Subject
1.	494, Dt.17.5.76 & 754 Dt. 23.7.76	Delegation of certain powers to the Chief Engineer. PR and others to accord administrative sanction for estimates for purchase of Tools and Plant.
2.	521, Dt. 10.12.84, Irrigation (projects wing) Dept.	Contracts -Irrigation, Irrigation (PW) TR&B, PR, Housing Municipal Administration and U.D. Department - Registration of Contractors.
3.	399, Dt. 25.6.87 of PR & RD (Mandal-I) Dept.	Rule Regulating powers of sanctioning works and schemes undertaken by Z.P.
4.	400, Dt. 25.6.87 of PR & RD (Mandals-I) Dept.	Rules relating powers of sanctioning works and scheme, undertaken by Z.P.
5.	589, Dt. 29.9.89 of PR & RD (Mandals- I) Dept	Invitation and acceptance of tenders for MPPs, ZPPs and Zilla Abhivrudhi Sameeksha Mandals Rules-Issued.
6.	84, Dt 15.2.92 of PR & RD (Mandals-I) Dept.	Rules relating to preparation of plans and estimates for works and the powers of G.P and of servants of State Government to accord technical and administrative sanction.
7.	6, Dt. 8.2.93	Development programme at the Assembly constituency level procedure for formulation sanction and execution of schemes-Ratifications.

8.	8, Dt. 7.1.94 of PR RD & Relief (Progrms.II) Dept.	Works Measurements and checkmeasurements of works-Revision of powers of measurement of works in Panchayati Raj Department and Relief Dept. for Z.P. MPP and Gram Panchayati works - Amendment orders - Issued.
9.	24, Dt. 12.1.96 of PR & RD & R (progms.II) Dept.	Power of Administration approval to estimate and powers of nomination.
10.	533, Dt. 6.5.97 of PR RD & (Progrms.II) Dept.	Janmabhoomi PR&RD Dept. delegation of powers to expedite execution of works under Janmabhoomi.
11.	110, Dt. 17.3.97, of PR&RD (JRY) Dept.	Rural Employment Schemes- Certain changes in the institutional arrangement for implementation and monitoring steps to be taken.(97-98 S.F.)
12.	440, Dt. 21.11.97 of PR&RD (RWS-II) Dept.	Committed - ARWSP - Advisory committee- SLAC for approval of schemes under ARWS - Reconstituted - Orders.
13.	1739, Dt. 12.12.97 of PR & RD (progs. II) Dept.	Implementation of JRY & EAS works by GPs - Application of current SSR Rates.
14.	387, Dt. 17.9.98 of PR & RD (PIS-II) Dept.	Rules- Rules relating to preparation of plans and estimates for works and the powers of G.Ps and of servants of State Government to accord technical and administrative sanction.
15.	395, Dt. 22.9.98 of PR&RD Dept. (progms.III) Dept.	Rules - APPR Act 1994 (Act No. 13/94 Rent authority competent to sanction rents Rental Valuation certificates Rules-amendment-Issued.

16.	477, Dt. 12.11.98. of PR & RD (Progrms-II) Dept.	PR Dept. Execution of Works streamlining the Tender procedure and enhancement of Technical sanction of E.Es and S.Es. Instructions- Issued.
17.	58, Dt. 6.2.99 of PR & RD (EStt.II) Dept.	GPs works - According of technical and administrative sanction within a month to the estimates of G.P. works Instructions.
18.	66, Dt. 9.2.1999 of PR & Rd (EStt.III) Dept.	Accordinging Technical approval to estimates on G.P works procedure to be followed.
19.	91, Dt. 4.3.99 of PR & RD (EStt. III) Dept. civil	Civil works in GPs - According of administrative sanction to works upto Rs. 2,00,000/- by major GPs and Rs. 1,00,000/- by minor G.Ps.
20.	94, Dt. 8.3.99 of PR&RD (EStt.III) Dept.	PR & RD Department enhancement of Technical Sanction powers to P.R. Engineers enhancement Orders - Issued.
21.	G.O.Ms.No. 95 dated 8.3.99 of PR & RD	Works - Gram Panchayats - Calling and acceptance of tenders-approval of tenders of GPs Authorisation to Dy. E.Es.Orders Issued.
22.	G.O.Ms.No. 195 PR & RD department dt. 10.5.99	Reforms in P.R Engineering Dept. Revision and streamlining of tender procedure - issued.
23.	G.O.Ms.No 139. Fin & Plg Dept., dt. 24.5.95	Works - Review of yard sticks of work load for engineering Divisions -Revised Yard Sticks - Orders - Issued.
24.	G.O.Ms.No 10 PR&RD dt. 21.3.2000	Reforms in PR Engineering Department-Strengthening of quality control wing - guideline for carrying our quality control by field staff and further checks by vigilance wing orders issued.

Chapter - VII

Areas of Inter Face

Chapter - VII

Area of Inter Face

AREAS OF INTER FACE WITH THE GENERAL PUBLIC AND WITH OTHER DEPARTMENTS

(A) WITH GENERAL PUBLIC :-

Panchayati Raj and Rural Development Engineering Department functions very close to the general public and in fact it is one of the very few organizations which accomplishes the concept of "for the people and by the people".

People's involvement and their participation is one of the prerequisites to sanction any developmental activity. In fact the developmental activity has to be identified by the public and public representatives of Panchayati Raj Institutions. Public has to contribute their share towards capital cost depending upon the socioeconomic conditions of the community.

The community assets created by Panchayati Raj Engineering Department have to be maintained by P.R. Institutions as a statutory obligation.

After the introduction of wage employment schemes such as Food for Work, RLEGP, NREP, JRY and EAS by the Government of India and the State, aimed at, providing employment to the rural eligible people, direct interaction between Panchayati Raj Engineering Department and general public has increased.

The direct involvement of the public has enhanced to much higher degree after the introduction of "Prajala Vaddaku Palana" and "Janma Bhoomi" by Government of Andhra Pradesh.

In fact the response and the involvement of public in Janmabhoomi programme was tremendous as many of their needs were taken up and implemented successfully.

(B) WITH OTHER DEPARTMENTS :

Panchayati Raj Engineering Department has to interact with other departments for their co-operation in successful implementation of various programmes and schemes in rural areas.

GOVERNMENT OF INDIA

Rajiv Gandhi National Drinking Water Mission (RGNDWM):

Implementation of Rural Water supply schemes, Rural Sanitation schemes and support Human Resources Development Programmes as per the guidelines issued by GOI

UNICEF : Rural Water Supply, Sanitation and Human Resources Development Programme

For instance, in order to complete Rural Water supply Projects :-

Revenue Department :- For land acquisition .

Irrigation Department :- For obtaining permission to draw surface water from Canal systems.

A.P.S.E.B. :- For installation of transformers and energisation of pump sets.

Roads & Buildings :- For laying transmission mains along and across the R&B roads.

Railways :- For permission to cross the railway lines through near by culverts or bridges.

Medical & Health Department :- For close monitoring of water quality and to give feed back.

Similarly to construct bridges across canals and drains permission of Irrigation department is essential.

In addition to the sister departments in the State, Panchayat Raj and Rural Development Engineering Department has to interact with the apex Research Institutions namely NEERI (National Environmental Engineering Research Institution) and C.R.R.I. (Central Road Research Institute) for updating the technical skills and adopting new techniques in the areas of Rural Water Supply and Rural Roads respectively.

In fact Master Plans for the development of Rural Roads in each District are under preparation with the technical support of C.R.R.I.

As a part of bilateral assistance many senior officers have undergone special training abroad in Management Techniques. Many junior level engineers had post graduation in Environmental Engineering in Delft-The Netherlands.

In line with the thinking of the State Government to introduce computers in every organization, sufficient measures were already taken to equip all Executive Engineers and above officers with P.Cs and they are utilising Softwares available for design purposes.

Chapter - VIII

Vision

Chapter - VIII

Vision

VISION OF THE DEPARTMENT

Andhra Pradesh-Vision 2020, envisages the overall development of the state in terms of growth, equity and quality of life.

To achieve the above goal the following targets are set for this organization.

- * Universal access to safe drinking water and basic sanitation.
- * All weather Rural Roads connecting all habitations and 70% of all roads to be paved.
- * To reduce the rural un-employment by providing wage employment schemes

Panchayati Raj and Rural Development Engineering Department is proposing an ambitious programmes to achieve the said targets by 2005 under the following sectors.

- * Rural Roads
- * Rural Water Supply and
- * Rural Sanitation

RURAL ROADS :-

As on to-day there are 11733 habitations to be connected with all weather roads in the state.

The probable estimated cost is about Rs. 2148 Crores. The normal anticipated funding from state resources in Rs. 54 crores and there is a gap of Rs. 2094 crores which has to be augmented, from the external agencies.

Suggested sources are

- * World bank Loan Assistance.
- * NABARD Loan Assistance.
- * Asian Development Bank Loan Assistance.
- * Special allocations from Government of India.
- * Enhanced allocations under wage employment programme by prioritizing the rural connectivity activities.
- * Enhanced allocations from Government of Andhra Pradesh.

A tentative scheduling formulator to accomplish the task is annexed (Annexure-II)

RURAL WATER SUPPLY :-

There are 36285 habitations which are either partially covered or not covered so far.

The estimated cost to cover all the above habitations in full is about 5418 crores.

The probably releases both from the State and the Government of India, at the present rate, are only 2480 crores. The resource gap is 2938 crores.

As this is a priority sector the additional resources needed have to be mobilized..

Suggested sources are :

- * By enhancing state allocations.
- * By enhancing the Government of India allocations.
- * By mobilising Bilateral Assistance.
- * By mobilising philanthropic institutions like Sri Satya Sai Trust ;
and
- * By mobilising L.I.C and for rising special loans if necessary.

A tentative scheduling to accomplish the task is annexed (Annexure-III)

RURAL SANITATION :-

Under the basic Sanitation programme, Government's desire is to cover all individual house holds lying below poverty line with sanitary latrine with Government assistance.

The unit cost is Rs. 2500 in which the beneficiary's share is only Rs. 500/- .

The total no of house holds to be covered is 92,11,419.

The estimated cost of Government's share to complete the above larrines is about Rs.1842.3 crores.

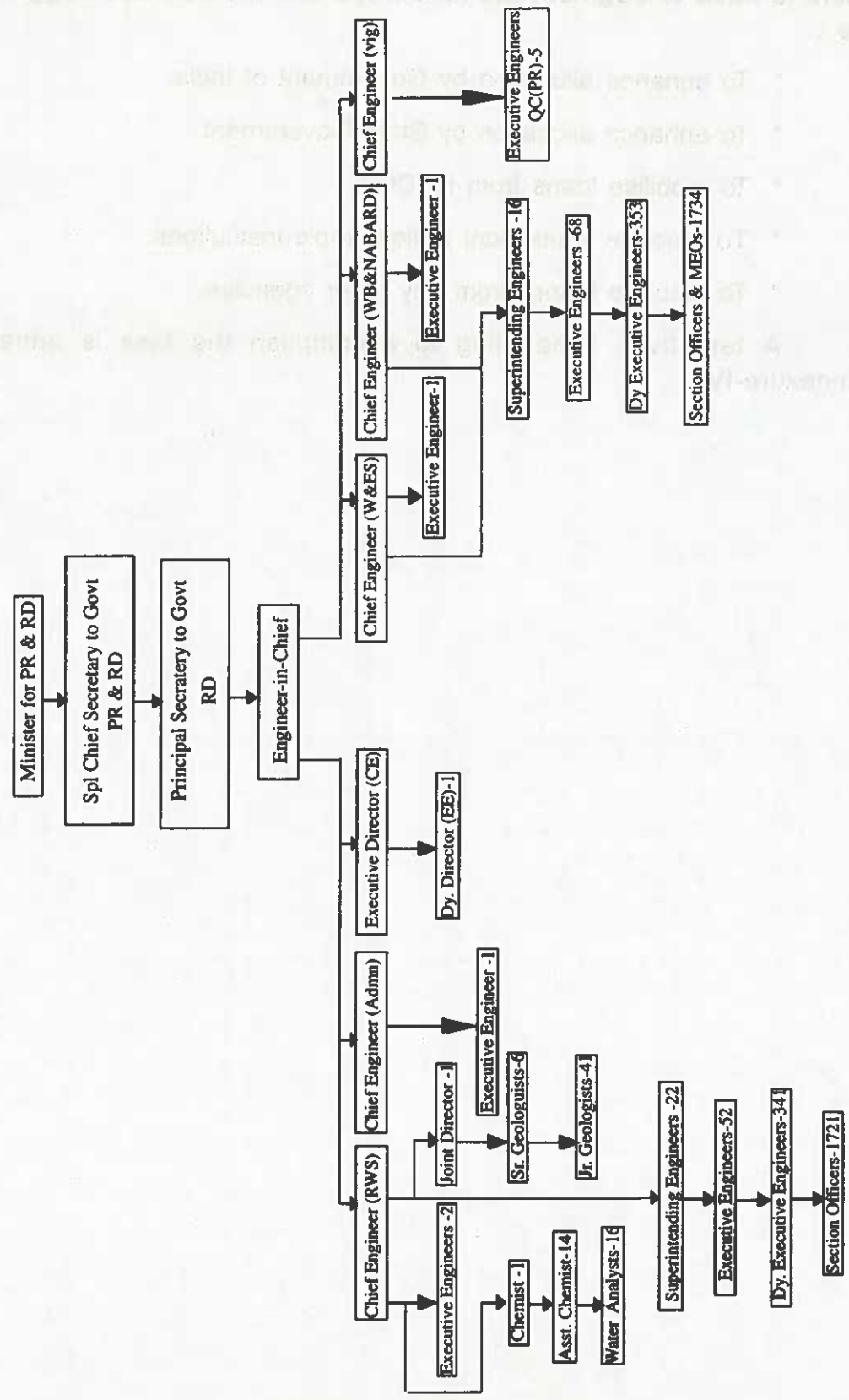
The probable inflow of funds from the Government is Rs.2.82 Crores and thus there is a gap Rs.1839.5 crores.

There is need to augment the resources and the sources suggested are :

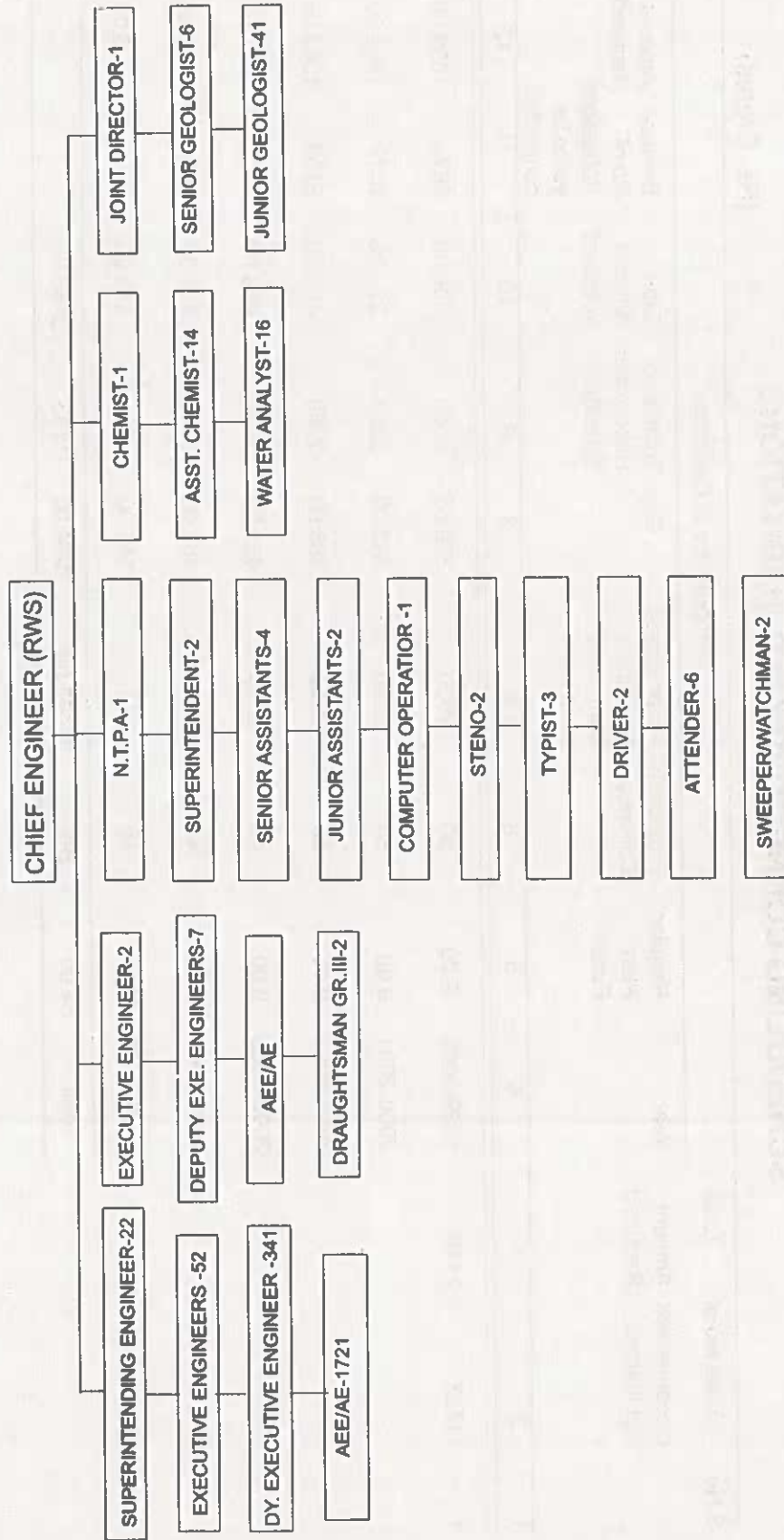
- * To enhance allocation by Government of India.
- * To enhance allocation by State Government.
- * To mobilise loans from HUDCO.
- * To mobilise loans from Philanthropic Institutions.
- * To mobilise loans from any other agencies.

A tentative scheduling to accomplish the task is annexed (Annexure-IV)

Organisation Chart of PR & RD ED ANNEXURE (1a)



**ORGANISATION CHART OF CHIEF ENGINEER (RWS)
ANNEXURE 1(b)**



ANNEXURE -II

**RURAL ROADS
SCHEDULING CONNECTIVITY U.C. HABITATIONS**

(Rs. Crores)

S.No.	Total No.of Unconnected Habitations	Total Amount Required	Programme of Coverage											
			Year	Regular Plan Funds	Projected Coverage	No.proposed to connect from other sources.	Gap	Total No.of Habitations Targetted	Total Amount in volved	Balance No.of Habitations yet to be connected.	Required			
1	2	3	4	5	6	7	8	9	10	11	12			
1	11733	2148	1999-2000	9.00	60	2000	300.00	2060	309.00	9673	1839.00			
			2000-2001	9.00	54	2200	363.00	2254	372.00	7419	1467.00			
			2001-2002	9.00	50	2200	396.00	2250	405.00	5169	1062.00			
			2002-2003	9.00	46	2200	429.00	2246	438.00	2923	624.00			
			2003-2004	9.00	42	2200	462.00	2242	471.00	681	153.00			
			2004-2005	9.00	40	641	144.00	681	153.00	0	0.00			
			Total	54.00	292	11441.00	2094.00	11733	2148.00					

ANNEXURE -III

**RURAL WATER SUPPLY
SCHEDULING TO COVER ALL HABITATION WITH SAFE DRINKING WATER (Rs. Crores)**

S.No.	Total No.of		Year	Habitations targetted	Plan		Resource
	Habitations	Amount			Grants	Gap	
1	2	3	4	5	6	7	
1.	36285	5418	1999-2000	5000	325	5	
			2000-2001	5800	355	525	
			2001-2002	6000	390	550	
			2002-2003	6200	430	595	
			2003-2004	6400	470	625	
			2004-2005	6885	510	638	
				36285	2480	2938	

SANITATION

Total No. of House holds below poverty line 10003999
 Covered upto 1998-99 792580
 Balance to be covered 9211419
 Cost of the Project@2500 230285.48
 Scheduling over a period of 5 years

(Rs. in Crores)

year	No. of Latrines	Cost@2500/-	Government Share	Available resources	Gap if any
1999-2000	1535237	383.81	307.05	0.47	306.58
2000-2001	1535237	383.81	307.05	0.47	306.58
2001-2002	1535237	383.81	307.05	0.47	306.58
2002-2003	1535237	383.81	307.05	0.47	306.58
2003-2004	1535237	383.81	307.05	0.47	306.58
2004-2005	1535237	383.81	307.05	0.47	306.58
	9211422	2302.86	1842.30	2.82	1839.48

यदैव विद्यया करोति श्रद्धयोपनिषदा
तदैव वीर्यवत्तरं भवति

**Duty performed
with Knowledge, Faith and Devotion,
becomes really effective**

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