

**DR. MGR 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 Constitution amendment, the role of PR Institutions and functionaries is expected to undergo a significant change to the extent PR Institutions are empowered by the State Legislature. The functionaries need training and change of mindset for discharging the onerous functions. At this juncture, the usefulness of a Manual like this cannot be over emphasized.

The present volumes are in two parts, developed by the **PANCHAYAT 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 500 003, for consideration and incorporation in subsequent updations and revisions of the Manuals.

PVRK PRASAD IAS

Director General

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Institute of Andhra Pradesh

&

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. Panchayat 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, NABARAD, Administration and Executive Director, HRD for their constant support at all stages in the preparation of manuals. We also thank the authors Sri K. Tirupatiah, Chief Engineer (PR) Retired and Sri K. Satyanarayana Murthy, NTPA, PR Dept., Retired and staff of Engineering-in-Chief, Panchayat 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
Panchayat Raj.

PREFACE

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The present set of manuals i.e. Functional Manual & Departmental Manual will go a long way in assisting all those working in the field and help adopt themselves with ease to the wide range of activities taken up by the department. Functional Manual Engineering Department having firm foundations at the Grass Root level and being beneficial to every citizen will need frequent look at the functions and responsibilities vested with each functional. It is hoped that these manuals will fill the gap and help functionalaries at all levels in more efficient discharge of their duties.

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Dr. SHANKAR PRASAD
Engineer-in-Chief
Parbhaya Raj

**ANDHRA PRADESH
STATE PANCHAYAT RAJ
ENGINEERING DEPARTMENT
FUNCTIONARY MANUAL**

ANDHRA PRADESH
STATE PANCHAYAT RAJ
ENGINEERING DEPARTMENT
FUNCTIONARY MANUAL

ABBREVIATIONS

CONTENTS

1.	Origin of the post	1
2.	Position within the organisation	27
3.	Functions to be discharged	31
4.	Operational jurisdiction of each functionary	69
5.	Enactments, rules and regulations	87
6.	Critical provision(s) of the enactments	105
7.	Intra-departmental and inter departmental coordination	119
8.	Administrative accountability	125
9.	Quantification of work	129
10.	Periodical reporting standard reporting formats	133
11.	Registers to be maintained	137
12.	Formats for Correspondence/Certificates	143
13.	Areas of interface	147
14.	Annexure I - Reporting Formats	153
15.	Annexure II - Registers to be maintained	163
16.	Annexure III - Formats for correspondence/ Certificates	203
17.	Annexure IV - Organisational Chart	253

ABBREVIATIONS

ACR	:	Annual Confidential Report
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
HRD	:	Human Resource Development
IEC	:	Information Education and Communication
JGSY	:	Jawahar Gram Samridhi Yojana
JRY	:	Jawahar Rojgar 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	:	Panchatayi Raj
PR & RD	:	Panchayati Raj & Rural Development
PRES	:	Panchayati Raj Engineering Services
PHC	:	Primary Health Centre
QC	:	Quality Control
RIDF	:	Rural Infrastructure Development Fund
RWS	:	Rural Water Supply
RLEGP	:	Rural Land 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 1

ORIGIN OF THE POST

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ORIGIN OF THE POST

The following details reveal how sanctions accorded, when the **PRES** was first sanctioned and commissioned. The Original sanction of the posts, which were continued all these years only are shown below. The posts sanctioned for specific purpose but later discontinued are not however shown in the following statement.

S.N.	Origin of post	Reasons for creation	Role of the post
1.	G.O. Ms. No. 199, P&LA, dated 1.3.65, Chief Engineer (LA)-One Post	This department, came into existence towards end of 1960. In the beginning, there was only one S.E. for the entire department. The Chief Engineer (Buildings & P.H.) was designated as Chief Engineer (LAES) vide G.O. Ms. No. 1519 Plg. & LA, dt. 21.11.1960. Since then the department was going on increasing its strength and it was felt necessary to have a separate & independent post of Head of Dept. Thus the post came into effect from 1.4.1965 with separate office.	Head of the Department, from 1.4.1965 to 9.2.1991. Subsequently as Chief Engineer (Works & Employment Schemes) implements all the programmes under above sectors
2.	G.O. Ms. No. 915, PR, dt. 12.10.1979- Chief Engineer - One Post	The P.R. Engineering Department was looking after all nature of works relating to Rural Development, including Water Supply Schemes. Rural Water Supply was provided by way of (i) B.W.P. (ii) R.W.S. and (iii) comprehensive P.W.S. schemes. Some of the schemes under item (iii) had external aid. It became heavy for one Chief Engineer to give appropriate attention for this wing of development. Hence, a separate post of Chief Engineer was created. But in	Original sanction was for the purpose of looking after R.W.S. works. The purpose was fully served. Due to upgradation of the post as Engineer-in-Chief in the year 1991, the Engineer-in-Chief became Head of the department to oversee the work of other Chief Engineers. The Rural

S.N.	Origin of post	Reasons for creation	Role of the post
		the year 1991 this post was upgraded as Engineer-in-Chief for the entire department.	Water Supply was however looked after by Engineer-in-Chief.
3.	G.O. Ms. No. 337, PR, dated 30.07.1984-Chief Engineer-One Post	Due to the work load on account of JRY works this post was created	Formulation and implementation of schemes under JRY works
4.	G.O. Ms. No. 225, (PR & RD) dated 30.03.1989	One post of Chief Engineer (Designs) was created.	Formulation and finalisation of Designs
5.	G.O. Ms. No. 8, PR, dated 19.01.1991-Engineer-in-Chief-One post	There are four posts of Chief Engineers in the department. To coordinate work of all the Chief Engineers and to stream line the work of other Chief Engineers in the department, one post of Engineer-in-Chief was sanctioned.	He works as Head of the Department responsible to the Government for all the activities of the organisation
6.	G.O. Ms. No. 391, PR&RD, dated 30.06.1994-Para No. 8 (1) Chief Engineer-One post (Annexure-I)	The RWS programme was looked after by ENC only. The GOI have sanctioned more works and released heavy grants for RWS. There was a need for a special Chief Engineer for RWS works. Hence sanctioned.	Implementation of R.W.S. Schemes with individual and comprehensive. Implementation and maintenance of Bore well programme and Rural Sanitation
7.	G.O. Ms. No. 391, PR&RD, dated 30.06.1994-Para No.12 Chief Engineer-One post	Upgradation of one existing post of Superintending Engineer (Vigilance and Quality Control) to that of Chief Engineer (V&QC)	To enforce control and exercise vigilance over all works in the department for effective quality implementation
8.	G.O. Ms. No. 391, PR & RS, dated 30.06.1994 - Para No.13 Chief Engineer-One post (Annexure-VA)	To look after works relating to JRY, EAS and EGS.	Formulation and implementation of JRY, EAS, EGS, MI and Water shed programmes.

S.N.	Origin of post	Reasons for creation	Role of the post
9.	G.O. Ms. No. 720, PR & RD, dated 16. 11. 1995 (Para - 14) - Executive Director of the rank of Chief Engineer was sanctioned by redeployment	Implementation of N.H.R.D. Programme for R.W.S. and Rural Sanitation sector	Implementation of NHRD Training programmes.
II SUPERINTENDING ENGINEERS			
1.	G.O. Ms. No. 1443, P & LA dated 1.11.1960 - Superintending Engineer-One post (This post was made permanent)	In the beginning i.e., 1960 with a view to take up more developmental scheme in Rural areas. Govt. created one post of Superintending Engineer with head quarters at Hyderabad to supervise the work of 20 Executive Engineers then sanctioned at the rate of one Executive Engineer for each District and also to assist the Chief Engineer (B&PH) who was designated as Head of the new Dept., of L.A.E.S.	Formulation, implementation, monitoring and completion of work programme.
2.	G.O. Ms. No. 403 P & LA., dt 9. 4. 64 - TWO POSTS Superintending Engineers Out of two posts, one post was made permanent in G.O. Ms. No. 668, PR, dt. 6.12.75	To have effective supervision over 20 Executive Engineers, there was a need to have one Superintending Engineer for each region. Therefore two more posts of Superintending Engineers came into existence at Cuddapah & Eluru (W.G.)	-do-
3.	G.O. Ms. No. 774 PR, dt. 28.10.71-1 post	Due to increase in work programme one circle was sanctioned with Head Qtrs at Guntur under P.R. Sector	-do-

S.N.	Origin of post	Reasons for creation	Role of the post
	of Superintending Engineer.		
4.	G.O. Ms. No. 98, PR, dated 07.02.1972-One post	Due to increase of work load under P.R. Sector, one circle was sanctioned with Head Qtrs at Warangal.	-do-
5.	G.O. Ms. No. 1045, PR, dt., 18.10.76-One post of Superintending Engineer to work as Dy. CE in the office of the Chief Engineer (PR)	As per the original sanction accorded in G.O. Ms. No. 199, PR dt. 1.3.65, the Chief Engineer was having the assistance of one Dy. Executive Engineer only, which was later upgraded as Executive Engineer to work as Dy. Chief Engineer. Due to increased staff and no. of works, a DCE of a higher level was needed. Hence the post of Executive Engineer (DCE) was upgraded as Superintending Engineer. But due to circumstances, the post of DCE of the rank of Superintending Engineer was shifted as Superintending Engineer (RWS) Hyderabad.	To Assist Chief Engineer (PR)
6.	G.O. Ms. No. 1691, PR, dt. 20.12.77-One post of Superintending Engineer (PR) Vijayawada	Due to tidal wave near Masulipatnam and cyclone in coastal area, several roads and school buildings were greatly damaged. To take up those works several Divisions were formed in December 1977. To formulate proposals for the repairs of those damaged works and execute such works successfully, the service of one Superintending Engineer was found necessary. Hence this post was created.	Formulation, implementation, monitoring and completion Cyclone Relief works programme
7.	G.O. Ms. No. 783, PR, dt. 12.7.78-One	The post of Superintending Engineer (Mechanical) at Hyderabad, was shifted to Warangal as Superintending	Formulation, implementation, monitoring and

S.N.	Origin of post	Reasons for creation	Role of the post
	post of Superintending Engineer (RWS) Warangal	Engineer for RWS programmes	completion of works programmes
8.	G.O. Ms. No. 915, PR, dt. 12.10.1979 - One post of Superintending Engineer (RWS) Vijayawada	Separate SE for RWS programme with headquarters at Vijayawada was sanctioned.	-do-
9.	G.O. Ms. No. 257, PR, dt. 20.05.1980 - One post of Superintending Engineer (RWS) Cuddapah.	Separate SE for RWS programme with head quarters at Cuddapah was sanctioned	-do-
10.	G.O. Ms. No. 394. PR, dated 7.7.1980-One post of SE to works as DCE in the office of CE (RWS) Hyd	To assist the Chief Engineer (RWS) in office work	Assisting the Chief Engineer (RWS)
11.	G.O. Ms. No. 663, PR, dt. 17.10.81 Dy. Chief Engineer posts-2.	Due to increase of work load under RWS, NREP additional staff was sanctioned.	Assisting the Chief Engineers
12.	G.O. Ms. No. 391, PR & RD dated 30.06.1994-13 post (Annexure-I - One post of DCE	Out of 13 posts, two posts were utilised as DCEs to assist the new Chief Engineers as per Annexure-I & VA. The remaining Eleven posts as per Annexure-IV are for new circles to look after RWS works	Formulation, implementation and monitoring etc.

S.N.	Origin of post	Reasons for creation	Role of the post
	(RWS) Annexure-IV-11 Posts of New Circles and Annexure - VA - One post of DCE (W&ES)		
13.	G.O. Ms. No. 280, PR & RD & Relief Dept., dt. 27.06.1996 - One post of SE, Task Force (Head Office) Subsequently converted as SE (RWS) Maha- bubnagar	Vigilance and Enforcement of works and materials	Formulation, implementation and monitoring etc.
14.	G.O. Ms. No. 1453, PR & RD, dt 11.11.97-One post of SE as Member Secretary, Sri Satya Sai Water Supply Board	Maintenance of Satya Sai Project in Ananthapur District and subsequently all RWS programmes in Ananthapur	Formulation, implementation and monitoring etc.
15.	G.O. Ms. No. 196, PR & RD, dt. 11.5.99 by upgrading the post of PA to SE Karimnagar.	For implementation of RWS programme in Adilabad District.	Formulation, implementation and monitoring etc.
16.	GO Ms. No. 143 PR & RD (Estt I) Dept. dated 18.4.2000 Certain Executive	For implementation of RWS programme in the districts of Srikakulam, Nalgonda, Sangareddy, Nellore, Khammam & Eluru districts. The posts of EE (PR) QC, O/o. ENC (PR) EE (PR) O/o. ENC (PR), EE	Formulation implementation & monitoring etc.

S.N.	Origin of post	Reasons for creation	Role of the post
	Engineer posts upgraded as superintending Engineers (RWS) - 6 posts	(RWS) O/o. ENC (PR), EE (RWS) Kumool, EE (RWS) Khammam and EE (RWS) Vijayawada upgraded as SEO (PR) Srikakulam, Nalgonda, Sangareddy, Nellore, Khammam and Eluru.	

III EXECUTIVE ENGINEERS

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|----|---|---|---|
| 1. | G.O. Ms. No. 1443, P&LA, dt. 20 posts | Creation of L.A.E.S. with one Executive Engineer for each District | Formulation, implementation, monitoring and completion of works programmes |
| 2. | G.O. Ms. No. 362, PR, dt. 5.11.1969 - One post | Due to creation of new district at Ongole, one post was sanctioned. | -do- |
| 3. | G.O. Ms. No. 1568, Health, dated 09.10.1972 - One Post | Due to increased work load on account of PHCs-Two divisions were originally sanctioned. Later One division was closed and one division is being continued. | -do- |
| 4. | Rigs Organisation G.O. Ms. No. 145, PR, dt. 2.4.70-One Post -Rigs Division at Hyderabad | The UNICEF gifted 42 Rigs, with the help of which bore wells could be drilled to greater depths speedly. So, the State Govt. also purchased some Rigs. There was a fleet of 50 Rigs of various capacities. More borewells (BWP) were drilled throughout the state with the staff sanctioned under these division. To keep the 50 rigs in working condition, a work shop is also set up at Hyderabad by upgrading one Dy. EE post as EE. | Formulation, implementation, monitoring and completion of Bore well programme |
| 5. | G.O. Ms. No. 384, PR, dated 26.08.72-Rigs Division, Warangal-One post | -do- | |

S.N.	Origin of post	Reasons for creation	Role of the post
6.	G.O. Ms. No. 126, PR, dated 28.05.73-Rigs Divn. III at Vijayawada-One post	-do-	
7.	G.O. Ms. No. 290, PR, dated 25.03.77 - Workshop division at Hyderabad-One post	-do-	
8.	G.O. Ms. No. 774, PR, dated 28.10.71 - 5 posts	Due to drought conditions that existed in 1970 onwards in the State, drinking water was in scarcity, particularly in Rayalaseema area and Mahabubnagar district and hence additional divisions were created in the district of (1) Cuddapah (2) Chittoor (3) Kurnool (4) Nalgonda and (5) Mahabubnagar.	Formulation, implementation, monitoring and completion of works programmes
9.	G.O. Ms. No. 764, PR, dt. 23.7.73-One post RWS schemes - Execution in Guntur District.	Separate Division for P.W.S. Schemes in Guntur District was created.	Formulation, implementation, monitoring and completion of works programmes
10.	G.O. Ms. No. 65, PR, dated 28.01.1977-One post-Second Division in Ananthapur District	A second division for Ananthapur District was sanctioned due to heavy work load	Formulation, implementation, monitoring and completion of works programmes
11.	G.O. Ms. No. 1219, PR, dated	Under Centrally sponsored schemes, 3 divisions were created altogether.	Investigating P.W.S. Schemes and

S.N.	Origin of post	Reasons for creation	Role of the post
	03.12.1977-3 Posts	One was located in the office of the Chief Engineer (PR) and the remaining two were located at (1) Rajahmundry and (2) Nizamabad	subsequently utilised for implementation of schemes
12.	G.O. Ms. No. 1084, PR, dt. 29.10.1977-One post Monitoring cell in the office of the Chief Engineer (PR)	The R.W.S. Sector, gained great importance due to forthcoming of external aid and more allocation from Govt. of India under Accelerated R.W.S. Programme. A Monitoring cell was created in the office of the Chief Engineer (PR) under Centrally sponsored scheme.	Monitoring of P.W.S. Programme in the entire State
13.	G.O. Ms. No. 1691, Revenue dt. 3.12.1977 - 7 Posts Tidal wave and Cyclone Damage works (1) Krishna - 3 (2) Rajahmundry - 1 (3) West Godavari-1 (4) Guntur - 1 (5) Ongole - 1	A heavy programme of repairs and restoration of cyclone damaged works in the coastal districts was undertaken with special staff consisting of one SE, 7 EEs with supporting staff	Formulation, implementation, monitoring and completion of Cyclone damaged works
14.	G.O. Ms. No. 783, PR, dated 12.07.1978-One post-PA to SE, Warangal - Subsequently this post was upgraded as SE (RWS) in G.O. Ms. No. 196, PR & RD, dt. 11.5.99	As per the staffing pattern then existing, the post of the P.A. to SE (RWS) Warangal was upgraded from the level of Dy. E.E. to the level of E.E.	To assist the S.E.
15.	G.O. Ms. No. 471, PR, dated	Due to creation of new district of Vijayanagaram one post of EE was	Formulation, implementation,

S.N.	Origin of post	Reasons for creation	Role of the post
	01.05.1979 - One Post	created	monitoring
16.	G.O. Ms. No. 436, PR, dated 19.5.79-5 Posts Strengthening of Circle offices	The Superintending Engineers were having Dy. E.Es as their P.As. Due to increase of work load and responsibilities of P.A.s the level has been increased to that of E.E.	Assisting the S.Es in administering of the concerned circles
17.	G.O. Ms. No. 164, PR dated 27.2.79 - One Post	Under Centrally sponsored schemes, one division was created to be located in the office of the Chief Engineer	Investigating P.W.S. Schemes and monitoring
18.	G.O. Ms. No. 624, P.R. dated 19.6.79-2 posts, Cyclone works in Ongole and Nellore	To take up repairs and restoration of cyclone damaged works in Ongole and Nellore districts, two divisions were created at Kandukur and Kavali	Formulation, implementation, monitoring of Cyclone damaged works
19.	G.O. Ms. No. 713, PR, dated 25.7.79 - One post-Mahaboobnagar dist.	To take up repairs and restoration of cyclone damaged works at Mahaboobnagar and Nagarkurnool	Formulation, implementation, monitoring of Cyclone damaged works
20.	G.O. Ms. No. 257, PR dated 20.05.1980-One Post	To work as PA to SE (RWS) Cuddapah, one post was sanctioned	To Assist the SE (RWS)
21.	G.O. Ms. No. 121, PR, dt. 19.3.80-4 posts-RWS works	Increase of work load on account of RWS programme, in order to provide one EE for each district, 4 more posts were created	Formulation, implementation and monitoring of R.W.S. works
22.	G.O. Ms. No. 663, PR & RD, dated 17.10.81-16 posts	Two posts to work as P.As to SEs newly sanctioned in the same G.O. and 14 additional divisions were sanctioned as per increased work load in terms of G.O. Ms. No. 1167, T. R&B dated 27.10.1975	Formulation, implementation, monitoring and completion of works programmes

S.N.	Origin of post	Reasons for creation	Role of the post
23.	G.O. Ms. No. 341, dt. 2.8.84-6 posts	Due to heavy work load on account of NREP, RLEGP and JRY works-6 additional posts of E.Es were created	Formulation, implementation and monitoring and completion of works programmes
24.	G.O. Ms. No. 466, PR, dated 24.09.1985-4 Posts	Due to heavy work load on account of NREP, RLEGP and JRY works-four additional posts of E.Es were created	Formulation, implementation and monitoring and completion of works programmes
25.	G.O. Ms. No. 247, PR, dated 17.04.1989-One Post	A maintenance division for Comprehensive Protected Water Supply scheme at Darsi was created	Maintenance of CPWS Scheme at Darsi and Chandavaram
26.	G.O. Ms. No. 391, PR & RD, dt. 30.6.94 - 49 Posts = Annexure-I (1 post) Annexure -II (7 posts) Annexure-IV (11 posts) Annexure-V (1 post) Annexure-VI (29 Posts)	Additional work load on account of JRY Funds, EAS/EGS and IJRY schemes, new posts were sanctioned.	Formulation, implementation and monitoring and completion of works programme
27.	G.O. Ms. No. 720, PR & RD, d a t e d 16.11.1995-One Post (Dy. Director of the cadre of EE)	To Assist the Executive Director (HRD)	To Assist the Executive Director
28.	G.O. Ms. No. 1263, PR & RD, d a t e d 26.12.1997-2 Posts	To implement the new schemes sanctioned by the Royal Netherlands Govt. - two divisions were sanctioned	Formulation, Monitoring and Implementation and completion of works under N.A.P.

S.N.	Origin of post	Reasons for creation	Role of the post
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IV DEPUTY EXECUTIVE ENGINEER

1.	G.O. Ms. No. 668, PR, dated 06.12.1975 - Permanent posts 83 L.A.E.S. 40 M.I. 4 T.R.C. 12 RWS 9 Special T.R.C 4 Rigs Organisation 4 Sugarcane 1 RWS Spl. Investigation 3 C.P.W.S 2 Spl. Sub-division 4 Total 83	The posts under various sanctions as detailed below accorded from 1960, were made permanent	Formulation, implementation, monitoring and completion of works programmes
2.	G.O. Ms. No. 40, PR, dt. 3.3.69- One post Kondapalli Sub-Divn.	During 1969, the UNICEF gave aid in the shape of material for execution of a PWS scheme for Kondapalli & 14 other villages. To execute the said scheme one sub-division was created	-do-
3.	G.O. Ms. No. 43, PR, dated 19.7.69 - 1+12=13 posts	Numerous works were taken up in Telangana area, with Telangana surplus funds. Therefore each of the nine Telangana Districts was given one post of AE and later made permanent in G.O. 1st cited. The remaining one post in the office of Hyderabad is temporary. The Spl. Staff for T.R.C works, originally sanctioned (10 sub-divisions) were found insufficient. To cope up with the work load, additional sub-divisions numbering 16 were sanctioned in 9	-do-

S.N.	Origin of post	Reasons for creation	Role of the post
		Telangana Districts. 4 Sub-divisions were made permanent and 12 sub-divisions are allowed to continue due to increase of work under all sectors	
4.	Rigs Organisation G.O. Ms. No. 145, PR, dt. 2.4.70-6 posts	The UNICEF gifted some Rigs to this State some of them are capable of going 500' below the ground level. All of them could drill 3 bore wells in 2 days. A good number of bore wells were drilled throughout the State, with those Rigs as well as some new Rigs purchased by the State Govt., to supply drinking water to villages in the summer of each year. Even in Hyderabad city, the Rigs Division-I had drilled several bores for the benefit of the public. Out of 16 posts 4 are made permanent.	Formulation, implementation, monitoring and completion of works programme
5.	G.O. Ms. No. 384, PR, dated 25.08.72-6posts	-do-	-do-
6.	G.O. Ms. No. 126, PR, dated 28.5.73-4 posts	-do-	-do-
7.	G.O. Ms. No. 290, PR, dated 25.3.77-One post of Dy. EE was upgraded as EE (Work shop) Total : 16-4-1=11	Out of 16 posts shown above one post was upgraded as EE	
8.	G.O. Ms. No. 252, PR, dt. 23.7.71. Additional Sub-Divisions for Kurnool District. One post	One sub-division for Nandyal Revenue Division was sanctioned	-do-

S.N.	Origin of post	Reasons for creation	Role of the post
9.	G.O. Ms. No. 774, PR, dt. 28.10.71-39 posts Strengthening of Designs wing in C.E's office-2 posts - Total=41 posts	By 1971, the work load of the Dept., grew abnormally particularly due to drought conditions in the State and hence more staff was created. Thus 5 divisions for certain drought effected Districts were sanctioned to take up drought relief works	Formulation, implementation, monitoring and completion of works programme
10.	G.O. Ms. No. 62, PR, dated 08.02.72-2 posts	Strengthening of designs wing of CE (PR)	To assist the CE (PR) in the matter of designs
11.	G.O. Ms. No. 1568, Health, dt. 9.10.72-10 Sub-Divns	From the inception of P.R. Institutions, Primary Health Centres used to be constructed with Public contribution. By 1972 more P.H.Cs were taken up and hence additional staff was sanctioned	Formulation, implementation, monitoring and completion of works programme
12.	G.O. Ms. No. 54, PR, dated 2.8.74-3 posts	For speedy execution of No.of ongoing PWS schemes, more staff was necessary, but Govt. accorded sanction for only 3 posts of Dy. E.Es.	-do-
13.	G.O. Ms. No. 400, PR, dt. 2.8.74-20 posts	By 1974, the work load increased and similarly the No. of Section Officers were also increased, but not Dy. E.Es. proportionately. Many works are getting delayed due to non checkmeasurements. So it was decided that the checkmeasuring officer posts should be increased by simultaneous decrease of Section officer posts	Formulation, implementation, monitoring and completion of works programme
14.	G.O. Ms. No. 65, PR, dt. 28.1.77-2 posts for 2nd division at Ananthapur	Addl. Work load in Ananthapur, drought affected district	-do-

S.N.	Origin of post	Reasons for creation	Role of the post
15.	G.O. Ms. No. 875, PR, dt. 08.09.1977-One Post	To assist the Superintendent, Work shop, one post of JE under Rigs Organisation was upgraded	To Assist the Superintendent, Works Shop
16.	G.O. Ms. No. 1219, PR, dated 3.12.1977-3 Posts	Investigation Units for Rural Water supply in the O/o CE (PR) under Central Sponsored Schemes	To investigate RWS Schemes as desired by Govt. of India
17.	G.O. Ms. No. 1691, PR dt. 20.12.77 - 12 posts	To take up urgent repairs to the roads, school buildings and to construct cyclone shelters, additional staff was sanctioned.	Formulation, implementation, monitoring and completion of works programme
18.	G.O. Ms. No. 164. dated 27.02.1979 - 2 Posts	Under centrally sponsored schemes- two posts were sanctioned	Investigation of PWS schemes
19.	G.O. Ms. No. 339, PR, dated 9.4.79 -6 Posts	To attend Cyclone Damages	Formulation, implementation, monitoring and completion of works programme
20.	G.O. Ms. No. 261, PR, dated 23.3.79 - 22 posts	During 1978-79, the Govt. of India has introduced a new scheme by name F.F.W. to create work to the Rural poor. Any new scheme for the development of Rural areas, was entrusted to P.R.E.S. even without any sanction of staff. Similarly the F.F.W. programme had to be attended to by P.R.E.S. Taking into consideration after a long time, finally 22 posts of Dy. E.E's were sanctioned by Govt.	Formulation, implementation, monitoring and completion of work programme
21.	G.O. Ms. No. 624, PR, dated 9.6.79 - 6 sub-divns	Due to heavy damages to works in Nellore and Guntur districts, additional staff was sanctioned	-do-

S.N.	Origin of post	Reasons for creation	Role of the post
22.	G.O. Ms. No. 713, PR, dated 23.5.79 - 3 sub-divns	Due to heavy damages to works in Mahaboobnagar district, additional staff was sanctioned	do-
23.	G.O. Ms. No. 256, PR, dated 19.5.80 - 16 sub-divns	Due to increased activities in RWS Sector additional posts were created	-do-
24.	G.O. Ms. No. 663, PR, dated 17.10.81 - 68 posts	Due to norms on work load specified in the G.O. Ms. No. 1175, T, R&B dated 27.10.1975-additional staff was sanctioned	-do-
25.	G.O. Ms. No. 337, PR, dated 30.07.1984 - 22 posts	Due to increase of work load on account of NREP & RLEGP programmes	-do-
26.	G.O. Ms. No. 341 PR & RD, dated 2.8.84 - 36 posts	Due to increase of work load on account of NERP & RLEGP programmes	-do-
27.	G.O. Ms. No. 466, PR, dated 24.9.84 - 24 posts Out of 24 posts sanctioned. three posts are surrendered to Tribal Welfare Department (24-3=21)	Due to increase of work load on account of NERP & RLEGP programmes	Formulation, implementation, monitoring and completion of works programme
28.	G.O. Ms. No. 247, PR, dated 17.04.1989 - 2 Posts	To Maintain Comprehensive Protected Water Supply Scheme at Darsi and Chandavaram	Maintenance of CPWS scheme at Darsi and Chandavaram

S.N.	Origin of post	Reasons for creation	Role of the post
29.	G.O. Ms. No. 391 PR & RD dt. 30.06.94 Annx 4 posts Annx-III 23 posts Annx-IV 11 posts Annx-VA 3 posts Annx-VB 22 posts Annx-VIIA 220 posts Total :: 283 posts	For implementation of Rural Water Supply Schemes, J.R.Y. IJRY and EAS programme. Additional staff for the office of the Engineer-in-Chief etc.	Formulation, Implementation, monitoring and completion of work programme
30.	G.O. Ms. No. 720 PR & RD, dated 16.11.1995 - 4 Posts- Managers of the rank of Dy. E.Es by redeployment	Implementation of the NHRD programmes for Rural Water Supply and Rural Sanitation Sectors	To Assist Executive Director
31.	G.O. Ms. No. 1023, PR, dated 26.12.1997 - 4 Posts Total : 694 posts	To execute new schemes sanctioned by The Royal Netherlands Govt. Aid	Formulation, implementation, monitoring and completion of works programme

V SECTION OFFICERS (ASSISTANT EXECUTIVE ENGINEER/ASSISTANT ENGINEER)

1.	G.O. Ms. No. 43, LA, dated 18.07.69 - 40 posts	Special works programmes in Telangana Region	To implement and monitoring the Drilling operations of Rigs
2.	G.O. Ms. No. 145, PR, dated 2.4.70-7 posts (Rigs-I)	Special works programmes in Telangana Region	To implement and monitoring the Drilling operations of Rigs
3.	G.O. Ms. No. 774, PR, dated 28.10.71 -	Due to constant drought conditions in this State since 1968, scarcity of drinking water was keenly felt in	Formulation, implementation, monitoring and

S.N.	Origin of post	Reasons for creation	Role of the post
	193 Posts	Rayalaseema districts and in certain other districts. So to expedite execution of P.W.S. Schemes a 2nd division was formed in Rayalaseema districts and 207 posts of Section Officers were created. Later out of 207 posts of S.Os 14 posts were reduced	completion of works programmes
4.	G.O. Ms. No. 62, PR, dated 08.02.72 - 8 posts	To assist CE in the matter of Designs	To Assist Chief Engineer in the matter of designs
5.	G.O. Ms. No. 1568, Health, dated 9.10.72 - 25 Posts	At the beginning of P.R. Institutions, in the year 1960, the construction of P.H.Cs and their maintenance was with this Dept. and hence these posts were sanctioned. Originally 44 posts were sanctioned, later reduced to 25	Formulation, implementation, monitoring and completion of works programmes
6.	G.O. Ms. No. 384, PR, dated 25.08.72 - 33 posts	Supervision of Rigs Programme	
7.	G.O. Ms. No. 126, PR, dated 28.05.73 - 20 posts	To supervise the working of Rigs programme	To implement and monitor the drilling operations of Rigs
8.	G.O. Ms. No. 54, PR, dated 24.01.1974 - 16 posts	Execution of P.W.S. Schemes in the State	-do-
9.	G.O. Ms. No. 668, PR, dated December 75, 996 Posts (Permanent)	The various posts brought under Unified Engineering Service (UES) and other posts which were merged in LAES were made permanent in this G.O.	Formulation, implementation, monitoring and completion of works programmes
10.	G.O. Ms. No. 65, PR, dated	2nd Division for Ananthapur districts to attend to the increased work load	-do-

S.N.	Origin of post	Reasons for creation	Role of the post
	28.01.77 - 10 posts		
11.	G.O. Ms. No. 1084, PR, dated 29.10.77 - 2 posts	Monitoring work in the Chief Engineer's office in respect of P.W.S. Schemes	To assist E.E.
12.	G.O. Ms. No. 1219, PR, dated 3.12.1977 - 4 posts	To attend Designs work in Chief Engineer's office	-do-
13.	G.O. Ms. No. 1691, Revenue or PR, dt. 20.12.77- posts	Due to tidal wave, heavy loss occurred in Krishna district and due to cyclone, heavy damages occurred in coastal districts. To take up repairs & reconstruction of damaged public property such as Roads, School buildings & PWS schemes, additional posts were created	Formulation, implementation, monitoring and completion of works programmes
14.	G.O. Ms. No. 164, PR, dated 27.2.79 -2 posts	Under C.S.S., Investigation units were formed in the office of the Chief Engineer (PR) for looking after P.W.S. Schemes	Formulation, implementation, monitoring and completion of works programme
15.	G.O. Ms. No. 261, PR, dated 23.3.79 - 80 posts	Due to increase of work load on account of F.F.W. programme	-do-
16.	G.O. Ms. No. 783, PR, dated 1 2 . 7 . 7 8 (2 posts)	To work in the Office of the S.E., later SE (RWS) Warangal	-do-
17.	G.O. Ms. No. 339, dt. 9.4.79 (25 posts)	To attend Cyclone damaged works in certain districts	-do-

S.N.	Origin of post	Reasons for creation	Role of the post
18.	G.O. Ms. No. 624, PR, dated 19.6.79 (20 posts)	Similar situation arose in Nellore and Ongole Districts	-do-
19.	G.O. Ms. No. 713, PR, dated 25.7.79 (10 posts)	Similar situation in Mahaboobnagar District	-do-
20.	G.O. Ms. No. 915, PR, dated 12.10.79 (2 posts)	Additional work load on account of R.W.S. schemes in the office of the Chief Engineer	-do-
21.	G.O. Ms. No. 121, PR, dated 18.3.80 (4 posts)	Increase of work load on account of P.W.S. Schemes	-do-
22.	G.O. Ms. No. 256, PR, dated 19.5.80 (64 posts)	Increase of work load on account of NREP, RLEGP and JRY increased Grant-in-aid from Govt. of India	-do-
23.	G.O. Ms. No. 257, PR, dated 20.05.80 (2 posts)	-do-	-do-
24.	G.O. Ms. No. 697, PR, dated 19.12.1980 (One post)	To assist E.E. Vigilance	Due to work load norms specified in G.O. Ms. No. 1167
25.	G.O. Ms. No. 663, PR, dated 17.10.81 (156 posts)	Due to revised norms of work load specified in G.O. Ms. No. 1167, T, R&B, dt 27.10.75, additional staff was sanctioned.	Formulation, implementation, monitoring and completion of works programmes.
26.	G.O. Ms. No. 337, PR&RD, dt.	Increase of work load on account of NREP, RLEGP and JRY based on	-do-

S.N.	Origin of post	Reasons for creation	Role of the post
	30.07.84 - 330 posts	norms laid down as recommended by G.O.I	
27.	G.O. Ms. No. 341, PR, dated 02.08.84 - 198 posts	Increase of work load on account of NREP, RLEGP and JRY based on norms laid down in G.O. Ms. No. 520, PR dated 23.10.1982	Formulation, implementation, monitoring and completion of works programmes
28.	G.O. Ms. No. 466, PR, dated 24.09.84 - 132 Posts Total :: 660 (330+198+132= 660) Further continuation is given for 650 Section Officers only vide G.O. Rt. No. 1126 PR, dt. 26.8.97	Increase of work load on account of NREP, RLEGP and JRY based on norms laid down in G.O. Ms. No. 520, PR dated 23.10.1982	-do-
29.	G.O. Ms. No. 247, PR, dated 17.04.89 - 13 Posts	Maintenance of Darsi PWS Scheme	-do-
30.	G.O. Ms. No. 391, PR dt. 30.06.94 (1004 posts)	Due to increase of Work Load	-do-
31.	G.O. Ms. No. 720, PR, RD & R, dated 16.11.95-Field Officers-8 posts - Data Entry Operators-2 posts (Total 10	Implementation of NHRD programmes for RWS and Rural Sanitation Sectors	

S.N.	Origin of post	Reasons for creation	Role of the post
	Posts) of the cadre of AEEs to HRD Centre by redeployment		
32.	G.O. Ms. No. 1023, PR, dated 26.12.97 - 24 posts	To execute new schemes sanctioned under R.W.S.	-do-
VI	Joint Director, G.O. Ms. No. 759, PR & RD dated 03.07.1992-One post of Sr. Geologist upgraded as Joint Director	Overall incharge of Hydrogeological Wing	Monitoring the progress, Technical advise, Incharge of Cartographic and remote Sensing Cell, Co-ordinate with various Ground water associated organisations at the state Level, Co-ordinate with bilateral agencies, Plan UNICEF training programmes for the Geologists
VII	Covered under G.O. Rt. No. 523, PR & RD, dated 23.03.1999-Senior Geologists - 6 posts	To monitor the working of Junior Geologist in the Zone	Monitoring of Geologists, Technical guidance, Data Base, Co-ordinate with district authorities and various ground water associated agencies, Organise training programme
VIII	Covered under G.O. Rt. No. 523, PR&RD, dated 23.03.1999-	To assess & identify Ground Water Sources for Drinking Water Supply in Rural Areas	Responsible for selection of sources Co-ordinate with executing staff,

S.N.	Origin of post	Reasons for creation	Role of the post
	Junior Geologists - 33 posts		Assess the aquifer characteristics and Maintain Data Base

IX WATER TESTING LABORATORIES

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| 1. | Covered under G.O. Rt. No. 523, PR & RD, dated 23.03.1999- Chemist-1 Post | To have administrative and technical control over all the water testing laboratories | To monitoring the performance of District labs |
| 2. | G.O. Ms. No. 213, PR & RD, dt 17.4.93-Asst. Chemist - 14 posts | To have technical control over the Jr. Water Analyst and supervise the District water testing laboratories | To monitor the district labs |
| 3. | G.O. Ms. No. 213, PR & RD, dt. 17.4.93- Junior Water Analyst-16 posts | Analyse the water samples in the divisional laboratories both chemically and bacteriologically | To conduct water analysis |

Item	Origin of Item	Responsible Person	Item of Use For
1	Control Valve C.O. No. 10 825 P.E. & RD Laboratory	To have minimum flow past a critical control valve all the water testing laboratory	To maintain the performance of District 10
2	Control Valve C.O. No. 11 819 P.E. & RD 817 1/2 Ave Control - 11 Post	To have technical control over the 11 water supply and enforce the District water testing laboratory	To monitor the 11th
3	Control Valve C.O. No. 12 816 P.E. & RD 814 Ave Water Testing Laboratory	To have technical control over the 12 water supply and enforce the District water testing laboratory	To control water

Chapter 2

POSITION WITHIN THE ORGANISATION

THE ORGANISATION
POSITION WITHIN

POSITION WITHIN THE ORGANISATION

Position within the department and span of interaction within the Dept.

Sl. No.	Functionary	Position in the Organisation	Span of Interaction within the Organisation
1.	Engineer-in-Chief	Head of the Organisation	Interacts with Govt. of A.P. and all subordinate officers in the organisation.
2.	Chief Engineer	He is No. 2 in the hierarchy of the organisation. He is a State Level officer	Interacts with Engineer-in-Chief, Govt. of A.P. and subordinate officers in the organisation
3.	Superintending Engineer	He is No. 3 in the hierarchy of the organisation. Head of the Circle	Interacts with Engineer-in-Chief, Chief Engineers and subordinate officers
4.	Executive Engineer	He is No. 4 in the hierarchy of the organisation. Head of the Division.	Interacts with Engineer-in-Chief, Chief Engineer, Superintending Engineer and subordinate staff. He also interacts with P.R. Institutions
5.	Dy. Executive Engineer	He is No. 5 in the hierarchy of the organisation. Head of the Sub-Division.	Interacts with Superintending Engineer, Executive Engineer and subordinate staff. He also interacts with P.R. Institutions
6.	Section Officer	He is No. 6 in the hierarchy of the organisation. He heads the section	Interacts with Executive Engineer, Dy. Executive Engineer and subordinate staff. He has to interact with P.R. Institutions
7.	Joint Director	Head of the Hydrogeological wing in the department	Interacts with Engineer-in-Chief, Chief Engineer (RWS), Executive Director (HRD) and Subordinate staff
8.	Senior	Incharge of	Interacts with Chief Engineer (RWS)

Sl. No.	Functionary	Position in the Organisation	Span of Interaction with in the Organisation
	Geologist	Hydrogeological wing in the department	SE (RWS), Joint Director and subordinate staff
9.	Junior Geologist	Incharge of Hydrogeological wing in the RWS Division/ District	Interacts with Superintending Engineer (RWS), EE (RWS) and Dy. EE (RWS)
10.	Chemist	Head of the Water quality Monitoring & Surveillance wing in the department	Interacts with Engineer-in-Chief, Chief Engineer (RWS) and subordinate staff
11.	Asst. Chemist	Incharge of District Water Testing Laboratory	Interacts with Superintending Engineer (RWS) Executive Engineer (RWS), Dy. E.E. (RWS) Chemist and subordinate staff
12.	Jr. Water Analyst	Incharge of Divisional Water Testing Labs	Interacts with Assistant Chemist & Executive Engineer (RWS) and Dy. EE (RWS)

Chapter 3

FUNCTIONS TO BE DISCHARGED

DISCHARGED
FUNCTIONS TO BE

FUNCTIONS TO BE DISCHARGED

Functions to be discharged by the functionary

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory
I	Engineer-in-Chief	(1) To inspect and take suitable measures to ensure quality and successful completion of schemes under all programmes	1 Overall control over the staff both Ministerial and Technical in his office (including other C.Es)	1 He is a responsible advisor to the State Govt. on all matters relating to P.R. & R.R. (Engineering) Department
		(2) To review during visits with Superintending Engineers and Executive Engineers for sorting out field problems	2 By controlling all functionaries in the entire Dept. right from S.Es., E.Es., Dy. E.Es and S.Os including the technical staff of the said offices as per sanctions accorded by Govt. duly maintaining the seniority lists for each category of functionary	2 Overall control over the staff both Ministerial and Technical in his office (including other C.Es) and technical staff in the Department
			3. Maintaining incumbency register for each category of functionary	3. To appoint all the subordinate staff as per the sanctions accorded by Govt.
			4. To initiate action on all the erring officials based on the gravity of the irregularity committed by the	4. To prepare panels for all categories of posts in his office (including those of C.Es) for effecting

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

staff

promotions and to place before the Authority competent for giving promotions to the eligible persons.

5. To take disciplinary action as per A.P. Civil Services (CCA) rules. 5. To accord promotions to the staff in his office to the extent empowered.

6. To select the staff to be sent for trainings in India or for training abroad whenever an occasion arises 6. To send panels for all posts above the level of Dy. E.Es to the Govt. to effect promotions, whenever due, with his recommendations

7. To initiate proposals for additional staff whenever required 7. To obtain & maintain A.C.RS for all Executive staff in the Dept. and communicate adverse remarks if any to the concerned persons

8. To prepare replies to all Audit paras raised by the A.G. on the functioning of his office or subordinate offices 8. To prepare budget for all staff in the department and all works programmes under the purview of the Dept.

9. Review of super check-measure- 9. To draw the salaries and allowances of

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

			ments / check-measurements done by S.Es and E.Es as prescribed by the Govt.	staff working in his office by delegating his powers to a subordinate officer (viz) NTPA nominating him as Drawing and disbursing officer
			10. Formulation of Projects for obtaining external assistance, such as Bilateral Assistance, World Bank Loan Assistance and NABARD Loan Assistance etc., and obtaining assistance with proper appraisal.	10. To prepare plan of action to be included in Five Year Plan and Annual Plans in respect of all types of works being executed by the Department
			11. Formulation of Projects for obtaining grants from Govt. of India.	11. To accord sanction for payment of rent to office buildings located in private buildings
			12. Conducting monthly reviews and re-scheduling the programme for timely completion of schemes	12. To get the Departmental figures in respect of salaries reconciled with those of A.G. & furnish monthly certificate to A.G.
			13. To evolve new strategies for augmentation of resources	13. To effect transfers upto the cadre of Dy. E.Es within their zone and propose transfer for higher cadre officers

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory
		14. Submission of status reports on all programmes to Govt. of A.P. and G.O.I.	14. To submit replies to P.A.C. paras & to attend P.A.C. meetings	
		15. To submit reports on LAQs and assurances on the floor of the Assembly, LSQ and RSQs	15. Submission of U.Cs for the grants received	
			16. Submission of Annual Administrative Report of the Dept.	
			17. To conduct annual inspection of Circle Office	
			18. To sanction annual increments to Chief Engineers, Superintending Engineers and Executive Engineers	
			19. Forwarding pension proposals to A.G. from the cadres of Superintending Engineers to Section Officer and for all staff in his office and for Chief Engineers through the Government	
			20. To prepare contingent plans	

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

whenever drought conditions prevail in the State and get it approved by Govt. and to implement it for the welfare of Rural Population

21. To send information required by Govt. from time to time

22. To guide the SEs & EEs in the matter of works programme

23. Registration of Contractors of Class-I Category

24. To initiate proposals for PR & RD

25. Calling for tenders of works costing more than Rs. 50.00 lakhs

26. Accepting the tenders upto 15% excess over estimated rates

27. To accord sanction for extension of time of agreements

II Chief Engineer	1 To inspect and take suitable measures to maintain quality and	1 Overall control over the staff both Ministerial and	1 Overall control over the staff both Ministerial in his
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Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory
		successful completion of schemes under all programmes	Technical staff in the department	office and technical staff in the department
		2 To review during visits with Superintending Engineers and Executive Engineers for sorting out field problems	2 To initiate action on all the erring officials based on the gravity of the irregularity committed by the staff members	2 Preparation of budget for all works programmes under his purview
		3 Evaluation of works connected with enquiry	3. To initiate proposals for additional staff whenever required through Engineer-in-Chief	3. To accord sanction for payment of rent to office buildings located in private buildings
		4 To inspect site of work before according Technical Sanction to the scheme	4. To furnish replies to all Audit paras raised by the A.G. on the functioning of his office or subordinate offices	4. To submit replies to P.A.C. paras & to attend P.A.C. meetings
			5. To recommend Administrative sanction proposals of ZP costing more than Rs. 10.00 lakhs to the Government	5. Submission of U.Cs. for the grants received
			6. Formulation of Projects for obtaining external assistance, such as Bilateral Assistance, World Bank Loan Assistance & Nabard	6. Submission of Annual Administrative Report of the Dept.

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

			loan assistance etc. obtaining assistance with proper appraisal.	
		7. Formulation of Projects for obtaining grants from G.O.I		7. To conduct annual inspection of Circle Office
		8. Conducting monthly reviews and re-scheduling the programme for timely completion of schemes		8. Chief Engineer (Vigilance) has to exercise control over vigilance Divisions & Sub-divisions.
		9. To evolve new strategies for augmentation of resources		9. Preparation of contingent plan whenever drought conditions prevail in the State and get it approved by Govt. and to implement it for the welfare of Rural Population
		10. The Chief Engineer concerned has to maintain good rapport with World Bank Resident Mission in India		10. Submission of information required by Govt. & Engineer-in-Chief from time to time
		11. To guide the SEs & EEs in the matter of works programme		11. To prepare plan of action to be included in Five Year Plan and Annual Plans in respect of all types of works being executed by the Department

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

12. Chief Engineer concerned is responsible to PMU unit of Fin. & Plg. Dept. for periodical appraisal to World Bank

12. According to Technical sanction to original estimates, revised estimates and working estimates costing above Rs. 50.00 lakhs

13. Chief Engineer concerned has to maintain good rapport with NABARD authorities

13. Calling for tenders of works costing more than Rs. 50.00 lakhs

14. Issue of Inspection reports

14. Accepting the tenders upto 15% excess over estimated rates

15. To submit reports on LAQs and Assurances on the floor of the Assembly

15. Registration of Contractors of class-I category

16. Concerned CE to initiative ACRS of SES

16. Chief Engineers concerned are responsible for ensuring quality of works programmes

17. Chief Engineer (RWS) has to finalise the rates for RWS materials

18. To initiate proposals for the approval of Board of Chief Engineers

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

19. To accord sanction for extension of agreement time

20. Dispensing with tenders, entrustment of works on nomination upto Rs. 1.00 lakh

21. Waival of penalty imposed by SE/ E.Es

22. Entrustment of works on nomination to Labour contract Co-op. Societies consisting SC. ST. Waddera communities

(*) Societies upto Rs. 5.00 lskhs

(**) Individual un-employed Engineer from above communities-Rs. 1.00 lakh

Executive Director (HRD) (Chief Engineer

Visit Districts where IEC programme is being implemented & review the progress

1. To evolve and conduct training programme for the personnel of PR&RD Dept.

1. To conduct training courses to sector professionals & grass root level training at field level

To visit offices where 2. He has to identify the 2. He has to monitor

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

grass root level training programme is being implemented and review the progress

training needs of PR & RD Dept. to evolve training modules.

IEC programme launched by Govt. of India.

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| <p>3. He has to maintain liason with Marri Chenna Reddy, I.O.A. and other National Level Training Institutions</p> <p>4. He has to explore the possible ways & needs for mobilising for training and awareness programme</p> <p>5. Preparation of Action plan for training and obtain sanctions from GOI/GOAP</p> <p>6. Identification of suitable personnel for all training programmes in India</p> <p>7. Collecting and compilation of personal data of every functionary of PR & RD Engineering Dept.</p> | <p>3. He has to render accounts to the Govt. of AP and Govt. of India and submit U.Cs to the concerned</p> <p>4. He has to conduct training of trainees (TOT) at A.P. Academy for Rural Development (APARD)</p> <p>5. He has to liaise the training programme funded by UNICEF</p> |
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III Superintending Engineer

1. To inspect works and take suitable measures to maintain quality and successful

1. Overall control over the staff both Ministerial and Technical in his office

1. To take disciplinary action as per A.P. Civil services (CCA) rules.

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

completion of schemes under all programmes and all technical staff in his jurisdiction

2. To review during visits with Engineers for sorting out field problems
 2. Maintaining incumbency Register for each category of Functionary
 2. Preparation of Budget for all staff in the department and all works programmes under his purview.

3. Evaluation of works connected with enquiries
 3. To initiate action on all the erring official based on the gravity of the irregularity committed by the staff.
 3. Preparation of contingent plan whenever drought conditions prevailed in the State and get it approved by Govt. and to implement it for the welfare of Rural Population

4. Inspection of site of work before according
 4. To select the staff to be sent for internal training at H.R.D. and other places.
 4. To accord sanction for payment of rent to office buildings located in private buildings

5. To initiate proposals for additional staff whenever required
 5. To submit replies to P.A.C. paras & to attend P.A.C. meetings

6. Furnishing replies to all Audit paras raised by the A.G. on the functioning of his office or on the subordinate offices
 6. Submission of U.Cs for the grants received

7. Formulation of Projects for obtaining
 7. Submission of Annual

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory
			external assistance, such as Bilateral Assistance World Bank Loan Assistance and NABARD Loan Assistance etc., obtaining assistance with proper appraisal	Administrative Report of the department
		8. Formulation of projects for obtaining grants from G.O.I	8. To conduct annual inspection of division offices	
		9. Maintenance of Amanath Registers & contingent register for his office	9. Payment of salaries to staff working in his office drawn from the treasury by himself or delegating powers to his subordinate	
		10. Conducting monthly reviews and scheduling the programme for timely completion of schemes	10. Sanction of increments to the staff in his office and upto Executive Engineers	
		11. To evolve new strategies for augmentation of resources	11. Pass the TA bills of E.Es (PR) under his control	
		12. To guide the Executive Engineers in the matter of works programme	12. According sanction for purchase of furniture, stationary etc. to the extent of powers delegated to him.	

Sl. No.	Function-ary	FUNCTIONS		
		Field	Desk	Statutory

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| <p>13. Issue of Inspection reports on works</p> <p>14. Reconciliation of departmental figures with those of Treasury/AG and obtain certificate from the treasury and then send the certified figures to Chief Engineer every month</p> <p>15. To submit reports on LAQs and Assurances on the floor of the Assembly and LSQ & RSQ</p> <p>16. Obtaining extension of time to the agreement period.</p> <p>17. He has to maintain seniority list of work charged establishment, BPO, Tracers and D'mans</p> <p>18. Review checkmeasures and super checkmeasures by EEs and submit report to ENC</p> | <p>13. Distribution of grants under various programmes among divisions.</p> <p>14. He has to attend District Developmental Review Committee Meeting in his jurisdiction and other statutory meetings</p> <p>15. Registration of contractors of Class-II category</p> <p>16. Sanction of repairs to vehicles as per his competency</p> <p>17. Approval of quarry charts and R.M.Rs.</p> <p>18. To checkmeasure works costing above Rs. 10.00 lakhs before final payment</p> <p>19. To attend annual SSR meetings</p> |
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Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

conducted by SE (Irrigation), SE (R&B) and SE (PH)

20. To prepare plan of action to be included in Five Year Plan and Annual Plans in respect of all types of works being executed by the department under his purview
21. According Technical sanction to original estimates, revised estimates and working estimates costing above Rs. 10.00 lakhs and upto Rs. 50.00 lakhs.
22. Calling for tenders of works costing above Rs. 10.00 lakhs and upto Rs. 50.00 lakhs
23. Accepting the tenders upto 10% excess over estimated rates for the works costing upto Rs. 50.00 lakhs
24. Submission of all information required

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

by Govt. & Engineer-in-Chief & Chief Engineers from time to time

25. To inspect all works before effecting final payment

26. To accord sanction of extension of time for agreement

27. Entrustment of works on nomination upto Rs. 50,000/- for Labour Contract Co-op. Societies

28. He is appellate authority for the penalties & punishment imposed by E.Es on contractors

29. SE as unit officer along with other S.Es of the zone as a committee, finalise the seniority list of Work Inspectors, BPOs, Tracer, D'men and finalise their promotions

30. He has to checkmeasure or

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

supercheck the foundations, reinforcement details of major structures and finishing items such as BT carpet in roads, wearing coat in Bridges, flooring, Doors & Windows of buildings

31. He can accord sanction extension of time of agreements

IV Executive Engineer

technical sanction
1. To inspect and take suitable measures to maintain quality and successful completion of schemes under all programmes

2. To review during visits with subordinate Engineers for sorting out field problems

3. Evaluation of works connected with enquiries

1. Overall control over the staff both Ministerial and Technical

2. Maintaining incumbency Register for each category of Functionary

3. To initiate action on all the erring officials based on the gravity of the irregularity committed by the staff

1. To take disciplinary action as per A.P. Civil services (CCA) rules

2. Preparation of annual Budget for all staff in the department and all works programmes in his jurisdiction to be submitted to Zilla Parishad.

3. To accord sanction for payment of rent to office buildings located in private buildings

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory
		4. To inspect site of works before according Technical Sanction	4. To select the staff to be sent for internal training at H.R.D./ L.F, AE & centre and other places	4. To submit replies to P.A.C. paras
			5. To initiate proposals for additional staff when ever required	5. Submission of U.Cs for the grants received
			6. Furnishing replies to all Audit paras raised by the A.G. and L.F. Audit on the functioning of his office or subordinate offices	6. Submission of Annual Administrative Report of the Division
			7. Maintenance of Amanath Registers & contingent register for his office	7. To conduct annual inspection of sub-division Offices & sub-divisional officers
			8. Reconciliation of departmental figures with those of Treasury and obtain certificate from the treasury and then send the certified figures to Chief Engineer every month	8. Payment of pay and allowances to staff working in his Division
			9. To submit statement of expenditure and balances every month to Zilla Parishad and Superintending	9. Sanction of annual increments to the staff in his office, Deputy Executive Engineers and Section Officers

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

Engineer and shall exercise control over Divisional Accounts Officer

10. Registration of M. Books and issue of M. Books and maintenance of account of M. Books

10. All paid vouchers shall be got audited by L.F. Audit Department by producing needed records

11. He is responsible for timely adjustment of releases under various schemes and proper accounting utilisation of grants and their revalidation

11. He is responsible for all payments including work bills

12. He has to refund the deposits to the eligible contractor

12. Responsible to maintain cash book & cheque book

13. Formulation of Projects for obtaining external assistance, such as Bilateral Assistance, World Bank Loan Assistance and NABARD Loan Assistance etc., obtaining assistance with proper appraisal

13. He is responsible for the correctness of the original record of cash and stores, receipts and expenditure and for the submission of complete vouchers. The DAO (W) is responsible for the correct compilation of the accounts.

14. Formulation of projects

14. He is the technical advisor to Zilla

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

obtaining grants from GOI Parishad

15. To submit reports on LAQs and Assurances on the Floor of the Assembly, LSQ and RSQs

15. He has to attend the Zilla Parishad and DDRC meetings

16. Conducting monthly reviews and scheduling the programme for timely completion of schemes

16. He should immediately report to the Chief Engineer through Superintending Engineers and to the District collector, about serious loss of immovable property caused by any accident or unusual occurrence

17. Submission of information required by Govt. & Engineer-in-Chief & Chief Engineers and Superintending Engineer, ZP and District Administration from time to time

17. To prepare plan of action to be included in Five Year Plan and Annual Plans in respect of all types of works being executed by the Department

18. To evolve new strategies for augmentation of resources

18. According Technical sanction to original estimates, revised estimates and working estimates costing above

Sl. No.	Function-ary	FUNCTIONS		
		Field	Desk	Statutory

Rs. 2.00 lakhs upto
Rs. 10.00 lakhs

19. To guide the Deputy Executive Engineers in the matter of works programme

19. Calling for tenders of works costing above Rs. 2.00 lakhs upto Rs. 10.00 lakhs

20. Issue of Inspection reports on works

20. Accepting the tenders upto 5% excess over estimated rates for the works costing upto Rs. 10.00 lakhs

21. Obtaining extension of time to the agreement period for the agreement entered into by him or by Superintending Engineers

21. Preparation of contingent plan whenever drought conditions prevail and submit to the Superintending Engineer & Chief Engineer

22. Maintenance of all Registers prescribed by the Govt.

22. Registration of Contractors of class III, IV and V

23. He has to attend the annual SSR meetings being conducted by SE (Irrigation) SE (R&B) and SE (PH) at his circle

23. According sanction for purchase of furniture, stationary etc. to the extent of powers delegated to him.

24. He has to attend the meetings conducted by Railway

24. Enforcing the clauses and conditions of the

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

			authority on Railway affecting tanks.	agreement and completion of works in time
			25. He has to attend meeting of district authorities on Janma Bhoomi Programme, 20 Points Formula, Drought and Cyclone Relief meetings	25. Sanction of repairs to vehicles according to powers conferred on him
			26. To intimate the changes needed if any during execution based on local conditions and preparation of working estimates	26. He can entrust works on nomination upto Rs. 20,000/- dispensing with tenders
			27. To maintain quarry charts and Road Metal Road Books	27. He is prohibited from commencing any work or expending any public fund without the sanction of competent authority or from making any (other than triffling) deviation from sanctioned design in the course of execution, except in case of emergency
			28. To review check-measures by Dy. EEs monthly	28. After the completion of any work, it is the duty of EE to close the account of it and

Sl. No.	Function-ary	FUNCTIONS		
		Field	Desk	Statutory

to prepare a completion report and should be got approved by competent authority.

29. He must satisfy himself about quality and quantity of the work before making final payment for works

30. He is primarily responsible for reporting the probability of excess over estimates for the prompt revision wherever necessary

31. He is responsible for assessment of revenues and for their collection with proper accounts and records

32. Every care should be taken for the safety and convenience of public at the time of execution of work

33. To inspect the works before effecting final payment to satisfy himself as paying officer

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory
				34. He has to check - measure foundations, reinforcement details of all major structures and granite chips in respect of BT road
				35. He has to supercheck all finishing items of the buildings, roads, bridges, PWS schemes, filter media of slow sand filters, transmission lines of PWS schemes, consolidation of roads and base course of WBM roads
				36. He can accord sanction for extension of time of agreement for tenders approved by EE
				37. Effective utility and maintenance of T&P & watching the revenue there on
				38. He has to initiate ACRS of Dy EEs
				39. He is to initiate pension and gratuity proposals of subordinate staff

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

V Deputy Executive Engineer

1. To inspect and take suitable measures to maintain quality and successful completion of schemes under all programmes

2. To review during visits with subordinate Engineers for sorting out field problems

3. He has to inspect the sites and conduct detailed investigations needed for preparation of estimates

4. He has to inspect the properties of the Dept. periodically and enforce that they are in tact

1. Overall control over the staff both Ministerial and Technical working in his sub-division

2. Maintaining incumbency register for his office and sections, under his jurisdiction

3. To initiate action on all the erring official based on the gravity of the irregularity committed by the staff

4. Furnishing replies to all Audit paras raised by the A.G. and L.F. Audit departments

5. Reconciliation of departmental figures with those of Treasury and obtain certificate from the treasury and then send the certified figures to every month

1. According Technical sanction to original estimates, revised estimates and working estimates costing upto Rs. 2.00 lakhs

2. Calling for tenders of works costing upto Rs. 2.00 lakhs

3. Accepting the tenders at estimated rates for the works costing upto Rs. 2.00 lakhs

4. Preparation of budget for all staff in the sub-division and all works programmes in his jurisdiction to be submitted to Zilla Parishad

5. Preparation of contingent plan whenever drought conditions prevail and submit to the Executive Engineer

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

6. Formulation of Projects for obtaining external assistance, such as Bilateral Assistance, World Bank Loan Assistance and NABARD Loan Assistance etc., obtaining assistance with proper appraisal

6. Annual verification of Sectional Stores

7. Formulation of projects for obtaining grants from GOI

7. Enforcing the clauses and conditions of the agreement and completion of works in time

8. Conducting monthly reviews and scheduling the programme for timely completion of schemes

8. He is responsible for recovery of dues to the Dept. from the contractors while recommending for payment

9. Submission of information required by Engineer-in-Chief & Chief Engineers, Superintending Engineer, Executive Engineer and Dist. Administration from time to time

9. He is a checkmeasuring officer. Check measures all the works such as Department, ZP, Mandal Parishads and Gram Panchayats in his jurisdiction as a token of acceptance of work

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

both qualitatively and quantitatively.

10. To guide the Section Officers in the matter of works programme

10. All paid vouchers shall be got audited by LF Audit Department by producing needed records

11. Issue of Inspection reports on works

11. Payment of alternate contractors bills not exceeding Rs. 50000/-

12. Obtaining extension of time to the agreement period for the agreement entered into by him and Superior Officers

12. Responsible to maintain cash books & Cheque books

13. Maintenance of all Registers prescribed by the Govt.

13. He has to maintain all account books and responsible for correctness of the account

14. He has to verify the Muster rolls prepared by the Section Officer

14. To prepare plan of action to be included in Five Year Plan and Annual Plans in respect of all types of works being executed in his sub-division

15. To submit replies on

15. To attend meetings

Sl. No.	Function-ary	FUNCTIONS		
		Field	Desk	Statutory

LAQs and Assurances on the Floor of Assembly, LSQs and RSQs of ZP, Mandal Parishads and Janmabhoomi

16. He is responsible for preparation of estimates as per the guidelines given in G.O. Ms. No. 195, PR & RD Dept., dt. 10.05.99

16. Sanction of annual increments to the work inspectors, Pump Mechanics and Gang-mazdoors

17. He is responsible for correctness of quarry charts & RMRs and correctness of rates of all materials at site

17. Payment of salaries to staff working in his sub-division, including work charged establishment

18. To verify and maintain the materials at site account

18. To initiate pension and gratuity proposals for work charged establishment

19. To intimate the changes needed if any during execution based on local conditions and preparation of working estimate

19. To submit replies to P.A.C. paras

20. Preparation of annual account of profit & loss of T&P

20. Effective utility and maintenance of tools and plant and watching the revenue there on

21. To submit tour Diaries to EEs

21. To initiate ACRS of SOS

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

VI SECTION OFFICER

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| <p>1. He has to inspect the sites and conduct detailed investigation for preparation of detailed estimates</p> <p>2. He has to give marking for the works and supervise the work to enforce specifications and correct physical dimensions</p> <p>3. To take working levels at the time of execution to confirm the alignment of pipe lines proposed in the sanctioned estimate and Bridge Foundations etc.,</p> <p>4. He has to inspect the properties of the Dept. periodically and enforce that they are intact</p> | <p>1. Exercise control over Work Inspectors, Gangmazdoors and Pump Mechanics</p> <p>2. To initiate action on all the erring official based on the gravity of the irregularity committed by the staff</p> <p>3. Furnishing replies to all Audit paras raised by the A.G. and L.F. Audit departments</p> <p>4. Formulation of Projects for obtaining external assistance, such as Bilateral Assistance, World Bank Loan Assistance and NABARD Loan Assistance etc., obtaining assistance with proper appraisal.</p> <p>5. Formulation of</p> | <p>1. According Technical sanction to original estimates, revised estimates and working estimates costing upto Rs. 25,000/-</p> <p>2. To prepare plan of action to be included in Five Year Plan and/Annual Plans in respect of all types of works being executed in his section</p> <p>3. To submit replies to P.A.C. paras</p> <p>4. Incharge of sectional stores</p> <p>5. Payment of wages to</p> |
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Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

			projects for obtaining grants from GOI	the labour engaged on Nominal Muster Rolls
			6. Conducting monthly reviews with contractors and propose re-scheduling the programme for timely completion of schemes	6. All paid vouchers shall be got audited by L.F. Audit Department by producing needed records
			7. Submission of information required by Engineer-in-Chief & Chief Engineers and Superintending Engineer, Executive Engineer, Dy. Executive Engineer and Mandal parishad Development Officer	7. Preparation of Budget for all staff in the section and all works programmes in his jurisdiction to be submitted to Zilla Parishad
			8. Submission of proposals for extension of time to the agreements	8. Preparation of contingent plan whenever drought conditions prevail and submit to the Executive Engineer
			9. Updating and Maintenance of all Registers prescribed by the Govt.	9. Enforcing the clauses and conditions of the agreement and completion of works in time specified in the agreement

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

10. Preparation of Muster rolls and their safe custody

10. He has to maintain cash account for advances and correctness of the account

11. He is responsible for preparation of Designs, Drawings and detailed estimates as per the guidelines given in G.O. Ms. No. 195, PR & RD Dept., dt. 10.05.99

11. He is responsible for recovery of dues to the Dept. from the contractor while recommending for payment

12. He is responsible for correctness of quarry charts & RMR's

12. He is a recording officer for measurement of works in M. Books executed under his supervision as a token of acceptance of all the works qualitatively and quantitatively

13. To prepare and maintain the materials at site account

13. To ensure quality of materials and insisting for ISI mark for certain materials

14. Preparation of scheduling for the execution in the stipulated agreement time

14. To attend meetings of Mandal Parishads and Janmabhoomi programmes

15. To intimate the changes needed if

Sl. No.	Function-ary	FUNCTIONS		
		Field	Desk	Statutory

any during execution based on local conditions and preparation of working estimate

16. To prepare bill of quantities and recommend for payment

17. To effect recoveries for the departmental materials and hire charges from the work bills

18. To submit reports on LAQs, Assurances on the Floor of the Assembly, LSQs and RSQs

19. To submit tour diaries to EEs

VII Joint Director

Inspection of critical cases for sources finding and review

1. Finalisation of the reports, Monitoring of Hydrogeological and Remote Sensing activities

2. Evaluation of the reports and monitoring

3. To monitor training programme being conducted with UNICEF Aid

1. Source finding for PWS Schemes in critical situations

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

VIII Senior Geologist	1. Review of Junior Geologist and guidance	Remote Sensing, Hydrogeological, Geophysical data analysis, Preparation of reports & Finalisation of Recommendations, Data Base	1. Source finding of PWS and CPWS schemes
	2. Selection of sources for PWS schemes and CPWS Schemes		
IX Junior Geologist	1. Integrated surveys for identification of Ground Water Sources, Artificial Recharge Structures, Aquifer Parameters	Remote Sensing, Hydrogeological, Geophysical data analysis, Preparation of reports & Finalisation of Recommendations, Data Base	Source finding for PWS schemes and spot sources
	2. Selection of spot sources for Hand Pump Systems		
X Chemist	Water Quality monitoring & surveillance & checking quality problems during epidemic outbreaks	To monitor performance of Asst. Chemists and Jr. Water Analysts	1. To identify quality problem habitations supported with test results 2. To ensure periodical testings of all sources in his jurisdiction

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

XI Assistant Chemist	Guide the Jr. Water Analyst	To provide feed back to EE (RWS), DEE (RWS) on water quality	-do-
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XII Jr. Water Analyst	Quality Identification of drinking water sources	To provide feed back to EE (RWS), DEE (RWS) on water quality	-do-
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Ministerial staff

I. N.T.P.A to Engineer-in-Chief	Overall control over the ministerial stall
	To act as a financial advisor to the Engineer-in-Chief on all the matters involving financial implications
	To guide the accounts section in the matters of accounts
	To act as drawing & disbursing officer
	To release budget under plan and non plan schemes as per the instructions of Head of the department
	To review monthly expenditure with reference to release of funds
	To prepare proposals

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

II Divisional Accounts Officer

for supplementary grants / re-appropriation/and to ensure timely preparation of savings and excesses.

To act as a Financial Advisor to Executive Engineer in division on all the matters involving financial implications

Overall control over the Ministerial staff in the division

To guide the accounts section in the matters of accounts

To release budget under plan and non plan schemes

To review monthly expenditure with reference to release of funds

To prepare proposals for supplementary grants / re-appropriation/and to ensure timely preparation of savings and excesses.

III Superintendent

Exercise control over Sr. Assistant, Junior Assistant & Typist

Sl. No.	Functionary	FUNCTIONS		
		Field	Desk	Statutory

Fixation of pay of the employees
Maintenance of the service registers

Scrutinise applications for sanction of loans and advances

To watch the receipt of utilisation certificates by maintaining registers of utilisation certificates.

To assist the DAO and NTPA in maintenance of accounts etc.

IV Sr. Assistant & Jr. Assistant

To assist the Superintendent in maintenance of accounts.

Chapter 4

OPERATIONAL JURISDICTION OF EACH FUNCTIONARY

OPERATIONAL JURISDICTION OF EACH FUNCTIONARY

The operational jurisdiction of each function

(Area where employees can enjoy delegated powers to take independent decisions and areas where he/she is only called upon to furnish information/ data for facilitating decision at a higher level)

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach higher officer
1.	Engineer-in-Chief	1. Administrative Matters a) Appointment upto the cadre of AEEs/A.Es. b) According promotions upto the category of NTPAs in Ministerial staff and up to the category of Dy. Exe. Engrs. in Technical staff c) To initiate disciplinary action upto level of C.Es d) To accord minor punishment upto the level of Dy. Exe. Engineers e) Transfers Upto the category of Dy. E.Es f) Purchase of Stationary & office equipment as per delegation g) Change of Head Quarters upto the level of Dy. Exe. Engineers h) Sanction of Earned Leave to the E.Es and S.Es & C.Es. as per delegation for DEEs &	Govt to be approached for all higher levels -do- -do- -do- -do- -do- -do- -do-

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach higher officer
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Section officers-over and above three months

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|----|---|--|
| i) | Sanction of increments upto S.Es level | -do- |
| j) | Confidential reports recording of views on C.Rs of AE to C.Es. And communicating adverse remarks, if any intime | -do- |
| k) | Forwarding pension proposals of all officers-S.Os to S.Es to A.G. and for staff in his office | For Chief Engineers-Pension proposals have to go through Govt. |

l) Budget

Preparation of Budget for establishment for all schemes & distribution to various divisions

2. Technical Matters

Can accord administrative approval subject to budgetary provision

Govt. to be approached for all higher levels

- | | | |
|------|---|--|
| i) | For the works other than residential buildings
* Plain Areas-Rs. 10.00 lakhs
* Tribal Areas-Rs. 15.00 lakhs | -do- |
| ii) | Electrical - 1st installation
* Residential Bldgs-Rs. 0.50 lakhs
* Non-residential Bldgs-Rs. 1.00 lakh | -do- |
| iii) | Addl. Improvements and alteration | Govt. to be approached for all higher levels |

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach higher officer
		<p>* Residential Bldgs-Rs. 0.02 lakhs</p> <p>* Non-residential Bldgs-Rs. 0.15 lakhs (G.O. Ms. No. 24, PR & RD & Relief Dept. dated 12.01.1996)</p>	
		b Can accord technical sanction to civil works costing above Rs. 50.00 lakhs upto any extent upto the limit of Administrative Approval	
		c Registration of contractors-Class-I	Board of Chief Engineers for Spl. Class
		d Can invite tenders for works which are within his technical competency	
		e Finalisation of Rate Contracts	
		f Acceptance of Tenders upto 15% excess over estimate rates for the works costing upto Rs. 100 lakhs	Tender Committee-Upto 15% over and above estimate rates of works costing over Rs. 100 lakhs
		g Submission of Projects for External Assistance	Govt. of A.P.
		h Can take all technical decisions in the implementation of various programmes	-
		i Purchase of Tools and Plants Full powers subject to budget provision and clearance by screening committee	-

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach higher officer
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j Entrustment of works on nomination dispensing with tenders Rs. 1.00 lakh

k To prepare plan of action to be included in 5 year plan and annual plan in respect of all programmes being executed by the Dept.

l To accord sanction for payment of rent of offices located in private buildings upto limit of Rs. 16,000/- pm (G.O. Ms. No. 389, GAD dated 4.9.1996)

m To accord sanction for extension of time of the agreement for the tenders approved by SE. For works Tenders accepted by ENC upto one year subject to conditions fixed.

n To entrust works on nomination basis to Labour Contract Co-op. Societies, consisting SC, ST and Waddera communities
 a) to societies - Rs. 5.00 lakhs
 b) to individual un-employed engineer of the above categories - Rs. 1.00 lakh

2. Chief Engineer 1. Administrative Matters

a) To initiate action upto the level of Superintending Engineers

Govt. to be approached for higher levels

b) Purchase of Stationary & office equipment

-do-

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach higher officer
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c) Work Budget

Preparation of work budget and distribution and release among districts

2. Technical Matters

a) Can accord administrative approval subject to budgetary provision

Govt. to be approached for all higher levels

i) For the works other than Residential buildings
* Plain Areas-Rs. 10.00 lakhs
* Tribal Areas-Rs. 15.00 lakhs

-do-

ii) Electrical-1st installation
* Residential Bldgs-Rs. 0.50 lakhs
* Non-residential Bldgs-Rs. 1.00 Lakh

-do-

iii) Addl. Improvements and alteration
* Residential Bldgs-Rs. 0.02 lakhs
* Non-residential Bldgs-Rs. 0.15 lakhs
(G.O. Ms. No. 24, PR&RD&Relief Dept. dated 12.01.1996)

Govt. to be approached for all higher levels

b) Can accord technical sanction of works costing above Rs. 50.00 lakhs upto any extent upto the limit of Admn. Approval

c) Can invite tenders which are in the technical competency

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach higher officer
		d) Acceptance of Tenders upto 15% excess over estimate rates for the works costing upto Rs. 100.00 lakhs	-
		e) Submission of Projects for external assistance to the State Govt.	Govt. of A.P.
		f) Can take all technical decisions in the implementation of various programmes	-
		g) Purchase of Tools and Plants Full powers subject to budget provision and clearance by screening committee	-
		h) Entrustment of works on nomination dispensing with tenders Rs. 1.00 lakh	-
		i) To prepare plan of action to be included in 5 year plan and annual plan in respect of all programmes being executed by the Dept.	-
		j) To accord sanction for payment of rent of offices located in private buildings upto limit of Rs. 16,000/- pm (G.O. Ms. No. 389, GAD dated 4.9.1996)	-
		k) Registration of contractors- Class-I	Board of Chief Engineers for Spl. Class
		l) Finalisation of Rate Contracts	-

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach higher officer
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- m) To accord sanction for extension of time of the agreement for the tenders approved by SE
- n) To entrust works on nomination basis to Labour Contract Co-op. Societies, consisting SC, ST and Waddera communities
 - a) to societies-Rs. 5.00 lakhs
 - b) to individual un-employed engineer of the above categories-Rs. 1.00 lakh

3. Superintending Engineer

1. Administrative Matters

- a) Appointment upto the cadre of DM and Junior Assistant in his office To approach Superior Officers for all higher levels
- b) According promotions upto Superintendent in ministerial category and upto D'man Gr-I under Technical Category as unit officer do-
- c) **Transfers** -do-
Upto the category of Dy. E.Es in his jurisdiction -do-
- d) To initiate action & accord punishment upto the level of Superintendent and D' Man and minor punishment upto Section Officers -do-
- e) Purchase of stationary & office equipment as per delegation -do-
- f) Change of Head Quarters -do-

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach higher officer
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upto the level of Section Officers upto the cadre of DEEs

- | | | |
|----|--|------|
| g) | Sanction of earned Leave to the DEEs & S.Os upto three months | -do- |
| h) | Sanction of increments upto E.Es level. | -do- |
| i) | Confidential reports recording of views on C.Rs of AE to E.Es | -do- |
| j) | Forwarding pension proposals of all ministerial staff and upto the level of D'man in technical category to A.G. directly | -do- |
| k) | Preparation of Budget for establishment & for all schemes and distribution of grants to various divisions in his circle | |

2. Technical Matters

Can accord administrative approval subject to budgetary provision	To approach superior officer for higher amounts
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|-----|---|------|
| i) | For the works other than Residential buildings
* Plain Areas-Rs. 3.00 lakhs
* Tribal Areas-Rs. 4.50 lakhs | -do- |
| ii) | Electrical-1st installation
* Residential Bldgs-Rs. 0.20 lakhs | -do- |

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach higher officer
		<p>* Non-residential Bldgs-Rs. 0.40 lakhs</p> <p>iii) Addl. Improvements and alteration</p> <p>* Residential Bldgs-Rs. 0.01 lakhs</p> <p>* Non-residential Bldgs-Rs. 0.05 lakhs (G.O. Ms. No. 24, PR & RD & Relief Dept. dated 12.01.1996)</p>	-do-
		b) Can accord technical sanction of civil works costing upto Rs. 50.00 lakhs	Chief Engineer to be approached for higher amounts
		c) Registration of contractors-Class-II	Board of Chief Engineers for Spl. Class and ENC/CE for Class-I
		d) Can invite tenders which are in the technical competency	
		e) Acceptance of Tenders upto 10% excess over estimate rates for the works costing upto Rs. 50.00 lakhs	Chief Engineer-Upto 15% over and above estimate rates of works costing upto Rs. 100 lakhs and Tender Committee for works costing upto Rs. 100.00 lakhs
		f) Submission of Projects for external assistance to ENC	-
		g) Can take all technical decisions in the implementation of various programmes costing upto Rs. 50.00 lakhs and technically sanctioned by him	For works costing more than Rs. 50.00 lakhs, CE or ENC

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach higher officer
		h) Purchase of Tools and Plants Rs. 0.30 lakh subject to budget provision and clearance by screening committee	To approach Chief Engineer for higher amounts
		i) Powers of nomination dispensing with tenders Rs. 50,000/-	To approach Chief Engineer for higher amounts
		j) To entrust works on nomination basis to Labour Contract Co-op. Societies consisting SC, ST & Waddera Communities-Rs. 50,000/-	
		k) Technical Sanction of repairs to Vehicles MV.S Rs. 5,000/- p.a. T&P Rs. 25,000/-p.a.	
		l) Sanction of rent for offices located in Private buildings upto Rs. 2,000/- G.O. Ms. No. 389, GAD, dt. 4.9.96	To approach Chief Engineer for higher amounts
		m) Approval of Datas	
		n) To accord sanction for extension of time for agreement for tender approved by the EE	To approach Chief Engineer for higher amounts
4.	Executive Engineer	1. Administrative Matters	
		a) Appointment upto the cadre of Tracer, BPO, Work charged establishment and Watchman	To approach superior officer for all above levels
		b) According promotions upto Tracer under Technical category	-do-

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach higher officer
		c) Transfers Upto the category of AE/AEE within his jurisdiction	-do-
		d) To initiate action upto the level of Dy. EE upto the level of Superintendents	-do-
		e) Purchase of Stationary & office equipment as per delegation	-do-
		f) Sanction of Earned Leave to all other staff in his office and A.Es/AEEs as per delegation upto a period of one month-full powers	-do-
		g) Sanction of increments upto Dy. E.Es in his division	-do-
		h) Confidential reports recording of views on C.Rs of AE/AEEs	-do-
		i) Forwarding pension proposals of technical staff to A.G.	-do-
		j) Preparation of Budget for establishment & for all schemes and utilisation of grants and submission of U.Cs.	-do-
		2. Technical Matters Can accord administrative approval subject to budget provision	To approach superior officer for all higher amounts
		i) for the works other than residential buildings and electrical	-do-

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach higher officer
		a) Plain Areas-Rs. 0.40 lakhs Tribal Areas-Rs. 0.60 lakhs	-do-
		ii) Electrical - 1st installation * Residential Bldgs-Rs. 2,500/- * Non-residential Bldgs-Rs. 5,000/-	-do-
		iii) Addl. Improvements and alteration * Residential Bldgs-Rs. NIL * Non-residential Bldgs-Rs. 1,000-00 (G.O. Ms. No. 24, PR & RD & Relief Dept. dated 12.01.1996)	-do-
		b) Can accord technical Sanction of civil works costing upto Rs. 10.00 lakhs	To approach superior officer for all higher amounts
		c) Invite tenders which are in the technical competency	
		d) Acceptance of Tenders upto 5% excess over estimate rates for the works costing upto Rs. 10.00 lakhs	To approach superior officer for all higher amounts
		e) Submission of Projects for external assistance to ENC	-
		f) Can take all technical decisions in the implementation of various programmes costing upto Rs. 10.00 lakhs and technically sanctioned by him	To approach superior officer for all higher amounts
		g) Purchase of Tools and Plants Rs. 5,000-00 subject to	-do-

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach higher officer
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budget provision and clearance by screening committee

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| h) | Powers of nomination dispensing with tenders Rs. 20,000-00 | -do- |
| i) | To effect payments for all work bills | - |
| j) | To accord sanction of rent to offices located in private buildings upto a limit of Rs. 1000/- p.m. G.O. Ms. No. 389, GAD, dt. 4.9.96 | -do- |
| k) | According sanction for purchase of stationary, furniture etc. to the extent of powers delegated G.O Ms. No. 389, GAD, dt. 4.9.96 | -do- |
| l) | Registration of contractors- Class-III, IV, V | Board of Chief Engineers for Spl. Class and ENC/CE for Class-I, SE for Class-II |
| m) | To accord sanction for extension of time for agreement for tender approved by the DEE | To approach Chief Engineer/SE for higher amounts |
| n) | To entrust works on nomination basis to Labour Contract Co-op. Societies consisting SC, ST & Waddera Communities -Rs. | - |

5. Deputy Executive Engineer

- 1. Administrative Matters**
a) Transfer of Work charged

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach higher officer
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Establishment in his sub-division

- b) To initiate action upto the level of AE/AEE
- c) To initiate confidential reports of AE/AEEs
- d) To initiate pension proposals of Work Charged Establishment and AE/AEEs
- e) Invite tenders which are in the technical competency
- f) Acceptance of Tenders at estimated rates for the works costing upto Rs. 2.00 lakhs
- g) Submission of Projects for external Assistance to ENC
- h) Can take all technical decisions in the implementation of various programmes costing upto Rs. 2.00 lakhs and technically sanctioned by him
- i) To conduct detailed investigation for the estimates of any cost.
- j) To prepare and submit detailed estimates with designs and drawings for the works of any cost.
- k) To check measure all the works irrespective of the cost

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach higher officer
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in token of accepting the work both qualitatively and quantitatively

		l) To effect recoveries from the work bills of contractor, all the materials supplied by the Dept., Machinery hired by the dept., and any other dues at the time of payment	-
		m) To recommend the work bills of contractors after scrutiny for the payment for all works irrespective of estimate cost	-
		n) To verify the Muster rolls and ensure correctness for the works executed departmentally	-
		o) Maintain the tools and plants and ensure their running profitably	-
6	Section Officer	a) To conduct detailed investigation for the estimates of any cost.	-
		b) To prepare and submit detailed estimates with designs and drawings for the works of any cost	-
		c) To measure all the works irrespective of the cost in token of accepting the work both qualitatively and quantitatively	-
		d) Preparation of all estimated	-

Sl. No.	Functionary	Areas where he can take decision	Areas where he has to approach higher officer
		pertaining to Gram panchayats and Mandal Parishads for works of any cost	
		e) To accord Technical Sanction for works costing upto Rs. 25,000/-	To approach superior officers for higher amounts
		f) Preparation of Muster rolls and their correctness	-
		g) Disbursement of wages to the labour engaged on Nominal Muster Rolls for any amount of estimate cost	-
		h) Preparation of quarry charts and RMR's	-
		i) Preparation of Materials at site account	-
		j) Incharge of stores and responsible for correctness of accounts of stores	-
		k) To effect recoveries from the work bills of contractor, all the materials supplied by the Dept., Machinery hired by the dept. and any other dues at the time of payment	-
		l) To prepare the work bills of contractors irrespective of estimate cost	-
		m) Maintain the tools and plants and ensure their running profitably	-

Chapter 5

ENACTMENTS, RULES AND REGULATIONS

ENACTMENTS, RULES AND REGULATIONS

Enactments, rules and regulations to be followed

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
1.	Engineer-in-Chief	1. Administrative Matters a) Appointment upto the cadre of AEEs/A.Es b) According promotions upto the category of Superintendents of Ministerial category and upto the category of DEEs in Technical Category c) Transfers Upto the category of Dy. E.Es d) To arrange for drawal of salaries for all staff working in his office e) To accord punishment upto the level of Section Officers, Dy. E.Es f) Purchase of Stationary & office equipment as per delegation g) Change of Head Quarters upto the level of Dy. E.Es h) Sanction of Earned Leave to	APPRE Subordinate Service Rules G.O. Ms. No. 296, PR & RD, dt. 20.5.94 G.O. Ms. No. 15, PR & RD, dt. 8.1.99 -do- A.P. Ministerial Service Rules, APPRESS Rules and APPR&RD Engineering Service Rules G.O. Ms. No. 15, PR & RD, dt. 8.1.99 A.P. Treasury Code Andhra Pradesh Civil Services (CCA) rules 1991 G.O. Ms. No. 389, GAD, dt. 4.9.96 Rule 58 and 59 of AP Manual for special pay and allowances A.P. Leave Rules

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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the E.Es., S.Es as per delegation

		i) Sanction of increments upto S.Es level	Fundamental Rules
		j) Confidential reports recording of views on C.Rs of AE to C.Es. and communicating adverse remarks, if any intime	State and Subordinate Service Rules
		k) Forwarding pension proposals of all officers-S.Os to S.Es to A.G.	Pension Code and revised pension Rules 1980
	1) Budget	Preparation of Budget for establishment & for all schemes & distribution to various districts	Budget Manual
	2) Technical Matters	Can accord administrative approval subject to budgetary provision	G.O. Ms. No. 24, PR & RD, dt. 12..1.96
		i) For the works other than residential buildings and electrical	-do-
		a) Plain Areas-Rs. 10.00 lakhs Tribal Areas-Rs. 15.00 lakhs	
		ii) Electrical-1st installation * Residential Bldgs - Rs. 0.50 lakhs * Non-residential Bldgs-Rs. 1.00 lakh	G.O. Ms. No. 24, PR & RD, dt. 12.1.96
		iii) Addl. Improvements and alteration	G.O. Ms. No. 24, PR & Rd, dt. 12.1.96

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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		* Residential Bldgs-Rs. 0.02 lakhs * Non-residential Bldgs-Rs. 0.15 lakhs	
		d) (i) Can accord technical sanction of civil works costing above Rs. 50.00 lakhs upto any extent upto the limit of Administrative Approval	G.O. Ms. No. 195, PR&RD, dt. 10.5.99
		(ii) Can accord Technical sanction of Electrical works- full powers	G.O. Ms. No. 1007, T&RB, dt. 5.11.76
		e) Registration of contractors- Class-I	Board of Chief Engineers for Spl. Class G.O. Ms. No. 195, PR&RD, dt. 10.5.99
		f) Finalisation of Rate Contracts	AP Financial Code Vol. I
		g) Calling for tenders	G.O. Ms. No. 195, PR&RD, dt. 10.5.99
		h) Acceptance of Tenders upto 15% excess over estimate rates for the works costing upto Rs. 100.00 lakhs	Tender Committee-Upto 15% over and above estimate rates of works costing over Rs. 100 lakhs G.O. Ms. No. 195, PR&RD, dt. 10.5.99
		i) Submission of Projects for external assistance	CPHEE Manual, MOST specification, Relevant codes and IS specifications
		j) Can take all technical decisions in the implementation of various programmes	G.O. Ms. No. 195, PR&RD, dt. 10.5.99

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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k) Purchase of Tools and Plants full powers subject to budget provision and clearance by screening committee G.O. Ms. No. 24, PR&RD, dt. 12.1.96

l) Entrustment of works on nomination dispensing with tenders Rs. 1.00 lakh G.O. Ms. No. 24, PR&RD, dt. 12.1.96

m) To accord sanction for payment of rent of offices located in Private Buildings G.O. Ms. No. 389, GAD, dated 4.9.96

n) To accord sanction for the repairs to the vehicles
 a) LMV-above Rs. 5,000/- Departmental procedure
 b) T&P-above Rs. 25,000/- G.O. Ms. No. 29 dt 6.1.1975
 c) Rigs-above Rs. 50,000/- G.O. Ms. No. 565, PR, dt. 17.11.82

2. Chief Engineer

1. Administrative Matters

a) To initiate action upto the level of Superintending Engineers

b) Purchase of Stationary & Office equipment G.O. Ms. No. 389, GAD, dt. 4.9.96

c) Work Budget

Preparation of work budget and distribution and release among districts Budget Manual

2. Technical Matters

Can accord administrative approval subject to budget provision G.O. Ms. No. 24, PR & RD, dt. 12.1.96

i) for the works other than residential buildings and electrical works upto -do-

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
		a) Plain Areas - Rs. 10.00 lakhs Tribal Areas-Rs. 15.00 lakhs	-do-
		iii) Addl. Improvements and alteration * Residential Bldgs-Rs. 0.02 lakhs * Non-residential Bldgs-Rs. 0.15 lakhs	-do-
		d) (i) Can accord technical sanction of Civil works costing above Rs. 50.00 lakhs upto any extent	G.O. Ms. No. 195, PR & RD, dt. 10.5.99
		(ii) Can accord technical sanction of Electrical works Rs. 1.00 lakh	G.O. Ms. No. 1007, TR&B, dt. 5.11.76
		e) Registration of contractors- Class-I	G.O. Ms. No. 195, PR&RD, dt. 10.5.99
		f) Calling for tenders	G.O. Ms. No. 195, PR&RD, dt. 10.5.99
		g) Acceptance of Tenders upto 15% excess over estimate rates for the works costing upto Rs. 100.00 lakhs	G.O. Ms. No. 195, PR & RD, dt. 10.5.99
		h) Submission of Projects for external assistance	CPHEO Manual, MOST specifications Relevant codes and IS specifications
		i) Can take all technical decisions in the implementation of various programmes	G.O. Ms. No. 195, PR & RD, dt. 10.5.99
		j) Purchase of Tools and Plants Full powers subject to budget	G.O. Ms. No. 24, PR & RD, dt. 12.1.96

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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		provision and clearance by screening committee	
		k) Entrustment of works on nomination dispensing with tenders Rs. 1.00 lakh	G.O. Ms. No. 24, PR & RD, dt. 12.1.96
3. Superin-tending Engineer	1. Administrative Matters	a) Appointment upto the cadre of DM and Junior Assistant in his office	APPRE Subordinate Service Rules G.O. Ms. No. 296, PR & RD, dt. 20.5.94 and Ministerial Service Rules (only unit officer declared is empowered)
		b) According promotions upto Superintendent in ministerial category and upto D'man Gr-I under Technical Category	-do-
	c) Transfers	Upto category of Dy. E.Es within his jurisdiction	G.O. Ms. No. 296, PR & RD, dt. 20.5.94
		d) To arrange for drawal of salaries of all staff in his office including TA bills and office contingent bills	A.P. Treasury Code
		e) To initiate action & accord punishment upto the level of Superintendents	AP Civil Service Rules
		f) To initiate action upto level of E.E.	CCA Rules
		g) Purchase of Stationary & office equipment as per delegation	G.O. Ms. No. 389, GAD, dt. 4.9.96
		h) Change of Head Quarters upto the level of Section Officers	Rules 58 & 59 of AP Manual for Special Pay and Allowances

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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- i) Sanction of earned Leave to the Dy. EE. and Section Officers as per delegation A.P. Leave Rules
- j) Sanction of increments upto E.Es level Fundamental Rules
- k) Confidential reports recording of views on C.Rs of AE to E.Es before forwarding to C.E.
- l) Forwarding pension proposals of all staff upto the level of D' Man to A.G. directly Pension code and Revised pension rules 1980
- m) Preparation of Budget for establishment & for all schemes and distribution of grants to various divisions in his circle Budget Manual

2. Technical Matters

Can accord administrative approval subject to budget provision G.O. Ms. No. 24, PR & RD dt. 12.1.96

- i) for the works other than residential buildings and electrical works upto
 - a) Plain Areas-Rs. 3.00 lakhs -do-
 - Tribal Areas-Rs. 4.50 lakhs
 - ii) Electrical-1st installation -do-
 - * Residential Bldgs-Rs. 0.20 lakhs
 - * Non-residential Bldgs-Rs. 0.40 lakh

iii) Addl. Improvements and G.O. Ms. No. 24, PR & RD, dt.

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
		alteration * Residential Bldgs-Rs. 0.01 lakhs * Non-residential Bldgs-Rs. 0.05 lakhs	12.1.96
		b) (i) Can Accord technical Sanction of Civil works costing upto Rs. 50.00 lakhs	G.O. Ms. No. 195, PR & RD, dt. 10.5.99
		(ii) Can accord technical sanction of electrical works upto Rs. 30,000/-	G.O. Ms. No. 1007, T,R & B dt. 5.11.76
		c) Registration of contractors-Class-II	G.O. Ms. No. 195, PR & RD, dt. 10.5.99
		d) Approval of Datas	A.P. 'D' code
		e) Calling of tenders	G.O. Ms. No. 195, PR & RD, dt. 10.5.99
		f) Acceptance of Tenders upto 10% excess over estimate rates for the works costing upto Rs. 50.00 lakhs	G.O. Ms. No. 195, PR & RD, dt. 10.5.99
		g) Submission of Projects for external assistance to ENC	CPHEO Manual, MOST specifications, Relevant codes and IS specifications
		h) Purchase of Tools and Plants Rs. 0.30 lakh subject to budget provision and clearance by screening committee	G.O. Ms: No. 24, PR & RD, dt. 12.1.94
		i) Powers of nomination dispensing with tenders upto Rs. 50,000/-	G.O. Ms. No. 24, PR & RD, dt. 12.1.94

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
		j) To accord sanction for rent for office buildings located in private buildings	G.O. Ms. No. 389, GAD, dt. 4.9.96
		k) To accord sanction for the repairs to the vehicles	Circular No. 7330. B5/70, dt. 22.4.70
		a) L.M.V. - Rs. 5,000/-	G.O. Ms. No. 29, dt. 6.1.75
		b) T&P - Rs. 25,000/-	G.O. Ms. No. 565, PR (RWS) dt. 17.11.80
		c) Rigs upto Rs. 50,000/-	
4. Executive Engineer	1. Administrative Matters	APPRE Subordinate Service	
	a) Appointment upto the cadre of Tracer, BPO and Watchman	Rules G.O Ms. No. 296, PR & RD, dt. 20.5.94	
	b) According promotions upto Tracer under Technical category	-do-	
	c) Transfers		
	Upto the category of AE/AEE within his division	G.O. Ms. No. 15, PR & RD, dt. 8.1.99	
	d) To draw salaries of all staff in the division including TA bills, office contingent bills	A.P. Treasury Code	
	e) To initiate action upto the level of Dy. EE and upto the level of Superintendents and DAO in his office and accord minor punishment	A.P. Civil Service (CCA) Rules 1991	
	f) Purchase of Stationary & Office equipment as per delegation	G.O. Ms. No. 389, GAD, dt. 4.9.96	
	g) Change of Head Quarters upto the level of A.Es/A.E.Es.	Rule 58 & 59 of AP Manual for Special Pay and Allowances	
	h) Sanction of Earned Leave to	A.P. Leave Rules	

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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the staff of his office and upto level of A.E.E/A.Es in his division including work charged estt.

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| i) | Sanction of increments upto DEE in his Division | Fundamental Rules |
| j) | Confidential reports recording of views on C.Rs of AE/AEEs and initiating CRs of Dy. E.Es | Departmental procedure |
| k) | Forwarding pension proposals of all office staff to A.G. / L.F. Audit | Pension code & revised pension rules of 1980 |
| l) | Preparation of Budget for establishment & for all schemes and utilisation of grants and submission of U.Cs | Budget Manual |

2. Technical Matters

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|------|--|---|
| a) | Can accord administrative approval subject to budgetary provision | |
| i) | For the works other than residential buildings and electrical
(*) Plain Areas-Rs. 0.40 lakhs
(*) Tribal Areas-Rs. 0.60 lakhs | G.O. Ms. No. 24, PR & RD, dt. 12.1.96
-do- |
| ii) | Electrical-1st installation
* Residential Bldgs-Rs. 2,500/-
* Non-residential Bldgs-Rs. 5,000/- | -do- |
| iii) | Addl. Improvements and alteration | G.O. Ms. No. 24, PR & RD, dt. 12.1.96 |

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
		* Residential Bldgs-Rs. NIL * Non-residential Bldgs-Rs. 1,000-00	
		b) (i) Can accord technical sanction of Civil works costing upto Rs. 50.00 lakhs	G.O. Ms. No. 195, PR & RD, dt. 10.5.99
		(ii) Can accord technical sanction of electrical works Rs. 30,000/-	G.O. Ms. No. 1007, T, R & B, dt. 5.11.76
		c) Registration of contractors- Class-III, IV, V	G.O. Ms. No. 195, PR & RD, dt. 10.5.99
		d) Approval of Datas	-do-
		e) Calling of Tenders	G.O. Ms. No. 195, PR & RD, dt. 10.5.99
		f) Acceptance of Tenders upto 5% excess over estimate rates for the works costing upto Rs. 10.00 lakhs	G.O. Ms. No. 195, PR & RD, dt. 10.5.99
		g) Submission of Projects for external assistance to ENC	CPHEO Manual, MOST specification, Relevant codes and IS specifications
		h) Can take all technical decisions in the implementation of various programmes costing upto Rs. 10.00 lakhs and technically sanctioned by him	G.O. Ms. No. 195, PR & RD, dt. 10.5.99
		i) Purchase of Tools and Plants Rs. 5,000-00 subject to budget provision and clearance by screening committee	G.O. Ms. 24, PR & RD, dt. 12.01.96

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
		j) Powers of nomination dispensing with tenders Rs. 20,000-00	-do-
		k) Entrustment of works on nomination to LCC Societies Rs. 25,000/- consisting to SC, ST, Waddera	G.O. Ms. No. 589, PR&RD, dt. 29.9.89
		l) To accord sanction for rent of office buildings located in private buildings	G.O. Ms. No. 389, GAD, dt. 4.9.96
		m) To accord sanction for the repairs to the vehicles a) LMV - Rs. 3000/- b) T&P - Rs. 10,000/- p.a. c) Rigs upto Rs. 25,000/- p.a.	Departmental Instructions G.O. Ms. No. 29, PWD, dt. 6.1.75 G.O.Ms. No. 565, PR (RWS) dt. 17.11.8
	Deputy Executive Engineer	1. Administrative Matters	
		a) To initiate action upto the level of AE/AEE	A.P. Civil services (CCA) Rules
		b) To draw and disburse of salaries of Work Charged Establishment including TA bills	
		c) Sanction of Earned Leave to the Work Charged Establishment	A.P. Leave Rules
		d) Sanction of increments to the Work Charged Establishment	Fundamental Rules
		e) To initiate confidential reports of AE/AEEs	A.P. State and Subordinate Service Rules
		f) To initiate pension proposals of Work Charged Establishment and AE/AEEs	Pension code and revised pension rules of 1980

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
		g Calling of tenders for works costing upto Rs. 2.00 lakhs	G.O. Ms. No. 195, PR & RD, dt. 10.5.99
		h Acceptance of Tenders at estimated rates for the works costing upto Rs. 2.00 lakhs	G.O. Ms. No. 195, PR & RD, dt. 10.5.99
		i Submission of Projects for external assistance to ENC	CPHEO Manual, MOST Specifications and relevant codes & IS specifications
		j Can take all technical decisions in the implementation of various programmes costing upto Rs. 2.00 lakhs and technically sanctioned by him	G.O. Ms. No. 195, PR & RD, dt. 10.5.99
		k To conduct detailed investigation for the estimates of any cost	CPHEO Manual, MOST Specifications and relevant codes & IS specifications
		l To prepare and submit detailed estimates with designs and drawings for the works of any cost	G.O. Ms. No. 195, PR & RD, dt. 10.5.99
		m To checkmeasure all the works irrespective of the cost in token of accepting the work both qualitatively and quantitatively	APDSS, IS specifications and relevant codes. GO Ms. No. 8, PR & RD.
		n To effect recoveries from the work bills of contractor, all the materials supplied by the Dept., Machinery hired by the dept., and any other dues at the time of payment	Agreement, D. code and Financial code
		o To recommend the work bills	Departmental Procedures

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
		of contractors irrespective of estimate cost	
		p To pay alternative work bills below Rs. 5,000/-	A.P. Account Code and AP 'D' code
		q To verify the Muster rolls and ensure correctness for the works executed departmentally	A.P. Accounts Code
		r Maintain the tools and plants and ensure their running profitably	AP PWD 'D' code and A code
6	Section Officer	a) Submission of Projects for external assistance to Dy. E.E.	Standing procedures
		b) To conduct detailed investigation for the estimates of any cost.	CPHEO Manual, MOST Specifications relevant codes & IS specifications
		c) To prepare and submit detailed estimates with designs and drawings for the works of any cost	G.O. Ms. No. 195, PR & RD, dt. 10.5.99
		d) To measure all the works irrespective of the cost in token of accepting the work both qualitatively and quantitatively	(i) APDSS (ii) IS specifications and (iii) Agreement G.O. Ms. No. 8, PR & RD.
		e) Preparation of all estimates pertaining to Gram Panchayats and Mandal Parishads for works of any cost	G.O. Ms. No. 195, PR & RD, dt. 10.5.99
		f) Preparation of Muster rolls	D. Code, A Code and Finan-

Sl. No.	Functionary	Function	Enactment, Rules and Regulations to be followed by the Functionary
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and their correctness for departmental execution

- g) Disbursement of wages to the labour engaged on Nominal Muster Rolls for any amount of estimate cost and salaries of Work Charged Establishment
AP Accounts Code Vol. III and AP PWD 'D' Code
- h) Preparation of quarry charts and RMR's
Departmental procedures
- i) Preparation of Materials of site account
Departmental procedures
- j) Incharge of stores and responsible for correctness of accounts of stores
Departmental procedures
- k) To effect recoveries from the work bills of contractor, all the materials supplied by the Dept., Machinery hired by the dept. and any other dues at the time of payment
Agreement, D.code & Financial Code
- l) To prepare the work bills of contractors after scrutiny for the payment for all works irrespective of estimate cost
Departmental procedures
- m) To maintain the tools and plants and ensure their running profitably
Departmental procedures

Chapter 6

CRITICAL PROVISION(S) OF THE ENACTMENTS

CRITICAL PROVISION(S) OF THE ENACTMENTS

Critical Provisions of the Enactments

The Andhra Pradesh Panchayat Raj Act 1994 (Act No. 13 of 1994) relates to Gram Panchayats, Mandal Parishads and Zilla Parishads

Though the act is not directly related to P.R. & RD Engineering Department, but there is a need for every PR & RD Engineering Department personnel to know certain sections which are associated with their functions.

All such sections have been identified and furnished in the format given below with time extracts

Sl. No.	Section No.	Critical provisions of the enactment
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1 80

1) All public water courses, springs, reservoirs, tanks, cisterns, fountains, wells, stand-pipes and other water works (including those used by the public to such an extent as to give a prescriptive right to their use) whether existing at the commencement of this Act or afterwards made, laid or erected and whether made laid or erected at the cost of the gram panchayat or otherwise for the use or benefit of the public, and also any adjacent land, not being private property, appertaining thereto shall vest in the gram panchayat and be subject to its control.

Provided that nothing in this sub-section shall apply to any work which is, or is connected with, a work of irrigation or to any adjacent land appertaining to any such work.

2) Subject to such restrictions and control as may be prescribed, the gram panchayat shall have the fishery rights in any water work vested in it under sub-section (1), the right to supply water from any such work for raising seed beds on payment of the prescribed fee, and the right to use the adjacent land appertaining thereto for planting of trees and enjoying the usufruct thereof or for like purpose.

3) The Government may, by notification, define or limit such control or may, assume the administration of any public source of water supply and public land adjacent and appertaining

Sl. No.	Section No.	Critical provisions of the enactment
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thereto after consulting, the gram panchayat and giving due regard to its objections, if any

2 162

1) Notwithstanding anything in this Act and subject to the rules made in this behalf, two or more gram panchayats may

i) Construct and maintain water works for supply of water for washing and bathing purposes and protected water for drinking purposes from a common source, and

ii) Entrust to Mandal Parishad with its consent and on such terms as may be agreed, upon the management of any institution or the execution or maintenance of any work.

2) Subject to the provisions of this Act and the rules made thereunder, two or more Mandal Parishads may establish and maintain common dispensaries, child welfare centres and institutions of such other kinds, as may be prescribed.

3 192

1) Every Zilla Parishad shall exercise such powers and perform such functions as may be entrusted to it by rules made in this behalf with regard to the subjects enumerated in the first Schedule. The Zilla Parishad shall also have the power to

i) Examine and approve the budgets of Mandal Parishads in the district

ii) Distribute the funds allotted to the district by the Central or State Government among the Mandal Parishads and Mandals in the district for which Mandal Parishad are not constituted

iii) Co-Ordinate and consolidate the plans prepared in respect of the Mandals in the district and prepare plans in respect of the entire district

iv) Secure the execution of plans, projects, schemes or other works either solely relating to the individual Mandals or common to two or more Mandals in the district

v) Supervise generally the activities of the Mandal Parishads in the district

Sl. No.	Section No.	Critical provisions of the enactment
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- vi) Exercise and perform such of the powers and functions of the District Board including the powers to levy any tax or fees, as may be transferred to it under this Act
 - vii) Exercise and perform such other powers and functions in relation to any development programme as the Government may by notification confer on or entrust to it.
 - viii) Advise Government on all matters relating to development activities and maintenance of services in the district, whether undertaken by local authorities or Government.
 - ix) Advise Government on the allocation of work among gram panchayats and Mandal Parishads and Co-Ordination of work between the said bodies and among the various gram panchayats themselves.
 - x) Advise Government on matters concerning the implementation of any statutory or executive order specially referred by the Government to the Zilla Parishad
 - xi) Collect such data as deemed necessary
 - xii) Publish statistics or other information relating to the activities on the local authorities
 - xiii) Require any local authority to furnish information regarding its activities
 - xiv) Accept trusts relating exclusively to the furtherance of any purpose for which its funds may be applied
 - xv) Establish, maintain, or expand secondary, vocational and Industrial schools.
 - xvi) Borrow money for carrying out the purposes of this Act with the previous approval of the Government and subject to such terms and conditions as may be prescribed
- 2) The Zilla Parishad may, with the approval of the Government levy contributions from the funds of the Mandal Parishads in the district

Sl. No.	Section No.	Critical provisions of the enactment
4	197	<p>1) All moneys received by the Zilla Parishad shall constitute a fund called the Zilla Parishad Fund and shall be applied for the purposes specified in this Act and for such other purposes and in such manner as may be prescribed</p> <p>2) All moneys received by the Zilla Parishad shall be lodged in the nearest Government Treasury</p> <p>3) All orders or cheques against the Zilla Parishad Fund shall be signed by the Chief Executive Officer.</p>
5	199	<p>1) The Chief Executive Officer shall in each year, frame and place before the prescribed date, a budget showing the probable receipts and expenditure during the following year, and the Zilla Parishad shall sanction the budget, with such modifications, if any, as it thinks fit.</p> <p>2) The budget so sanctioned shall be submitted to the Government by the Chief Executive Officer through the Chairman on or before such date as may be fixed by the Government and if the Government are satisfied that adequate provision has not been made therein or that it is otherwise unsatisfactory for giving effect to the provisions of this Act, they shall have the power to approve the budget with such modifications as they may consider necessary to secure such provision.</p> <p>3) If, for any reason, the budget is not sanctioned by the Zilla Parishad under sub-section (1) before the date referred to in sub-section (2) the Chief Executive Officer shall submit the budget to the Government who shall thereupon approve the budget as if it were submitted to the under sub-section (2)</p> <p>4) If, in the course of a year, the Zilla Parishad finds it necessary to make any alterations in the budget with regard to its receipts or items of expenditure a revised or supplemental budget may be framed, submitted and sanctioned or approved as far as may be, in the manner provided in sub-sections (1), (2) and (3)</p>
6	235	<p>1) The Governor shall on the recommendation of the State</p>

Sl. No.	Section No.	Critical provisions of the enactment
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Government constitute a Finance Commission as soon as may be within one year from the date of commencement of the Constitution (Seventy third) Amendment Act, 1992 and thereafter on the expiration of every fifth year.

2) The Finance Commission shall consist of a Chairman and four other members of whom one shall be the Member Secretary. The Government shall by order appoint on the recommendation of the Government the Chairman and other members of the Commission

3) The Government shall make availability to the Finance Commission such staff as may be necessary for the discharge of the functions conferred on the Finance Commission.

7 241

1) The Finance Commission shall review the financial position of the Gram Panchayats, Mandal Parishads and Zilla Parishads and make recommendations to the Government as to

a) the principles which should govern

i) the distribution between the State and the said Gram Panchayats and Parishads of the net proceeds of the taxes, duties, tolls and fees leviable by the State, which may be divided between them and the allocation between the said Gram Panchayats and Parishads at all levels of their respective shares of such proceeds.

ii) The determination of the taxes, duties, tolls and fees which may be assigned to or apportioned by, the said Gram Panchayats and Parishads.

iii) The Grant-in-aid to the said Gram Panchayats and Parishads from the consolidated Fund of the State.

b) The measures needed to improve the financial position of the said Gram Panchayats and Parishads.

2) The Government shall cause every recommendation made by the Commission under this section together with an explanatory memorandum as to the action taken thereon to be laid before the Legislature of the State

Sl. No.	Section No.	Critical provisions of the enactment
8	242	<p>1) The Commission shall determine their procedure and in the performance of their functions shall have all the powers of a Civil Court under the Code of Civil procedure, 1908 while trying a suit in respect of the following matters, namely.</p> <ul style="list-style-type: none"> a) summoning and enforcing the attendance of witnesses b) requiring the production of any document c) requisitioning any public record from any court or office. <p>2) The Commission shall have power to require any person to furnish information on such points or matters as in the opinion of the Commission may be useful for, or relevant to, any matter under the consideration of the Commission and any person so required shall, notwithstanding anything contained in sub-section (2) of section 54 of the Indian Income Tax Act, 1922 in any other law for the time being in force, be deemed to be legally bound to furnish such information within the meaning of section 176 of the Indian Penal Code.</p> <p>3) The Commission shall be deemed to be a Civil Court for the purposes of section 345 (1) and 346 of the code of Criminal Procedure, 1973</p>
9	243	<p>Explanation: For the purpose of enforcing the attendance of witnesses, the local limits of the Commission's jurisdiction shall be the limits of the territory of the State of Andhra Pradesh.</p> <p>1) Notwithstanding anything in the relevant District Boards Act or any other law, the government may, by notification and subject to such control, restrictions, conditions and reservations as may be specified therein, direct that any powers exercisable or functions performable by a District Board by or under the relevant District Boards Act or any other law for the time being in force including the powers to levy any tax or fees, shall be transferred to a Mandal Parishad as the case may be, shall exercise and perform the powers and functions transferred to it.</p> <p>2) When any powers and functions of the District Board are transferred to a Mandal Parishad or a Zilla Parishad under sub-section (1), all references in the relevant District Boards Act or</p>

Sl. No.	Section No.	Critical provisions of the enactment
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any other law for the time being in force to the District Board with reference to such powers and functions shall be construed as references to the Mandal Parishad or the Zilla Parishad as the case may be.

10 244

1) the Government may, by notification, direct that such of the provisions of the relevant District Boards Act, including the provisions relating to the levy and collection of any tax or fee as may be specified in such notification, shall apply to the Mandal Parishad and the Zilla Parishad constituted under this Act.

For the purpose of facilitating the application of these provisions to the Mandal Parishad and Zilla Parishad constituted under this Act, the Government may, by notification, make such adaptations and modifications of the relevant District Boards Act and the rules made there under whether by way of repealing, amending or suspending any provision thereof, as may be necessary or expedient and thereupon the relevant District Boards Act and the rules made thereunder shall have effect subject to the adaptations and modifications so made.

2) Notwithstanding that no provision or insufficient provision has been made under sub-section (1) for the adaptations of the provisions of the relevant District Boards Act, or the rules made thereunder, any court, tribunal or authority required or empowered to enforce these provisions may, for the purpose of facilitating their application to any Mandal Parishad or the Zilla Parishad construe these provisions in such manner, without affecting the substance, as may be necessary or proper in regard to the matter before the court, tribunal or authority.

11 261

The Government may transfer any institution or work under their management or control to a Zilla Parishad or a Mandal Parishad and a Zilla Parishad may transfer any institution under its management or control to any Mandal Parishad or Gram Panchayat, subject to such conditions, limitations and restrictions as may be specified by the Government or the Zilla Parishad, as the case may be.

Provided that no such transfer shall be made unless the prior consent of the concerned Zilla Parishad, Mandal Parishad as the case made be, is obtained.

Sl. No.	Section No.	Critical provisions of the enactment
12	266	<p>1) The accounts of the Gram Panchayats, Mandal Parishad and Zilla Parishad shall be maintained in such manner and in such form as may be prescribed. The accounts maintained by the said local bodies shall be audited by the Director of State Audit appointed under section 3 of the Andhra Pradesh State Audit Act, 1989.</p> <p>2) For the purpose of proper maintenance of accounts and matters connected therewith or incidental thereto, it shall be competent for the Director of State Audit to issue such directions as he deems necessary to the Chief Executive Officer, who shall ensure that the said directions are carried out by the said local bodies.</p>
13	Schedule-I	<ol style="list-style-type: none"> 1. Agriculture, including agricultural extension 2. Land improvement, implementation of land reforms, land consolidation and soil conservation 3. Minor irrigation, water management and watershed development. 4. Animal husbandary, dairying and poultry 5. Fisheries 6. Social forestry and farm forestry 7. Minor forest produce 8. Small scale industries, including food processing industries 9. Khadi, villages and cottage industries 10. Rural housing 11. Drinking water 12. Fuel and fodder 13. Roads, Culverts, Bridges, Ferrie, Waterways and other means of communication

Sl. No.	Section No.	Critical provisions of the enactment
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14. Rural electrification, including distribution of electricity
15. Non-conventional energy sources
16. Poverty alleviation programme
17. Education, including Primary and Secondary Schools
18. Technical Training and Vocational Education
19. Adult and non-formal education
20. Libraries
21. Cultural Activities
22. Markets and fairs
23. Health and sanitation, including, hospitals, primary health centres and dispensaries.
24. Family Welfare
25. Women and Child development
26. Social welfare, including welfare of the handicapped and mentally retarded.
27. Welfare of the weaker sections, and in particular, or Scheduled Castes and the Scheduled Tribes.
28. Public distribution system.
29. Maintenance of Community assets.

14 Schedule-II

1. COMMUNITY DEVELOPMENT

The execution of all programmes under Community Development in association with Panchayats, Co-operative societies, voluntary organisations and the people.

Sl. No.	Section No.	Critical provisions of the enactment
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2. AGRICULTURE

The doing of everything necessary to step up agriculture production and in particular

- i) multiplication and distribution of improved seeds
- ii) distribution of fertilizers
- iii) popularisation of improved techniques, methods and practices and improved implements
- iv) achieving self-sufficiency in green manure and composting of farmyard manure
- v) encouraging fruit and vegetable cultivation
- vi) reclamation of land and, conservation of soil
- vii) providing credit for agricultural purposes
- viii) propagating and assisting in plant protection methods
- ix) laying out demonstration plots and working out better methods of farm managements
- x) bringing more acreage under irrigation by renovating and sinking wells, repairing and digging private tanks and maintaining government minor irrigation sources and supply channels
- xi) utilising more power for agricultural purposes
- xii) exploiting under ground water sources by sinking wells, filterpoints and tube wells
- xiii) tree planting
- xiv) growing of village forests

Sl. No.	Section No.	Critical provisions of the enactment
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3. ANIMAL HUSBANDRY AND FISHERIES

- i) Upgrading local stock by introducing pedigree breeding bulls and castrating scrub bulls
- ii) Introducing improved breeds of cattle, sheep, pigs and poultry
- iii) Controlling contagious diseases by systematic protection
- iv) Introducing improved fodders and fees
- v) Establishing and maintaining of artificial insemination centres, first aid centres and minor veterinary dispensaries
- vi) Educating the people about the importance of better cattle for both milk and draught

4. HEALTH AND RURAL SANITATION

- i) Expanding existing medical and health services and bringing them within the reach of people
- ii) Establishing and maintaining Primary Health Centres and Maternity Centres.
- iii) Providing protected drinking water facilities
- iv) Ensuring systematic vaccination
- v) Controlling epidemics
- vi) Providing drains and soakage pits for village and house drainage.

Chapter 7

INTRA-DEPARTMENTAL AND INTER DEPARTMENTAL COORDINATION

INTRA-DEPARTMENTAL AND
INTER DEPARTMENTAL
COORDINATION

INTRA-DEPARTMENTAL AND INTER DEPARTMENTAL COORDINATION

Whom to approach for assistance

Sl. No.	Functionary	Nature of Help	whom to approach	
			Inside the Dept.	Out side the Dept
1)	Engineer-in-Chief	1) Additional resources for achieving the goals of the organisation	PR & RD Dept	1) Finance & Plg. Dept.
				2) World Bank Assistance
				3) NABARD Loan Assistance
				4) Bilateral or other external Assistance thro GOI
				5) Philanthropic Organisations
				6) Writ Petitions
2)	Chief Engineer	2) Additional Staff	PR&RD Dept	-
		3) Amendment to the Act	PR&RD Dept	-
		4) Spl. Delegation of Powers		-
		5) Computerisation	PR&RD Dept	AP Technological Services
		1) Acquisition of land for Projects	PR&RD Dept.	Revenue Department
		2) Drawal of Raw water from canal System	PR&RD Dept.	Irrigation Department

Sl. No.	Functionary	Nature of Help	whom to approach	
			Inside the Dept.	Out side the Dept
		3) Funds for Drought Relief and Cyclone relief	PR&RD Dept.	Revenue Department
		4) Clarification on existing Govt. orders/procedures	ENC, PR & RD	-
		5) Alienation of Forest Land for projects	PR & RD Dept.	Environmental & Forest Department, GOI
		6) New Technologies and applied Technics	-	CRRRI and NEERI
		7) Training programmes	APARD	HRDI, NIRD
		8) External Water quality Monitoring		IPM
		9) Mass communication & Media Publicity		Commissioner, I&PR and Electronic Media Advisory Board, Doordarshan
3)	Superintending Engineer	1) Energisation of P.W.S. Schemes	-	A.P. Transco
		2) Permission to lay water supply pipe lines laying across R&B roads	-	R&B Dept.
		3) Laying of pipe lines through culverts across Railway track	-	Indian Railways
		4) Construction of Bridges across irrigation canals and drains	-	Irrigation Dept.

Sl. No.	Functionary	Nature of Help	whom to approach	
			Inside the Dept.	Out side the Dept
		5) Acquisition of Govt. sites for schemes by assignment	-	Dist. Collector (Rev. Dept)
		6) Clarification on existing orders & procedures	Chief Engineer & Engineer-in-Chief (PR&RD Dept)	-
		7) Court cases		Govt. Pleader
		8) S.I. Sheets		Survey of India
4)	Executive Engineer	1) Energisation of PWS schemes	-	AP Transco
		2) Telephone facility to the head works of PWS schemes	-	GM Telephones
		3) Theft of Property	ENC	Police Department (and Revenue Department)
		4) Fire Accidents	ENC	Fire Services
		5) Clarification of existing orders or procedures	Superintending Engineer & Chief Engineer	-
		6) External evaluation of quality of water	-	Medical & Health Dept. & Institute of Preventive Medicine
		7) Court Cases	CE & SE	Govt. Pleader
		8) Railway Affecting Tanks	Higher Authority	Revenue & Indian Railway
5)	Dy. Executive Engineers	For all matters of Assistance	Executive Engineer	-

Sl. No.	Functionary	Nature of Help	whom to approach	
			Inside the Dept.	Out side the Dept
6)	Section Officer	For all matters of Assistance	Dy. EE & EE	
7)	Joint Director	For all matters of Assistance	CE (RWS) & ENC	
8)	Senior Geologist	For all matters of Assistance	Joint Director	
9)	Junior Geologist	For all matters of Assistance	Sr. Geologist & Joint Director	
10)	Chemist	For all matters of Assistance	Chemist	
11)	Assistant Chemist	For all matters of Assistance	Chemist	
12)	Junior Water Analyst	For all matters of Assistance	EE & Asst. Chemist	
13)	Divisional Accounts Officer	For all matters of Assistance	EE	

Chapter 8

ADMINISTRATIVE ACCOUNTABILITY

ADMINISTRATIVE ACCOUNTABILITY

Administrative Accountability

Sl. No.	Functionary	Accountable to Whom	Authority competent to take action in case of omission & Commissions
1	Engineer-in-Chief	Govt. of Andhra Pradesh	Govt. of AP, PR&RD Department
2	Chief Engineer	Engineer-in-Chief and Government	Govt. of AP, PR&RD Department
3	Superintending Engineer	Chief Engineer Engineer-in-Chief and Government	Govt. of AP, PR&RD Department
4	Executive Engineer	Chief Executive Officer, Z.P. Superintending Engineer Chief Engineer Engineer-in-Chief	Gov.t of AP, PR&RD Department
5	Dy. Executive Engineer	Executive Engineer Superintending Engineer Chief Engineer Engineer-in-Chief	Govt. of AP, PR&RD Department
6	Section Officer	Mandal Development Officer Deputy Executive Engineer and all the above officers	Engineer-in-Chief
7	Joint Director (Geologist)	Chief Engineer (RWS) Engineer-in-Chief	Govt. of AP, PR&RD Department
8	Senior Geologist	Joint Director Superintending Engineer (RWS) Chief Engineer (RWS) Engineer-in-Chief	Govt. of AP, PR&RD Department
9	Junior Geologist	Senior Geologist, Executive Engineer (RWS)	Engineer-in-Chief

Sl. No.	Functionary	Accountable to Whom	Authority competent to take action in case of omission & Commissions
		Superintending Engineer (RWS) Joint Director Engineer-in-Chief	
10	Chemist	Chief Engineer (RWS) Engineer-in-Chief	Govt. of AP, PR&RD Department
11	Assistant Chemist	Chemist, Executive Engineer (RWS) Superintending Engineer (RWS)	Engineer-in-Chief
12	Junior Water Analyst	Asst. Chemist, Executive Engineer(RWS) Superintending Engineer (RWS) Chief Engineer (RWS), Chemist	Engineer-in-Chief

Chapter 9

QUANTIFICATION OF WORK

QUANTIFICATION OF WORK

Quantification of work output expected from the functionary and indicators for assessment of his/her performance

Sl. No.	Functionary	Indicator for performance evaluation
1	Engineer-in-Chief	1) Successful completion of all programmes to the extent of grants available during the financial year
2	Chief Engineer	1) Successful completion of all schemes under his control to the extent of grants made available in the financial year
3	Superintending Engineer	1) Successful completion of all schemes under his control to the extent of grants made available in the financial year
4	Executive Engineer	1) Successful completion of all schemes under his control to the extent of grants made available in the financial year or Incurring expenditure to an extent of Rs. 243.00 lakhs, which ever is higher
5	Dy. Executive Engineer	1) Successful completion of all schemes under his control to the extent of grants made available in the financial year or Incurring expenditure to an extent of Rs. 60.80 lakhs, which ever is higher
6	Section Officer	1) Satisfactory completion of all schemes under his control to the extent of grants made available in the financial year or Incurring expenditure to an extent of Rs. 16.40 lakhs, which ever is higher

Sl. No.	Functionary	Indicator for performance evaluation
7	Joint Director(Geologist)	1) To complete the identification and selection of sources, for the programme entrusted to Hydro-Geological Wing 2) Success rate in selection of Bore well sites shall be 80%
8	Senior Geologist	1) To complete the identification and selection of sources, for the programme entrusted to Hydro-Geological Wing 2) Success rate in selection of bore well sites shall be 80%
9	Junior Geologist	1) To complete the identification and selection of sources, for the programme entrusted to Hydro-Geological Wing particularly for PWS schemes and CPWS Schemes 2) Success rate in selection of bore well sites shall be 80%
10	Chemist	1) To conduct both chemical & bacteriological test of water as fixed from time to time as fixed by Govt. and to review Assistant Chemist and Water Analyst
11	Assistant Chemist	1) To conduct both chemical & bacteriological test of water samples related to quality problems such as Fluoride, Iron and Brackish, as entrusted or 200 samples in a month which ever is higher
12	Junior Water Analyst	1) To conduct both chemical & bacteriological test of water samples as entrusted or 200 samples in a month which ever is higher

Chapter 10

PERIODICAL REPORTING- STANDARD REPORTING FORMATS

PERIODICAL REPORTING-STANDARD REPORTING FORMATS

Areas where periodical reporting is provided for and standard reporting formats

Sl. No.	Area where periodical reporting is provided	To whom/frequency	Standard reporting formats
I	Progress Report on works programme under following Sectors		
1)	Rural Roads		
	a) Zilla Parishad Rural Roads		
	b) Spl. RRM		
	c) MNP Roads		
2)	Mandal Parishad Buildings		
3)	Secondary School Buildings	Govt. of A.P.(Monthly)	Format Enclosed
4)	Cyclone Shelters		
5)	Minor Irrigation		
6)	J.R.Y		
7)	Employment Assurance Schemes		
8)	Rural Sanitation		
9)	Janma Bhoomi Programme		Format Enclosed
	WORLD BANK		
10)	Progress report on A.P. Hazard Mitigation and A.P. Economic Re-structuring Programme	Govt. of A.P.(Monthly)	Format Enclosed
	NABARD		
11)	Progress report on RIDF-I to IV	Govt of A.P.(Monthly)	Format Enclosed
12)	RWS Sector		
a)	Progress report on MNP, ARWS,	Govt. of A.P.(Monthly)	Format Enclosed
b)	Submission Projects (Rajiv Gandhi National Drinking Water Mission)	Govt. of India (RGNDWM)	Format Enclosed

Sl. No.	Area where periodical reporting is provided	To whom/frequency	Standard reporting formats
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II H.R.D. and IEC

- a) Progress Report on H.R.D. activities Govt. of A.P. and GOI Format Enclosed
- b) IEC (Monthly)

III GEOLOGY

Progress report on Selection of sites Sr. Geologist & EE Format Enclosed (Monthly)

IV Water Testing Lab

Progress report on the results of Tests EE & Asst. Chemist Format Enclosed (Monthly)

Chapter 11

REGISTERS TO BE MAINTAINED

REGISTERS TO BE MAINTAINED

List of various registers to be maintained by the functionary

The Government of Andhra Pradesh have issued specific instructions through the G.O. Ms. No. 559, PR & RD dt. 5.9.94, regarding the registers to be maintained by Panchayati Raj Institutions. Registers which are relevant to PR & RD Engineering Department functionaries are listed in the format given below.

Sl. No.	Name of the register	Name of the functionary					
		ENC	CE	SE	EE	DEE	SO
I	ADMINISTRATION						
*	Expenditure (General)						
1	Acquittance	Yes	No	Yes	Yes	Yes	No
2	Cash Book	No	No	No	Yes	Yes	No
3	Cheque Book	No	No	No	Yes	Yes	No
4	Pay Bil Register	Yes	No	Yes	Yes	Yes	No
5	Petty Cash Book	No	No	No	Yes	Yes	No
6	Treasury pass book	Yes	No	Yes	Yes	Yes	No
7	Contractor Ledger	No	No	No	Yes	Yes	No
8	Treasury Bill Book	Yes	No	Yes	Yes	Yes	No
*	Establishment						
9	Establishment audit register	Yes	No	Yes	Yes	Yes	No
10	Last pay certificates	Yes	No	Yes	Yes	Yes	No
11	Register of Increment certificates	Yes	No	Yes	Yes	Yes	No
12	Register of Probationers	Yes	No	Yes	Yes	No	No
13	Register of Service Registers	Yes	Yes	No	Yes	Yes	No
*	Contingencies						
14	Register of advances recoverable	Yes	No	Yes	Yes	Yes	No
15	Register or permanent advance	Yes	No	Yes	Yes	No	No

Sl. No.	Name of the register	Name of the functionary					
		ENC	CE	SE	EE	DEE	SO
*	Accounts						
16	Abstract register of receipts and expenditure	No	No	No	Yes	No	No
17	Annual account	No	No	No	Yes	No	No
18	Imprest Cash Account	No	No	No	No	Yes	Yes
19	Detailed book of receipts and expenditure	No	No	No	Yes	No	No
20	Register of cheques and postal orders and Money orders received	Yes	No	Yes	Yes	Yes	No
21	Register of deposits	No	No	Yes	Yes	No	No
22	Register of lapsed deposits	No	No	Yes	Yes	No	No
23	Grants appropriation Register	No	No	No	Yes	No	No
24	Transfer entry register	No	No	No	Yes	No	No
*	Stock Registers						
25	Stock account of stationary	Yes	Yes	Yes	Yes	Yes	Yes
26	Stock account of forms	Yes	Yes	Yes	Yes	Yes	Yes
27	Stock register of measurement books	No	No	No	Yes	No	No
28	Stock register of tools and plant	Yes	Yes	Yes	Yes	Yes	Yes
*	Miscellaneous						
29	Attendance register of members	Yes	Yes	Yes	Yes	Yes	Yes
30	Log book for Motor Vehicles	Yes	Yes	Yes	Yes	Yes	Yes
31	Register of audit objections	No	Yes	Yes	Yes	Yes	Yes
32	Register of encroachments	No	No	No	Yes	Yes	Yes
33	Stamps account book	Yes	Yes	Yes	Yes	Yes	Yes
34	Despatch Register (Out ward)	Yes	Yes	Yes	Yes	Yes	Yes
35	Inward Register	Yes	Yes	Yes	Yes	Yes	Yes
II	TECHNICAL						
36	Annual register of receipts and issues and balances of materials at site account	No	No	No	Yes	Yes	Yes
37	Annual verification statement of road metal and other material	No	No	No	Yes	Yes	Yes

Sl. No.	Name of the register	Name of the functionary					
		ENC	CE	SE	EE	DEE	SO
38	Monthly log book of heavy tools and plant	No	No	No	Yes	Yes	Yes
39	Register of Agreements	Yes	Yes	Yes	Yes	Yes	No
40	Register of Buildings	No	No	Yes	Yes	Yes	Yes
41	Register of Bridges and Culverts	No	No	Yes	Yes	Yes	Yes
42	Register of Contractors	Yes	Yes	Yes	Yes	No	No
43	Register of estimates received	No	Yes	Yes	Yes	Yes	Yes
44	Register of estimates technically sanctioned	No	Yes	Yes	Yes	Yes	Yes
45	Register of fruit bearing avenues	No	No	No	Yes	Yes	Yes
46	Register of miscellaneous recoveries	No	No	Yes	Yes	Yes	No
47	Register of miscellaneous sanctions	Yes	Yes	No	No	No	No
48	Register of minor irrigation tanks	No	No	Yes	Yes	Yes	Yes
49	Register of PWS Schemes	No	No	Yes	Yes	Yes	Yes
50	Register of Roads	No	No	Yes	Yes	Yes	Yes
51	Register of Works	No	No	Yes	Yes	Yes	Yes
52	Register of work bills/firm bills	No	Yes	Yes	Yes	Yes	Yes
53	Register of works check measured and super						
	check measured	No	No	Yes	Yes	Yes	No
54	Register of wells	No	No	No	Yes	Yes	Yes
55	Road chart	No	No	Yes	Yes	Yes	Yes
56	Road metal rate books	No	No	Yes	Yes	Yes	Yes
57	Suspense Register	No	No	No	Yes	No	No
58	Tender Register	No	Yes	Yes	Yes	Yes	No
59	Tender schedules register	No	Yes	Yes	Yes	Yes	No
60	Register of grants from Central and State Governments	Yes	Yes	Yes	Yes	Yes	No
61	Register of subscriptions, contributions and donations	No	No	Yes	Yes	No	No

Chapter 12

FORMATS FOR CORRESPONDENCE/ CERTIFICATES

FORMATS FOR CORRESPONDENCE/ CERTIFICATES

Forms of correspondence of documentation, forms for issue of certificates to be identified

The Government of Andhra Pradesh have issued clear instructions through their G.O. Ms. No. 599, dt. 5.9.94 regarding forms to be maintained for the maintenance of accounts in Panchayati Raj Institutions.

Formats which are relevant to the functionaries of PR & RD Engineering department have been identified and furnished in the format given below.

Sl. No.	Name of the register	Name of the functionary					
		ENC	CE	SE	EE	DEE	SO
1	Abstract of Monthly Account	No	No	No	Yes	No	No
2	Agreement Forms	No	No	Yes	Yes	Yes	No
3	Challan	Yes	Yes	Yes	Yes	Yes	Yes
4	Completion Report	No	Yes	Yes	Yes	Yes	Yes
5	Contingent Bills	Yes	Yes	Yes	Yes	Yes	Yes
6	Transfer Entry order	No	No	No	Yes	Yes	Yes
7	Estimates (I) Detailed measurement sheet (ii)						
	Abstract of Estimate	Yes	Yes	Yes	Yes	Yes	Yes
8	Increment certificates	Yes	Yes	Yes	Yes	Yes	No
9	Pay Bills	Yes	Yes	Yes	Yes	Yes	No
10	T.A. Bills	Yes	Yes	Yes	Yes	Yes	Yes
11	Application for pension/Gratuity	Yes	No	Yes	Yes	Yes	Yes
12	Application for Family Pension	Yes	No	Yes	Yes	Yes	Yes
13	Daily log sheet	No	No	No	No	Yes	Yes
14	Nominal Muster Rolls	No	No	No	No	Yes	Yes
15	Return showing the receipt, issues and Balances, material at site	No	No	No	Yes	Yes	Yes
16	Running account bill	No	No	No	Yes	Yes	Yes

Sl. No.	Name of the register	Name of the functionary					
		JD	SG	JG	Chemist	A. Chemist	JWA
17	Segment wise Field Observations & Analysis	No	Yes	Yes			
18	Well inventory schedule	No	Yes	Yes			
19	Vertical electrical soundings	No	Yes	Yes			
20	Report on chemical analysis of water				No	Yes	Yes
21	Report on Bacteriological analysis of water				No	Yes	Yes
22	Information to accompany with water sample				No	Yes	Yes

Chapter 13

AREAS OF INTERFACE

AREAS OF INTERFACE

Possible areas of interface with public and other departments

Sl. No.	Area	Interface with Public	Other Departments
1	Land acquisition	People's representatives, general public and land owners	Revenue department
2	Construction of bridges or causeways across Irrigation canals, streams or drains	Public	Irrigation department for their approval of hydraulic particulars of the canal, stream or drain
3	Implementation of wage employment schemes	Community and beneficiary groups	CEO, ZPP/Dist. Collector
4	J a n m a b h o o m i programmes	Community and beneficiary groups	District Collector
5	Raw water from canals to PWS Schemes	—	Irrigation department
6	Installation of transformers and energisation of pump sets to PWS Schemes	—	Andhra Pradesh Transco
7	Laying of Water supply transmission mains along and across R&B roads	—	R&B Department, National Highways
8	(a) Laying of water supply lines across Railway lines through culverts or bridges	—	Indian Railways

Sl. No.	Area	Interface with Public	Other Departments
	(b) Railway Affecting Tanks	—	Indian Railways
9	External monitoring of water quality of PWS Schemes	—	Medical & Health Department and Institute of Preventive Medicine
10	Telephone facilities	—	General Manager, Telephones
11	Updating the technical skills in the area of Rural Water Supply	Peoples representatives, General Public, NGO's, Gram Panchayats.	National Environmental Engineering Research Institute, Nagpur, National Productivity Council, New Delhi
12	Rural Water Supply & Wage employment schemes like JRY, EAS, etc	Community	Project Director, District Rural Development Authority
13	Rural Sanitation	—	UNICEF, NGOs', Adult Education in education Department
14	Human Resource Development (Training) & IEC.	—	GOI, UNICEF, APARD, NGOs', Adult Education Wing in education Department, Resource persons from various Government Departments.
15	National Informatics Centre Networking (NICNET)	—	National Informatics Centre (NIC).
16	Updating the technical skills in the area of Rural Roads	—	Central Road Research Institute, New Delhi, IRC

Sl. No.	Area	Interface with Public	Other Departments
17	Updating the technical skills in the area of Buildings	—	CBRI, Rorkee, NCCB, SERC
18	Mass communication & Media publicity		1) Commissioner, I & PR 2) Electronic Media Advisory Board 3) Doordarshan

ANNEXURE - I

RELATING TO CHAPTER - 10

PERIODICAL REPORTING - STANDARD REPORTING FORMATS

1. PROGRESS REPORT FOR THE MONTH OF _____
 SECTOR::P.R. ROADS
 PROGRAMME:

District	Opening Balance	Releases	Expen- diture	Balance	Works	Est.cost	Completed	Balance	ARFC
	2	3	4	5	6	7	8	9	10

2. JANMABHOOMI INFORMATION SYSTEM
 DEPT. 17 DEPARTMENT OF PANCHAYAT RAJ (ROADS)
 WORKS

Sl. No.	District	Grounded	Completed	Balance	Yet to paid	Require- ment	Releases	Expdn.	Balance	During month
		No. Value	No. Value	No. Value	No. Value	No. Value	No. Value	No. Value	No. Value	No. Value
		3 4	5 6	7 8	9 10	11 12	13 14	15 16	17 18	19
1	2									

3. APHM & ECRP
(ROADS, BUILDINGS, BRIDGES AND CYCLONE SHELTERS)

As on.....

Sl.	District	Sanctioned	C.V.	Rel.	Expdn.	Balance	Completed	Balance	ARFC
1	2	3	4	5	6	7	8	9	10

4

NABARD

(RIDF- PROGRESS REPORT FOR THE MONTH OF _____)

Sl.	District	Sanctioned	Estimate	Releases	Expdn. Upto L/month	Expdn. during the month	Expdn. Balance	%Expdn. On Releases	%Expdn. On Estimate	Year Expdn	Completed	ARFC	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

5. RURAL WATER SUPPLY

PROGRAMME :: MNP / ARWS

District	Opening	Releases	Expenditure	Balance	Works	Completed	Balance	ARFC
1	2	3	4	5	6	7	8	9

6. RURAL WATER SUPPLY

PROGRAMME :: SUBMISSION PROJECT

Project Name	Sub- mission	Approved project	Central share	State share	Central share	State share	Expenditure/1month	Cumulative Total Expdn	Total Expdn	Requirement for 1999-2000 from GOI		
											Released	Released
1	2	3	4	5	6	7	8	9	10	11	12	13

1. H.R.D.

- I State and Nodal Officers : Executive Director
- II HRD Cell Proposal : Extension of HRD cell
 - a) Whether proposal submitted for the current year
 - b) Date of submission
- III Details of approval and receipt of funds by the state (Since inception)

Year	Approval reference	Released by Govt. of India		Released by State Govt.	
		Reference	Amount (Rs)	Reference	Amount (Rs)

2. (a) FINANCIAL STATUS (AS ON.....)

Period	FUNDS UTILISED (RS. IN LAKHS)						
	Equipment	TRAINING		HRD CELL		Total	
		GRLT	Professional	Central Share	State Share		
1		3	4	5	6	7	

2. (b) FUNDS UTILISATION DURING CURRENT YEAR () upto

Period	FUNDS UTILISED (RS. IN LAKHS)						Total
	Equipment	TRAINING		HRD CELL			
		GRLT	Professional	Central Share	State share		
1		3	4	5	6		7
2							

3. DETAILS OF PHYSICAL ACHIEVEMENTS STAFF POSITION

Sl. No.	Designation	Sanctioned by GOI	Approved by State Govt.	Date of approval	Current Status
1	2	3	4	5	6

4. DETAILS OF PHYSICAL ACHIEVEMENTS EQUIPMENT

Sl. No.	Designation	Sanctioned by GOI	Approved by State Govt.	Date of approval	Current Status
1	2	3	4	5	6

5. TRAINING

Sl. No.	Courses	Physical Achievement		Target for.....		Achievement.....upto.....	
		Batches	Trainers	Batches	Trainers	Batches	Trainers
1	2	3	4	5	6	7	8

6. GRLTP FINANCIAL PROGRESS REPORT

Sl. No.	Name of the District	1996-97			1997-98			1998-99			1999-2000		
		Releases During 96-97	Expdn. during 96-97	Balance as on 1.4.97	Amount available as on 1.4.98	Expdn. during 97-98	Balance as on 1.4.98	Releases during 98-99	Total grant during 98-99	Expdn. during 98-99	Balance as on 1.4.99	Expdn. During 1999-2000 as on 31.7.99	Allocation for 99-2000
1	2	3	4	5	6	7	8	9	10	11	12	13	14

7. GRLTP PHYSICAL PROGRESS REPORT

Sl. No.	Name of the District	1997-98			1998-99			1999-2000				
		No. of Revenue Village	GRLTs target for the year during	GRLTs trained during	Balance to be trained as on	Total target including	GRLTs trained during	Balance to be trained during	GRLTs target for the year	Total Target including spill over	GRLTs trained during as on	
1	2	3	4	5	6	7	8	9	10	11	12	13

8. **SECTOR :: HYDRO GEOLOGY**
PERIODICAL SITE INVESTIGATIONS
 (From Junior Geologist to Joint Director through Senior Geologist)

Sl. No.	Name of the District	Name of RWS Division	Name of The Geologist	No. of sites investigated till the beginning of month		No. of sites to be investigated during the month	No. of sites investigated during the month			Balance sites to be investigated (6 - 7)
				HG	GP		HG	GP	HP	
1	2	3	4	5	6	7	8	9		

9. **PROGRESS REPORT FOR THE MONTH OF _____**

SECTOR : R.W.S.

PROGRAMME : WATER QUALITY TESTING

Sl. No.	No. of samples carried over from previous month	No. of samples received during the month	Total samples (2+3)	No. of samples analysed during the month	Balance to be analysed (4-5)	Remarks
1	2	3	4	5	6	7

№	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1																	
2	№	№	№	№	№	№	№	№	№	№	№	№	№	№	№	№	№
3	№	№	№	№	№	№	№	№	№	№	№	№	№	№	№	№	№

ПРОЦЕДУРА РАБОТЫ С НЕПОДГОТОВЛЕННЫМИ ПЕРСОНАЛОМ

№	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1																	
2	№	№	№	№	№	№	№	№	№	№	№	№	№	№	№	№	№
3	№	№	№	№	№	№	№	№	№	№	№	№	№	№	№	№	№

ПРОЦЕДУРА РАБОТЫ С НЕПОДГОТОВЛЕННЫМИ ПЕРСОНАЛОМ

ANNEXURE - II

RELATING TO CHAPTER - 11

REGISTERS TO BE MAINTAINED

ANNEXURE - II

RELATIVE TO

CHAPTER - III

REGISTERS TO BE MAINTAINED

I. ADMINISTRATION

1. ACQUITTANCE REGISTER

Sl. No.	Name	Name of Post	Amount Claimed	Fines and Stoppage	Income-tax and P.F. Deductions	Net amount payable	Date of payment	Acquittance	Remarks
1	2	3	4	5	6	7	8	9	10

2. CASH BOOK

Cash Book of _____ for the month of _____

Date of Receipt	No. of Vrs. or receipt in Form-3	From whom received etc.	Amount Cash	Bank Treasury	Classification of re-ceipt	Date of payment	To whom paid etc.	Cash	Payments (Bank or Treasury)	No. of Cheque (with No. of Cheque Book)	Amount	Classification of charges
1	2	3	4	5	6	7	8	9	10	11	12	13

3. REGISTER OF CHEQUE BOOK

Number of Book	Name of the Officer using it	Date of the first entry in the cash book	Date of the last entry in the cash book	Date of receipt of counterfoil of the book	Dated initials of the Divisional Accountant when recording the counter foils after examination
1	2	3	4	5	6

4. PAY BILL REGISTER

Sl. No.	Name & Designation	Pay	PP	Spl. Pay	DA	HRA	CCA/BCA	Attender Allow.	Grand Total	GPF Loan	APGLI Loan	G.I. scheme	P.Tax		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Contd.

House Rent	Festival Advance	APCO Advance	Educational Advance	House Advance	Car/MC/Cycle loan	Income Tax	Total Deductions	Net amount Payable	Remarks
17	18	19	20	21	22	23	24	25	26

5. PETTY CASH BOOK

Receipts

Date of Receipt	Voucher No. of	Number of	Particulars	Amount	SI.No. of payment	Remarks	Date of Payment	SI. No	Month and by which Drawn	Particulars	Amount paid	Balance left	unpaid	Daily closing balance	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Payments

6. TREASURY PASS BOOK

Date of Transaction	Nature of Transaction	Challan or Cheque no	Amount received	Amount paid	Balance	Initials of the STO
1	2	3	4	5	6	7

7. CONTRACTORS' LEDGER (Technical)

Name of the Contractor

Dr. :

Debit ::

Cr.

Date and Voucher No.	M.B.No.	Payments to		Date	Work done		Amount	
		Contractor	Rs.		Ps.	By Contractor	Rs.	Ps.
1	2	3	4	5	6	7		

8. TREASURY BILL BOOK (TBR)

Sl. No.	Name and description of the bill	Total amount of the bill	In cash (Net)	By means of bank draft or bankers Cheque	Name of the person to whom the amount is payable	Name of the person who is authorized to encash the claim	Signature of the Drawing Officer	Claim presented in the	Token No. allotted by the Treasury	Amount passed by the Treasury	Signature of STO	Remarks Enca-shed on	Token No. & Date
1	2	3	4	5	6	7	8	9	10	11	12	13	14

9. ESTABLISHMENT AUDIT REGISTER

Orders San-ction- ing Est.	Name of the section if any	Sanctioned Scale Amt	Date from which due	AMOUNT PAID FOR EACH MONTH QUOTATION OF NUMBER AND MONTH VOUCHER												Remarks	
				April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
				Vr. Amt. Vr. Amt. Vr. Amt													

10. LAST PAY CERTIFICATE

Last pay certificate of _____ of the _____ proceeding on duty to _____ at (appointment) _____

He has drawn pay Rs. _____ at the rate of Rs. _____ a month and acting allowance as _____ at the rate of

Rs. _____ amount upto _____ 19. _____

He made over charge of the office of _____ on the _____ noon of the _____ of 19. _____

No. recoveries _____ } are to be made from the pay of this officer

The recoveries noted below _____ }

RECOVERIES

Nature of Recovery _____

Amount Rs. _____

How to be recovered _____ } in one sum

_____ } in _____ instalments

Station _____

Signature _____

Date _____

Designation _____

11. PERIODICAL INCREMENTAL CERTIFICATE

Certified that every officer name below has been either (1) the increment of the appointed/indicated against his name for a period or to less than years since the date in column no. (5) of (if he has been responded misconduct) column (7) after deducting period as shown in col. (8) and (9) and that the increment has not been with-held as a penalty during that period of (2) the incumbent is entitled to the increment shown in extract memorandum attached. Extract from the conduct register relating to the work and conduct of these officers during the personal concerned and the records noted below the submitted

Sl. No.	Name	Appointment	Whether substantive Or acting	Date from which present pay is drawn	Suspended for misconduct present pay duct	Leave without pay or if tenure was officiating any leave	Date from which increment may be given	Scale of pay	Present pay	Amount of increment	Future pay	Whether passed accounts test/ Telugu language Test

The grant of the increment in Col. 13 of Nos.

is sanctioned

Note : Explanatory memorandum in respect of No.s

is attached. The extract should be sent to the Audit officer

Note : When the increment claimed is the 1 to carry a Government servant over an efficient bar. Col. (5) and (10) to (14) should be filled up in red ink.

12. REGISTER OF PROBATIONERS

	1. Name of Post	2. Name of probationer	3. Date of appointment	4. Period of probation prescribed	5. Period of service which counts for probation the post	From	To	From	To
6.					Date of completion of probation if further service is continuous				
7.					Test, if any, to be passed during probation				
8.					Date of submission of probationer's cases for orders of appointing authority as to the probationer's suitability for full membership				
9.					Orders passed				
10.					Remarks				

13. REGISTER OF SERVICE REGISTERS

Name of the Employee	Rank	Date of opening of service Register	Date of receipt of service Register & the Name of the office from which received	Date of last attestation	Remarks
1	2	3	4	5	6

14. REGISTER OF ADVANCES RECOVERABLE

Month and Date of Advance	Name of party advance	Nature of advance	Voucher No.	Amount	Monthly total of advance	Re-payment or Adjustments in												Total Credits	Balance remaining unadjusted at end of year	
						Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

15. REGISTER OF PERMANENT ADVANCES

Sanctioning Order	Officer for whom sanctioned	Amount	Date of drawing	Date of refund	Amount outstanding on the 31 st March with date of receipt of acknowledgement						Remarks		
					Amount	Date of Receipt of Ack.	Amount	Date of receipt of Ack.	Amount	Date of receipt of Ack.		Amount	Date of receipt of Ack.
1	2	3	4	5	6	7	8	9	10	11	12	13	14

16. ABSTRACT REGISTER OF RECEIPTS AND EXPENDITURE

Name of Work & Head of account	RECEIPT												EXPENDITURE													
	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

17. ANNUAL ACCOUNT

Head of Account	ZPP Fund Account	Parishad Education Fund Account	P.R. Engg. Fund Account	Total	Budget Estimate of 199	Remarks
1	2	3	4	5	6	7

18. IMPREST CASH ACCOUNT

Imprest Cash Account of.....

Month and Date	Voucher Number	Transactions	Amount of each payment	Total	Head of Account
1	2	3	4	5	6

19. DETAIL BOOK OF RECEIPTS AND EXPENDITURE

RECEIPT

EXPENDITURE

Date	Amount	Date	Amount	Date	Amount	Date	Amount
------	--------	------	--------	------	--------	------	--------

20. REGISTER OF CHEQUE / MONEY ORDERS RECEIVED BY.....

Date of Receipt	From whom received	Particulars	Amount	Initials of officer authorised to Receive cheque/ money orders	Date when sent to bank for realisation	Date of Credit book	Number of miscellaneous receipts	Initials of Executive
1	2	3	4	5	6	7	8	9

21. REGISTER OF DEPOSITS OF THE.....

Separate pages should be set apart for each class of deposits and for each kind of deposit under each separate class

DEPOSIT REFUNDED OR ADJUSTED IN THE MONTH OF

Sl. No.	Month and date of	Name of Depositor	Designation & Address of Depositor	Particulars of deposit	Amount	Initials of head of officer	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar

Contd.....

Voucher Number and date of Repayment or adjustment	Initials of head of officer	Amount credited to local Funds as lapsed deposit	Balance carried forward to next year	Initials of head of office	Remarks

22. REGISTER OF LAPSED DEPOSITS

Sl.No.	Date of Original Deposit	Particulars of items in the reigister of deposits for the year in which the item was lapsed	Name of Depositor and address of Depositor	Particulars of deposit	Initials of Head of office	Month in which repaid	Vr.No.	Initials of head of office	Remarks	
1	2	3	4	5	6	7	8	9	10	11

23. GRANTS APPROPRIATION REGISTER

Name of the Grant:
 Source of grant i.e. Head of Govt. Account
 Major Head

Minor Head
 Sub Head
 Detailed Head

AUTHORITY WITH G.O.NO. AND DATE OF PROCEEDINGS SANCTIONING THE GRANT

RECEIPTS

EXPENDITURE

Grant/Drawn Date Amount	Total of Grant re-leased during the Year	Unspent balance of the previous year	Total columns (3)&(4)	Details of Expenditure		Deduct cash contri bution released	Net Expdn. i.e. columns (8)minus(9)	Progress total	Balance	Details of refund to State Fund				
				Vr.No. & Date	Purpose Amount					Challan No. & Date	Head of Account (Govt)	Amount refunded		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

24. TRANSFER ENTRY REGISTER

Date	Voucher Number	Particulars of each transaction	DEBITED Head	Amount	Head	CREDITED Amount	Reasons for transfer of entry	Month of account in which adjustment is made	Transfer entry Number	Initials of Accountant	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

25. STOCK ACCOUNT OF STATIONARY

Date of Receipt	From whom received	Value	Lr.No. & date	Number received	Issues Date	Authority	Acknowledge of the receiver	Balance on hand	Remarks	
1	2	3	4	5	6	7	8	9	10	11

26. STOCK ACCOUNT OF FORMS

Sl. No. of the form	Description Form No	Date of receipt	From whom received	Value	Lr.No. & date received	Number received	Issues ----- Date Number	Authority	Acknowledge of the receiver	Balance on hand	Remarks		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

27. STOCK REGISTER OF MEASUREMENT BOOKS

Note : As soon as a supply of measurement books is received, the books should be consecutively numbered and each book entered separately in columns (1) to (3); of the register. As the several books are issued, the necessary particulars should be entered in columns (4) to (7). The Engineer should periodically verify stock and see the measurement books are eventually returned for record in his office.

RECEIPTS

Date	From whom Received	Serial No. of books	Date	Name of officer	Rank	Range	Initials of receiving officer or despatching clerk	Date of final return	Initials of Head accountant	Initials of Engineer	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

28. STOCK REGISTER OF TOOLS AND PLANTS AND OFFICE FURNITURE

Item No.	Name of article	Stock in store in whole range or district											
		Opening Balance	Received during the year			Lost or sold etc.			Closing balance				
		No.	Month	Vr.no.	if any	No.	Month	Nature of Disposal	Authority for write off if any or date of credit in the Cash Book	balance	Dist or Range	balance	
1	2	3	4	5	6	7	8	9	10	11		12	

Contd...

Inter-Departmental transactions showing stock in store of range officer or Engineer

Opening Balance In Store	Issued to or received back in to store from subordinates	Range or subordinate or contractor		Closing balance in store	Remarks
		Issues No.	Receipts No.		
12		13	14	15	16

29. ATTENDANCE REGISTER FOR THE MONTH OF..... YEAR.....

Sl.No.	Name	Designation	Salary	Dates	Leave particulars (Balance)
1	2	3	4	5	6

30. LOG BOOK FOR MOTOR VEHICLES

Date	STARTING	RETURN	Miles done	Purpose of Journey	Petrol in tank	Petrol issued	Speedo meter reading	Miles run since last issue of petrol	Miles per Gallon		
	Time Speedo Meter Reading	Time Speedo meter reading									
1	2	3	4	5	6	7	8	9	10	11	12

31. REGISTER OF AUDIT OBJECTIONS

A.G.'s Audit objection on the monthly account		Outstanding objection in A.G.'s Audit report								
Sl. No.	No. pending at the beginning Of the month/ quarter	No. received during the month/ quarter	Total No. disposed off during the month/quarter	Balance		Total No. disposed off during the month/quarter	Balance			
				No. pending at the beginning Of the month/ Quarter	No. received during the month/ quarter					
1	2	3	4	5	6	7	8	9	10	11

Contd.....

Outstanding objection in departmental audit report		Outstanding objection L.F. Examiner's audit reports								
Sl. No.	No. pending at the beginning Of the month/ quarter	No. received during the month/ quarter	Total No. disposed off during the month/quarter	Balance		Total No. disposed off during the month/quarter	Balance			
				No. pending at the beginning of the month/ Quarter	No. received during the month/ quarter					
12	13	14	15	16	17	18	19	20	21	22

32. REGISTER OF ENCROACHMENTS

Note : This Register is intended for recording all encroachments on Roads other Forambokes within Municipal areas. Whether permanent or temporary but such encroachments as pendals. storing building materials. etc., should be recorded in a separate volume of the same Form)

Sl. No.	Ward. Block Street Village	Survey No.	Description of property encroached upon	Name and address of encroacher	Nature of encroachment	Extent of encroachment	Date of receipt of report regarding encroachments	From when received number & date	Action taken with date whether objectionable or not	If objection taken with date CMO	Reference or replies received with dates	Summary of further action taken with	Final disposal together with the number and date of licence granted if any
1	2	3	4	5	6	7	8	9	10	11	12	13	14

33. STAMP ACCOUNT BOOK

Date of receipt	Value of stamps purchased	Persons of officer/to whom the letter or Documents was Despatched	Particular of papers despatched	Date of despatch	Value of stamps affixed on each cover	Total value of stamps for the day	Balance stamps available at the end of each day	Initials of the Officer
1	2	3	4	5	6	7	8	9

34. DESPATCH REGISTER (OUTWARD)

Sl. No.	To whom it is addressed	Letter No. and date with enclosures if any	Cost of postage stamps affixed	Date of despatch	Signature of the messenger who took covers for delivery	Signature of the receiving authority
1	2	3	4	5	6	7

35. INWARD REGISTER

Inward Register of the.....

Sl. No.	Date	Reference No. with if any	From whom it is Received	To whom it is marked (case worker)	Date of report by the case worker with acknowledgement
1	2	3	4	5	6

II. TECHNICAL

36 ANNUAL REGISTER OF RECEIPTS AND ISSUES AND BALANCES OF MATERIALS AT SITE ACCOUNT

Sl. No.	Name of Work	Description Of materials	Ref to item number in the register (Form)	Opening balance	RECEIPTS Receipts . Ref to Dr. Vr. Issues during the no. & date month	ISSUES Ref to Vr.No. & date in which Labour charges paid	Closing balance	Remarks		
1	2	3	4	5	6	7	8	9	10	11

37. ANNUAL VERIFICATION STATEMENT OF ROAD METAL AND OTHER MATERIAL

Note : Only columns 1 to 3 are to be filled in by the Overseer or other Measuring officer the remaining columns are intended for use in the Engineer's office. The names of the roads works should be written above the details across the columns

Miles	Description	Actual quantity Of materials as per measure- ment	Account balance as per monthly metal returns	Difference between columns(3&4)	Value of difference	Explanation of difference remarks of Engineer to action to be taken	How finally disposed of
1	2	3	4	5	6	7	8

38 MONTHLY LOG REPORT OF HEAVY VEHICLES

Name of District

Name of the Division

Monthly Log Report of Roller/Lorry No. *Make-For the fortnight ending.....19

Particulars	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
-------------	---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Starting time

Closing time

Starting mileage

Closing mileage

Mileage for the day/hour worked

Fuel consumed
 Oil, Grease, etc., consumed
 Materials conveyed
 Number of trips
 Total weight of materials conveyed
 Out turn in ton miles / Fgs
 Spread/F/S.ft/C.ft.
 Amount of hire or debit

Statement of Expenditure		Statement of Revenue		Abstract for the Fortnight	
Particulars	Cost	Name of work	Name of contractor	Amount of hire or debit	
Fuel					No. of days worked
Oil and other consumables					Miles run/hours worked
Sevicing charges					Fuel used
Repairs and replacements					Fuel consumption
Taxation licence					Miles per gallon
Crew charges					Gallons per day
Other charges					Ton-miles
Total					Fgs. Spread
					F/SFT/CFT
					Remarks

39. REGISTER OF AGREEMENTS

Sl. No. Work	Name of Contractor	Amount of Estimate	Contract Amount	Agreement from adopted L.S/K2	Tender Percentage	Competent Authority	Security Deposits EMD & A/S	Connected documents	Date of execution of Agrt.	Date of acceptance of Agrt. By the competent Authority	Time and date fixed for completion of work	Remarks	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

40. REGISTER OF BUILDINGS

Sl. No.	Particulars of property description with details of every detailed Structure	Year of construction or purchase or transfer to and from the department	Holding administrative of building	Charge	District	Taluk	Non Residential/ Residential Door no.	Progressive total	Constructed or purchased	Maintenance
1	2	3	4	5	6	7	8	9	10	11

Contd.....

Original	How used from time	Standard Rent	Foundations	Walls	Roof	Floor	No. of storeys	Superficial plinth area including	Cubical contents	Rates and taxes paid amount Vr. No.	Remarks	Signature and designation of officer
1	2	3	4	5	6	7	8	9	10	11	12	13

41. REGISTER OF BRIDGES AND CULVERTS

Sl. No. of culvert	Name of Bridge	Situation mile and furlong and	ownership	District Board or P.W.D.	Year of construction	Class of Bridge A, B, C, or land loading or which beam girders or arch are designed	Type of bridge or culvert beam plate or trussed girder arched suspension (Nature of material and full particulars of sub-structure and super structure
1	2	3	4	5	6	7	8

Annexure-II

Contd.....

Nature of soil, sub-soil with department of Joints nature of soils on which Foundation rest maximum velocity of River type of flooring, if any etc.	Clear width between kerbs	Road way over bridge	Height of Bridge		Clear span in feet	Piers in feet	Abutment in feet	Wings in feet	Total	
			Type of thickness of road surface	Nature of soil protection parapet or hard soil						From bottom of foundns (LS) level to top road way
9	10	11	12	13	14	15	16	17	18	19

Contd.....

Cost of Construction	Rate per level foot	Name and Designation of officer inspecting the bridge and date of inspection	Remarks about condition and nature of repairs proposed to approximate cost	Name of repairs executed and date of inspection	Cost of repairs	Remarks about the condition after repairs
20	21	22	23	24	25	26

42. REGISTER OF CONTRACTORS

Sl.No	Name of the Contractor	Address	Money limit of subsisting contracts which can be safely entrusted to him	Whether fit for supply of materials only or for road works or for masonry works in general	Whether suitable for any local area only or any wherein Dist	Remarks (vide Rule 4(27))
1	2	3	4	5	6	7

43. REGISTER OF ESTIMATES RECEIVED

Sl.No.	Current No.	From whom received	Name of work	Estimated cost	Admn. Sanct No. & Date	If approved Sanctioned Date & Amt.	If returned to whom Date	Remarks
1	2	3	4	5	6	7	8	9

44. REGISTER OF ESTIMATES TECHNICALLY SANCTIONED

Sl. No.	Name of the P.S.&Dist/ sub-Divn.	Name of the Work	Estimate Amount in case of R.E. the O.E amount has also to be shown as OE/RE.	T.S.No. & date	Source of Funds	Admn. Sanctn. No. & Date	S. No. of estimates received	Dated initials of officer	Remark
1	2	3	4	5	6	7	8	9	10

45. REGISTER OF FRUIT-BEARING AVENUE TREE IN THE TALUK OF FOR THE YEAR.....

Sl.No.	Name of Road	Mile Number	Name of Fruit bearing trees in the road	Total Number of each kind of tree	Remarks
1	2	3	4	5	6

46. REGISTER OF MISCELLANEOUS RECOVERIES

Item No.	Number and date of authority Recovery	Substance of Order Nature and Particulars of recovery and of the Account concerned	Dated initials	Note of recoveries made against each order	Dated initials of Divisional Accountant	Remarks						
							From whom due	Due date of recovery	Divisional Accountant	Number of Vr. Or Account	Month	Amount
1	2	3	4	5	6	7	8	9	10	11	12	13

47. REGISTER OF MISCELLANEOUS SANCTIONS

Item No. & authority	Number. date & authority order	Substance of order	Amount of sanction	Dated initials of Divisional Accountant	Note of expenditure incurred each sanction from time to time	Dated initials of Divisional Accountant	Remarks		
								Number of vouchers	Month
1	2	3	4	5	6	7	8	9	10

48. REGISTER OF MINOR IRRIGATION TANKS

Taluk _____ village _____ Survey No. _____ Name _____ Capacity _____ Class _____

Name of source _____

Name of minor basin and the No. of page in the Tank Restoration scheme _____

Descriptive memoir book in which a description of the work is given _____

Total Irrigation ayacut Assessment _____

Acres Rs. Acres Rs. Acres Rs. Acres Rs.

Year of Sanction of Estimate	Number and date of sanction of estimate & its nature i.e. original Works or repairs and maintenance	Brief description of nature of repair	Amount of estimate and year in which funds were actually allotted	Amount actually spent in	Extent irrigated and revenue realized					
					Year	Year	Year	Extent irrigated	Revenue realised	
1	2	3	4	5	6	7	8	9	10	11

49. REGISTER OF P.W.S. SCHEMES

Sl. No.	Name of the Block	Name of the Village	Population	Estimated cost & year of sanction	Completion cost	Date of handing over to panchayat after completion	Location of public fountains	Daily average supply	Monthly maintenance cost	Details of source	Capacity of motor	Capacity of OHSR/ GLSR
1	2	3	4	5	6	7	8	9	10	11	12	13

50. REGISTER OF ROADS

Sl. No.	Name of road	Length	Whether metalled or not	Whether renewed or specially repaired	Particulars of mile & furlong	Whether renewed or specially repaired	Particulars of mile & furlong	Whether renewed or specially repaired	Particulars of mile & furlong	Whether renewed or specially repaired	Particulars of mile & furlong	
1	2	3	4	5	6	7	8	9	10	11	12	13

51. REGISTER OF WORKS

Name of work and authority
Estimate
Appropriations for the year

Month etc. revisions year	Expenditure brought forward if any	EXPENDITURE DURING THE MONTH		Dated initials of BDO/Engr to transactions of the month	PROGRESSIVE EXPENDITURE		Dated initials of BDO/Engineer to transactions of the month		
		Total value of work done	Suspense accounts changes		Total value of work done	Suspense accounts charges			
1	2	3	4	5	6	7	8	9	10
April									
May									
June									
July									
August									
September									
October									
November									
December									
January									
February									
March									

52. REGISTER OF WORKS BILLS

Note: Dates should be neatly entered in their proper column thus 20-06-99, 25-06-99, 30-06-99 and so on. The interval between the different stages should be entered in red ink between the two corresponding dates)

Name of the Contractor And the name of the	Amount of Bill	Date of Measure- ment by Sect- ion officer	Date of Submi- ssion of bill by Section to sub- Division office	Date of check- measurement by Sub-division office	Date of submi- ssion by Division officer to Division officer	Date of rece- ipt by the sub- division officer after comple- tion of action in Divn..	Date of payment	Re- marks
1	2	3	4	5	6	7	8	9

53. REGISTER OF WORKS CHECKMEASURED AND SUPER CHECKMEASURED

Sl.No	Date of Checkmeasurement or Supercheckmeasured	Name of work	Reference to M.B. No. and page	Remarks
1	2	3	4	5

54 REGISTER OF WELLS

Sl.No.	Name of the Village	Number of wells Constructed with the Name of the localities	Year of construction	Depth of the well	Water column in summer	Cost of construction	Reference to M. Book
1	2	3	4	5	6	7	8

55 ROAD CHART

Name of the Road	3	4	5	6	7	8
------------------	---	---	---	---	---	---

Position of quarries

	Lead		Rate/Cum	
	KM	HM	Rs.....Ps.	
1. Granite Metal				
2. Hard metal				
3. Sling				
4. Gravel				
5. Sand				

KM & HM	Surface as on	Renewals done in	Proposals for	Condition of the road	Feature	M.F.
	1.4.99	the years	the years			

1						
2	3					
3						

56 ROAD METAL RATE BOOK

RATE TABLE SHOWING THE LOWEST RATES AT WHICH METAL CAN BE SUPPLIES TO THE ROAD SIDE THROUGHOUT THE DIVISION

Number of Miles	Quarry from which dug	Distance carried	Rate for carrying per mile	Rate per 100 Cubic feet		Remarks
				Digging and stacking At road side	Carriage Total	
1	2	3	4	5	6	7 8 9

57. SUSPENSE REGISTER

Item No.	Month from which transaction dates	Particulars of items (with authority) where necessary	Opening balance of the year	APRIL 199		MARCH 199		MARCH SUPPLEMENTARY		How adjusted (and other remarks where necessary)
				Debits/ Credits	Closing Balance	Debits/ Credits	Closing Balance	Credits/ Debits	Closing balance	
1	2	3	4	5	6	7	8	9	10	11

Note : This information should be maintained month wise shown in col. 5 to 7 (12 months)

58. TENDER REGISTER

(Approved in G.O.Ms. No. 717. Plg & P.R. (San. III) Dept. date 4.7.63)

Name of work
Estimated amount of the contract
Total Number of tenders received

Sl.No.	Name of the Tenderer	Whether registered contractor or not and if registered the serial no. in the register of contract	Tender percentage	Amount of deposit	Engineer's recommendation	Orders of the authority competent to accept the tender
1	2	3	4	5	6	7

59. TENDER SCHEDULES REGISTER :

Sl.No.	Number of schedules Prepared	Initials of the officer	Hand over to Head clerk	Returned to drawing branch	Hand over to record room
1	2	3	4	5	6

Note : Enter on the list of contractors registered in Z.P. under various categories

60. REGISTER OF GRANTS FROM CENTRAL GOVERNMENT

Name of the Grant :

Source of grant i.e. Head of Govt. Account

Major Head

Minor Head
Sub Head
Detailed Head

AUTHORITY WITH G.O.NO. AND DATE OF PROCEEDINGS SANCTIONING THE GRANT

RECEIPTS

EXPENDITURE

Grant Drawn	Total of Grant re Leased During the Year	Unspent balance of the previous Year	Total columns (3)&(4)	Details of Expenditure		Deduct cash contribution released	Net Expdn. i.e. columns (8)minus (9)	Progress total	Balance	Details of refund to State Fund				
				Vr.No. & date	Purpose Amount					Challan No. & Date	Head of account refunded (Govt)	Amount		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

ANNEXURE - III

RELATING TO CHAPTER - 12

FORMATS FOR CORRESPONDENCE/ CERTIFICATES

1. ABSTRACT OF MONTHLY ACCOUNT

Sl. No.	Name of Grant	O.B. as on 1.4.19.....	RECEIPTS			Total
			Upto the end of month	During the month	Total	
1.	2	3	4	5	6	7

Contd...

Total Including O.B.	EXPENDITURE			Remarks
	Upto last Month	During the month including advances given towards if any	Total Expenditure	
8	9	10	11	12

ARTICLES OF AGREEMENT

Articles of agreement made this.....day of 19.....between His Excellency the Governor of Andhra Pradesh (hereinafter called the governor which expression shall where the context so admits include his successors in office and assigns) on the One part and of..... (hereinafter called the contractor which expression shall where the context so admits include his heirs, executors, administrators and legal representatives) of the other part.

WHEREAS the Government of Andhra Pradesh (hereinafter called the government) are desirous of..... and have caused an estimate of probable quantities contained Schedule-A drawings and specifications describing the work to be done to be prepared.

AND WHEREAS the said Schedule-A, drawings numbered serially 1 to inclusive...(ScheduleB) and the specifications (Schedule-C) have been signed by or on behalf of the parties hereto.

AND WHEREAS the Contractor has agreed to the retention by the government of earnest money of Rs..... paid by him when he submitted his tender as security for the due fulfillment of the contract to the satisfaction of the Executive Engineer or in the alternative as the Executive Engineer may direct to deposit as security for the aforesaid purpose Government securities, municipal debentures, bearer debentures issued by the Trustees purpose of the port of..... or Post office cash certificate of the nominal value of Rupees..... duly endorsed to or registered in or transferred to the name of the Executive Engineer (with the previous sanction of the Head Postmaster in the case of the last mentioned security) as the case may require to perfect such security.

AND WHEREAS the contractor has deposited with the Executive Engineer the sum of Rupees.....In cash as additional security for the due fulfilment of the contract to the satisfaction of the Executive Engineer.

AND WHEREAS the contractor has delivered to and deposited with an endorsed over to the Executive Engineer. Government securities to the extent of Rupees.....of which the numbers, amounts and other particulars are set forth in the margin here to as additional security for the due fulfilment of the contract to the satisfaction of the Executive Engineer.

AND WHEREAS the Contractor has endorsed over and delivered to the Executive Engineer municipal debentures to the value of Rupees.....the numbers and particulars of which are set forth in the margin hereto and such endorsement has been registered in the office of.....as additional security for the due fulfillment of the contract to the satisfaction of the Executive Engineer.

AND WHEREAS the Contractor has delivered to the Executive Engineer bearer debentures issued by the Trustees of the Port of.....of the value of.....equivalent to Rupees.....the numbers and particulars of which are set forth in the margin hereto as additional security for the due fulfillment of the contract to the satisfaction of the Executive Engineer.

AND WHEREAS the contractor has deposited in thebank at.....the sum of Rupees.....in the name of the Executive Engineer and has obtained a receipt bearing No.....dated.....made out in the name of the Executive Engineer and the same is now standing to the credit of the Executive Engineer and is withdrawable by him on demand as additional security for the due fulfillment of the contract to the satisfaction of the Executive Engineer.

AND WHEREAS the Contractor is the holder of Post Office cash certificates and Defence Savings Certificates of the value of Rupees.....which have been registered in the Post Office at.....particulars of which are set forth in the margin hereto and whereas the contractor has deposited with and transferred to the Executive Engineer the said certificates the previous sanction of the Head Postmaster ofPost office in which the certificates have been registered having been obtained as Additional Security for the due fulfillment of the contract to the satisfaction of the Executive Engineer.

AND WHEREAS the parties have further agreed that the sum of Rs.....paid by the contractor at the time of submission of the tender and now retained by the government as security for the due fulfillment of the contract and the further sum of Rs.....paid in cash as additional security for the like purpose aggregating to Rs..... may at any time at the option of the contractor and at his request be invested in approved securities at the description of the Government after ascertaining and in confirmity as far as possible with the wishes of the contractor, but at the sole risk of the contractor.

AND WHEREAS the Contractor has also signed the copy of the Andhra Pradesh Detailed standard specifications and addenda volume thereto maintained in the.....Division office in acknowledgement of being bound by all the conditions of the clauses of the Standard Preliminary Specification and all the standard specifications for items of works described by a standard Specification number in Schedule-A.

AND WHEREAS the Contractor has agreed to execute upon and subject to the conditions set forth in the Preliminary Specification of the Andhra Pradesh Standard Specifications and such other conditions as are contained in all the specifications forming part of this contract (hereinafter referred to as "the said conditions") the works shown upon the drawings and described in the said specifications and set forth in Schedule-A as the "Probable quantities and comply with the rate of progress noted at the end of this Articles of Agreement for a sum of Rs.....or such other sum as may be arrived at

under the clauses of the Standard Preliminary Specification relating to payment on lump-sum basis or by final measurement at unit prices”.

Now it is hereby agreed as follows:

- (1) In consideration of the payment of the said sum of Rupees.....or such other sum as may be arrived at under the clause of the Standard Preliminary Specification relating to payment on lumpsum basis or by final measurement at unit prices. the contractor will, upon and subject to the said conditions, execute and complete the works shown upon the said drawing and described in the said specifications and to the extent of the probable quantities shown in the Schedule-A with such variations by way of alterations of, additions to, or deductions from the said works and method of payment therefor as are provided for in the said conditions.
- (2) The term Executive Engineer in the said conditions shall mean the Public Works office in charge of the Divisions having jurisdiction for the time being over the work, who shall be competent to exercise all the powers and privileges reserved herein, in favour of the Government with the previous sanction on or subject to ratification by them in cases where such sanction or ratification may be necessary.
- (3) The arbitrator for fulfilling the duties set forth in the arbitration clause of the Standard preliminary Specifications shall be the Superintending Engineer of Circle.
- (4) Time shall be considered as of the essence of the agreement and the Contractor here by agrees to commence the work as soon as the agreement is accepted by competent authority as defined by the Andhra Pradesh Public Works Department Code and the site (or premises) is handed over to him as provided for in the said conditions and agrees to complete the work within.....months from the date of such handing over of the site (or premises) and to show progress as defined in the tabular statement “Rate of Progress” below, subject nevertheless to the provisions for extension of time contained on clause 59 of the Standard Preliminary Specification.
- (5) The said conditions shall be read and construed as forming part of this agreement and the parties hereto will respectively abide by and submit themselves to the conditions and stipulations and perform the agreements on their parts, respectively.
- (6) Upon the terms and conditions of this agreement being fulfilled and performed to the satisfaction of the Executive Engineer, the security deposited by the contractor as herein before recited or such portion thereof as he may be entitled to under the said conditions shall be returned to the Contractor as provided in clause 68 of the Preliminary Specification to Andhra Pradesh Standard Specifications.

In witness where of the Contractor.....has hereunto set his hand and..... acting on behalf of and by the order and direction of His Excellency the Governor of Andhra Pradesh has hereunto set his hand the day and year first above written.

Signed by Contractor

Address

In the presence of witness

Signed by on behalf of Government

Designation

In the presence of witness

RATE OF PROGRESS

The following rate of progress and proportionate value of work done from time to time as will be indicated by the Executive Engineer's certificates of the value of work done will be required.

Date of commencement of this programme will be the date on which the site (or premises) is handed over to the Contractor.

Note : The periods to be entered for the purpose of defining the rate of progress may be fixed by the Superintending Engineer or the Executive Engineer to suit each case.

Schedule A- Schedule of rates and approximate quantities

- (a) The quantities here given are those upon which the lump-sum tender cost of the work is based, but they are subject to the alterations, omissions, deductions or additions as provided for in the conditions of this contract and do not necessarily show the actual quantities of work for in the conditions of this contract and do not necessarily show the actual necessary quantities of work to be done. The unit rates noted below are those governing payment of extras or deductions for omissions according to the conditions of the contract, as set forth in the Preliminary Specification of the Andhra Pradesh Standard Specifications and other conditions or specifications of this contract.

It is to be expressly understood that the measured work is to be taken net (not withstanding any custom or practice to the contrary) according to the actual quantities when in place and finished according to the drawings or as may be ordered from time to time by the Executive Engineer and the cost calculated by measurement or weight, at the respective prices, without any additional charge for any necessary or contingent works connected therewith. The rates quoted are for works in situ and complete is every respect.

Item No.	Probable Quantity (Figures)	Description of work	A.P.S.S Number	Rate		Unit words	Amount figures
				Words	Figures		

Signature of Contractor

<p>మూడు ప్రతి TRIPPLICATE ఖజానా నెం. TREASURY/Sub-Treasury ఆంధ్రప్రదేశ్ ప్రభుత్వం GOVERNMENT OF ANDHRA PRADESH ఖజానా పత్రాసు TREASURY CHALLAN No.</p>	
<p>పెద్ద పట్టె Major Head</p>	
<p>ఉప పెద్ద పట్టె sub-Major Head</p>	
<p>చిన్న పట్టె Minor Head</p>	
<p>సామాన్య ఉప పట్టె Group Sub-Head</p>	
<p>ఉప పట్టె Sub-head</p>	
<p>సమగ్రమైన పట్టె Detailed Head</p>	
<p>ఉప సమగ్రమైన పట్టె Sub-detailed head</p>	
<p>మొత్తం రూ. /Amount Rs. ఆక్షరాల రూ. in words Rupees డిపాజిటరారు పేరు, చిరునామా Remitter's Name & Address దేని విషయము నైతము జమచేయబడినది Purpose for which the amount is deposited జమ చేయుటకును కొరవ ప్రభుత్వ అధికారి Officer at whose instance Amount is deposited</p>	
<p>పేరి Head of Account verified</p>	
<p>Date Signature of the Remitter S.T.O./T.O.</p>	
<p>ఆక్షరాల రూ. Received Rs..... వాడు త్వార / డి.డి. త్వార / చెక్ త్వార by cash/D.D.No./Cheque No.....</p>	
<p>యస్.టి.డి./బ్యాంకు మేనేజర్ S.T.O./BANK MANAGER</p>	
<p>Note: Separate challan should be used for each detailed head.</p>	

<p>రెండు ప్రతి DUPLICATE ఖజానా నెం. TREASURY/Sub-Treasury ఆంధ్రప్రదేశ్ ప్రభుత్వం GOVERNMENT OF ANDHRA PRADESH ఖజానా పత్రాసు TREASURY CHALLAN No.</p>	
<p>పెద్ద పట్టె Major Head</p>	
<p>ఉప పెద్ద పట్టె sub-Major Head</p>	
<p>చిన్న పట్టె Minor Head</p>	
<p>సామాన్య ఉప పట్టె Group Sub-Head</p>	
<p>ఉప పట్టె Sub-head</p>	
<p>సమగ్రమైన పట్టె Detailed Head</p>	
<p>ఉప సమగ్రమైన పట్టె Sub-detailed head</p>	
<p>మొత్తం రూ. /Amount Rs. ఆక్షరాల రూ. in words Rupees డిపాజిటరారు పేరు, చిరునామా Remitter's Name & Address దేని విషయము నైతము జమచేయబడినది Purpose for which the amount is deposited జమ చేయుటకును కొరవ ప్రభుత్వ అధికారి Officer at whose instance Amount is deposited</p>	
<p>పేరి Head of Account verified</p>	
<p>Date Signature of the Remitter S.T.O./T.O.</p>	
<p>ఆక్షరాల రూ. Received Rs..... వాడు త్వార / డి.డి. త్వార / చెక్ త్వార by cash/D.D.No./Cheque No.....</p>	
<p>యస్.టి.డి./బ్యాంకు మేనేజర్ S.T.O./BANK MANAGER</p>	
<p>Note: Separate challan should be used for each detailed head.</p>	

<p>అనుబంధ ప్రతి ORIGINAL ఖజానా నెం. TREASURY/Sub-Treasury ఆంధ్రప్రదేశ్ ప్రభుత్వం GOVERNMENT OF ANDHRA PRADESH ఖజానా పత్రాసు TREASURY CHALLAN No.</p>	
<p>పెద్ద పట్టె Major Head</p>	
<p>ఉప పెద్ద పట్టె sub-Major Head</p>	
<p>చిన్న పట్టె Minor Head</p>	
<p>సామాన్య ఉప పట్టె Group Sub-Head</p>	
<p>ఉప పట్టె Sub-head</p>	
<p>సమగ్రమైన పట్టె Detailed Head</p>	
<p>ఉప సమగ్రమైన పట్టె Sub-detailed head</p>	
<p>మొత్తం రూ. /Amount Rs. ఆక్షరాల రూ. in words Rupees డిపాజిటరారు పేరు, చిరునామా Remitter's Name & Address దేని విషయము నైతము జమచేయబడినది Purpose for which the amount is deposited జమ చేయుటకును కొరవ ప్రభుత్వ అధికారి Officer at whose instance Amount is deposited</p>	
<p>పేరి Head of Account verified</p>	
<p>Date Signature of the Remitter S.T.O./T.O.</p>	
<p>ఆక్షరాల రూ. Received Rs..... వాడు త్వార / డి.డి. త్వార / చెక్ త్వార by cash/D.D.No./Cheque No.....</p>	
<p>యస్.టి.డి./బ్యాంకు మేనేజర్ S.T.O./BANK MANAGER</p>	
<p>Note: Separate challan should be used for each detailed head.</p>	

4

COMPLETION REPORT

Sl. No.	Description of items of work	As per Sanctioned Estimate			As per work done Estimate			Excess	Less	Remarks (Reasons for deviations)
		Qty	Rate	Amount	Qty.	Rate	Amount			
1	2	3	4	5	6	7	8	9	10	11

6

TRANSFER ENTRY ORDER

(See Chapter VIII Paragraphs 241 to 253 of the Madras P.W. Account Code)

Dated

Particulars of the Transaction with reasons for the proposed Adjustment	DEBITS		CREDITS		Remarks
	Name of work or head of the A/c	Amount	Name of works Head of the A/c	Amount	
1	2	3	4	5	6

1. Certified that the materials are in good condition at the time of transaction
2. Certified that the materials are taken into account in the month of.....
3. Certified that no expenditure/expenditure of Rs.....has been incurred during transaction of materials
4. The date of transfer is.....

Countersigned
Executive Engineer/Secretary
Zilla Parishad

Assistant Engineer/Manager

Date
Divisional accountant/Accounts Officer
Date

(Officer initiating the transfer entry)

ఆంధ్రప్రదేశ్ ఖజానా నియమావళి నమూనా-58

(APTC Form-58)

ఓచరు జతపరిచిన కంటింజెంటు బిల్లు

నెం.....

**FULLY VOUCHER CONTINGENT BILL
FOR THE MONTH OF..... 19**

జిల్లా/Dist.....

టోకెన్ నెంబరు/Token No.....

కార్యాలయం బిల్లు నెంబరు/D.D.O's T.B.R. No.....

ఓచరు. నెంబరు/VOUCHER No.....

కార్యాలయము OFFICE (DDO)	<input type="text"/>	ఖాతాపర్చు.....(ఓటు వేసినది/చార్జి వేసినది) Head of Account (Voted/Charged)
ఖజానా/ఉప ఖజానా/పి.ఎ.ఓ. TREASURY/SUB. TRY/PAO	<input type="text"/>	పెద్ద పర్చు Major Head <input type="text"/>
బ్యాంకు/BANK	<input type="text"/>	ఉపపెద్ద పర్చు Sub-Major Head <input type="text"/>
ప్రణాళికేతరం/ప్రణాళిక NON-PLAN/PLAN		చిన్న పర్చు Minor Head <input type="text"/>
		సామూహిక ఉప పర్చు Group Sub-Head <input type="text"/>
		ఉప పర్చు Sub-Head <input type="text"/>
		సవివరమైన పర్చు Detailed Head <input type="text"/>
		ఉప సవివరమైన పర్చు Sub-Detailed Head <input type="text"/>

ఈ బిల్లు మొత్తాన్ని రూ..... (అక్షరాల.....)
.....
.....రూపాయలు మాత్రమే).....కు నగదు/చెక్కు/డ్రాఫ్టు/
సర్దుబాటు ద్వారా చెల్లించండి.

పైకం ముట్టినది.
డ్రా చేసే అధికారి

FOR USE IN TREASURY/PAY & ACCOUNTS OFFICE

Pay Rs.....(Rupees.....)

..... only) by Cash/Cheque/Draft/Adjustment.

Treasury Officer/Pay Accounts Officer

ఈ బిల్లులో క్లెయిం చేసిన పైకం వివరాలు
PARTICULARS OF AMOUNT CLAIMED IN THIS BILL

సబ్ ఓనరు సంఖ్య వివరాలు No. & Description of Sub-Voucher	వ్యయం వివరాలు మొత్తాన్ని మంజూరు చేసేందుకు ఇచ్చిన ఉత్తర్వు నెం. Details of expenditure and authority of Sanction drawal of amount	రూ తది	మొత్తం Amount
Total Rupees			Only

బడ్జెట్ వివరాలు
Particulars of Budget

1.సంవత్సరానికి బడ్జెట్ కేటాయింపు Budget allotment for the year	రూ..... Rs.
2. ఈ బిల్లులో సహా అయిన వ్యయం..... Budget allotment for the year	రూ..... Rs.
3. నిలువ..... Balance	రూ..... Rs.

రూ చేసే అధికారి
Drawing Officer

FOR USE IN A.G.S. OFFICE

7 (I) DETAILED MEASUREMENT SHEET

Sl. No.	Description of item of work	Measurements				Quantity	Rate/per	Amount
		Nos.	L	B	D			
1	2	3	4	5	6	7	8	9

7 (II) ABSTRACT ESTIMATE

Sl. No.	Description of item of work	Quantity	Rate/per	Amount
1	2	3	4	5

8 REGISTER OF INCREMENT CERTIFICATE

Sl. No.	Name	Designation	Scale of pay	Date of increment	Present pay	pay after increment	Date of sanction	Initials of Officer
1	2	3	4	5	6	7	8	9

Detailed Bill of Contingent Charges

No.....

Note : This form should in the case of bills countersigned by the Controlling Officer before payments

District	Detailed Bill of Contingent charges of..... for the month of 19	Voucher No. of list payments for 19		
	Head of Service			
Member of Sub-Voucher	Description of charge and number and date of authority for all charges requiring special sanction			Amount
	Carried over			

Number of Sub Voucher	Description of change and number and date of authority for all Changes requiring special sanction	Amount	
		Rs.	P.
	Brought forward		
Total Rs.	() Rupees		

(1) I Certify that the expenditure included in this bill could not with due regard to the interest of the public service, be avoided. I certify that to the best of my knowledge and belief the payments entered in this bill have been duly made to the parties entitled to receive them with the exceptions noted below, which exceed the balance of the permanent advance, and will be paid on receipt of the money drawn on this bill. Vouchers for all sums above Rs. 25 in amount are attached to this bill, save those noted below, which will be forwarded as soon as the amounts have been paid. I have as far as possible, obtained vouchers for other sums and am responsible that they have been destroyed or so faced or mutilated that they cannot be used against. All work bills are annexed.

(2) Certified that all the articles detailed in the vouchers attached to the bill and in those retained in my office have been accounted for in the Stock Register.

(3) Certified that the purchases billed for have been received in good order that their quantities are correct and their quality good, that the rates are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payments.

(4) Certified that:

- (a) the expenditure on conveyance hire included in this bill was actually incurred was unavoidable and is within scheduled scale of charges for the conveyance used and
- (b) the Government servant concerned is not entitled to draw travelling allowance under the ordinary rules for the journey, and is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey.

This certificate is required when proper store accounts of materials and stores purchased are required.

Received content.

Appropriation for the current year.....
Expenditure including this bill.....
Amount of work bills annexed.....
Balance available.....

Signature and designation of the Drawing Officer

FOR USE OF CONTROLLING OFFICE

Passed for Rupees (in words).....

I certify that in support of every charge of more than Rs. 25 made in this bill, a receipt of other voucher has been given to me and is now in my possession. The receipts and vouchers for items excess of Rs. 100 are attached to the bill with the exception of these above Rs. 100 noted above which will be sent after payments and I am responsible that there receipts and vouchers all other items more than Rs. 25 are in proper form and other and that have been so cancelled tha they cannot be again used to support claims against the Government. All work bills are also appended.

Date....19

Controlling Officer
Designation.....

Z.P. & P.S. Form 3
G.P. Form No. 60

Voucher No.

Bill of Contingent Charges in the Office of

Date :

The

No. of Sub-Voucher	Description of charges and date of Authority Where special sanction is necessary	Rs.	P.
	<p style="text-align: center;">Rupees in (words)</p>		

RECEIVED PAYMENT : I Certify that expenditure charged in this Bill should not with due regard to the interest of the public service, the avoided and that so far as I could ascertain the rates allowed are reasonable and do not exceed the local current rates I have satisfied myself that charges entered in his bill have been really paid or will be paid on receipt of money drawn on this bill Voucher for all sums above Rs. 25 in amount and for all sums paid for Telegrams and Postage Stamps are attached here except, there noted below, which will be forwarded as soon as the amounts have been paid. I has as for as possible obtained vouchers for other sums and personally responsible that they have been so far delaeed that these cannot be used again. In regard to telegram charges, I certify that they are incurred for bonafide Local Fund purpose.

Certified that the work turned out is satisfactory and work the amount for it Received the above articles in good condition and entered in this stock register. Quantities are correct and qualities good and suitable for the purpose.

Station				HEAD OF OFFICE
Dated..... 19				Countersigned
Allotment..... 19				Signature
Expenditure including this bill				Designation.....
Balance available Rs.				Date..... 19

Rs.	Ps.
-----	-----

Passed for Rs.....
 Payable at the..... Treasury to..... on his receipt by transfer for the credit postal remittances.
 Station..... C.E.O., Z.P./M.P.D.O., M.P.
 Date..... Gram Panchayat
 Pay Rupees.....

In Cash

by transfer to the credit of postal remittance
 Station..... C.E.O, Z.P/M.P.D.O, M.P.
 Date..... Gram Panchayat

Received contents please pay to.....		Audit Enforcement
.....		Admitted Rs.....
Dated.....	Payee	Objection Rs.....
		Total Rs.....
Received payment	Dated	Auditor
Dated	Actual Payee	

This word "and postage stamp" should be struck out by all officer except the Engineer who obtains from treasury on payment in cash or by cheque issued in favour of the treasury officer.

The Word "by transfer the credit of partial remittance" should be committed when payment is made in cash.

బడ్జెట్ వివరాలు
Particulars of Budget

GOVT. OF ANDHRA PRADESH
(APTC Form-47)

Pay Bill for the Month of Token Number.....
District..... Treasury/Sub-Try/P.A.O..... Voucher No.....

Gazetted/Non-Gazetted Code [] [] [] [] []
Office (DDO) [] [] [] [] []

Bank..... [] [] [] [] []
Code [] [] [] [] []

Code [] [] [] [] [] D.D.O's TBR No..... NON-PLAN/PLAN

Head of Account (Voted/Charged)

Deductions Amount

Major Head	[] [] [] [] []	1. GPF/AIS/PF	Rs.....
Sub Major	[] [] [] [] []	2. APGLI	Rs.....
Minor Head	[] [] [] [] []	3. Group Insurance/AIS	Rs.....
Group Sub Head	[] [] [] [] []	4. Professional Tax	Rs.....
Sub Head	[] [] [] [] []	5. House Rent	Rs.....
Detailed Head	[] [] [] [] []	6. Festival Advance	Rs.....
011 Pay of Officers	[] [] [] [] []	7. Education Advance	Rs.....
012 Pay of Establishment	[] [] [] [] []	8. APCO Advance	Rs.....
013 House Rent Allowance	[] [] [] [] []	9. H.B.A. (P)	Rs.....
014 Other Allowances (CCA)	[] [] [] [] []	10. H.B.A. (I)	Rs.....
G. Total	[] [] [] [] []	11. Car Advance (P)	Rs.....
030 Dearness Allowance	[] [] [] [] []	12. Car Advance (I)	Rs.....
019 ESI Allowance	[] [] [] [] []	13. Motorcycle Advance(P)	Rs.....
Gross Amount	[] [] [] [] []	14. Motorcycle Advance(I)	Rs.....
Less deductions	[] [] [] [] []	15. Cycle Advance	Rs.....
Net Amount	[] [] [] [] []	16. Marriage Advance (P)	Rs.....
Net Amount in words Rupees.....	[] [] [] [] []	17. Marriage Advance (I)	Rs.....
.....(Only)	[] [] [] [] []	18. Income Tax	Rs.....
	[] [] [] [] []	19.	Rs.....
	[] [] [] [] []	20.	Rs.....
	[] [] [] [] []	Total Deductions	Rs.....

FOR IN TREASURY /PAY & ACCOUNTS OFFICE
D.D.O's Signature

Pay Rs..... (Rupees..... only) by Cash/Cheque/Draft/Adjustment

.....సంవత్సరానికి బడ్జెటు కేటాయింపు రూ.....
అయిన వ్యయం రూ.....
..... రూ.....
..... (డ్రా చేసే అధికారి

..... (అక్షరాలం.....
..... రూపాయలు మాత్రమే.....
కు నగదు/చెక్కు/డ్రాఫ్టు ఉంటుంది.
పైకం ముద్దీనది
..... (డ్రా చేసే అధికారి

కావసమైన భృతీకరణ పత్రాలు/Required Certificates
అకౌంట్‌వైజులు జనరలు కార్యాలయ ఉపయోగార్థం

క్రమ సంఖ్య S.No.	పేరు, హోదా Name & Designation	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

ఆంధ్రప్రదేశ్ ఖజానా నియమావళి సమూహ - 52 (APTC Form-52)

ఓవరు జరుపరిచిన కంటింజెంటు బిల్లు నెం.....

TRAVELLING ALLOWANCE BILL FOR THE MONTH OF..... 19

జిల్లా/Dist..... టోకెన్ నెంబరు/Token No.....
 కార్యాలయం బిల్లు నెంబరు/D.D.O's T.B.R. No..... ఓవరు నెంబరు/VOUCHER No.....

వరుస సంఖ్య	ఉప బిల్లు సంఖ్య	ప్రభుత్వ ఉద్యోగ పేరు చోదా	మొత్తం స్కేయిము	సర్కారుల వారు చెల్లించిన మొత్తం	నికాయొత్తం రుగ్రాలు
1	2	3	4	5	6 (4-5)
					7

దబ్బు తీసుకొనే అధికారి రికార్డు చేయవలసిన అవసర ద్విస పత్రాలు

- అకౌంటెంటు జనరలు కార్యాలయ ఉపయోగార్థం
- సంగ్రహము**
1. బిల్లు మొత్తం పైకం..... రూ.....
 2. తీసుకొన్న అడ్వాన్సుల తగ్గింపు..... రూ.....
 3. చెల్లించవలసిన నికర మొత్తం..... రూ.....
- బడ్జెట్ వివరాలు**
1.నవంబరు నెలకు బడ్జెటు కేటాయింపు రూ.....
 2. ఈ బిల్లుతో సహా అయిన వ్యయం..... రూ.....
 3. నిలవ..... రూ.....
- (డ్ర చేసు అధికారి

కార్యాలయము OFFICE (DDO)

ఖజానా / ఉప ఖజానా / పి.ఎ.ఓ. TREASURY/SUB. TRY/PAO

బ్యాంకు/BANK

ప్రణాళికావం / ప్రణాళిక NON-PLAN/PLAN

ఖాతాపేరు Head of Account (Voted/Charged)

పెద్ద పద్దు Major Head

ఉప పెద్ద పద్దు Sub-Major Head

చిన్న పద్దు Minor Head

సామాన్య ఉప పద్దు Group Sub-Head

ఉప పద్దు Sub-Head

సమీకరించిన పద్దు Detailed Head

ఉప సమీకరించిన పద్దు Sub-Detailed Head

ఈ బిల్లు మొత్తపు రూ.....ల (అక్షరాల).....కు నగదు/చెక్కు / (డ్రాఫ్టు/సర్దుబాటు ద్వారా చెల్లించండి.

పైకం ముట్టినది. (డ్ర చేసు అధికారి

FOR USE IN TREASURY/PAY & ACCOUNTS OFFICE
 Pay Rs.....(Rupees.....only) by
 Cash/Cheque/Draft/Adjustment.

Treasury Officer/Pay Accounts Officer

పేరు శ్రీ Name : _____ హోదా Designation : _____
 కార్యాలయము Office : _____ నెల Month : _____
 మూల వేతనం రూ. Basic Pay : _____ ప్రధాన కార్యస్థానం Head Office : _____

**రవాణా భత్యం క్లెయిము
 Bill for Travelling
 Allowance**

ప్రయాణాలు, మకాం వివరాలు		Details of Travel Place		ప్రయాణ విధం Nature of Travel	కీలోమీటర్లవారి భత్యం Kilometer Charges		దినసరి భత్యం Daily Allowance		ఇతర క్లెయిములు వస్త్రా ఉన్నిట్లయితే Any other Claims	మొత్తం పైకం Total Amount	రవాణా ఉద్దేశం Reason of Travel	
తేదీ/సమయం Date & Time	స్థలం/రూటు Place Route	చేరిన సమయం Date & Time	చేరిన సమయం Place Route		టోటల్ నెంబరు Ticket No.	రేటు Rate రూ. Rs.	మొత్తం Total రూ. Rs.	రేటు X దినాలసంఖ్య Rate X No. of Days = మొత్తం = Total				
1	2	3	4	5	6	7	8	9	10	11	12	13
మొత్తం Total												

బిల్లు మొత్తం పైకం.....Total Amount of Bill
 తీసుకున్న అడ్వాన్సుల తగ్గింపు Deduction of Advance
 చెల్లింపాలిస నికర మొత్తం.....Total Pay

రూ. Rs. _____
 రూ. Rs. _____
 రూ. Rs. _____

క్లెయిముదారు సంతకం
 Claimer Signature
 తేదీ
 Date

క్లెయిముదారు జతపరుచువల్సిన ఏవేవీ ధ్రువపత్రాలు
 Claimer any other Claim Papers

1. _____
2. _____
3. _____

రమార్కులు సంతకం
 Remark Signature
 (కౌంటర్ సైన్ అథారిటీ)
 Counter Signature of Officer

APPLICATION FOR PENSION/GRATUITY

UP TO DT. AS PER G.O. MS. NO. 263

DT. 23-11-1998

FORM OF APPLICATION FOR SERVICE PENSION/FAMILY PENSION/ RETIREMENT GRATUITY/SERVICE GRATUITY/COMMUTATION

(To be furnished in duplicate)

Part I information to be furnished by the Government Servant / Application

(The Pension Sanction Authority shall forward the application duly processed to the AG
(A & E) LF Authority within a period of 30 days)

1. a) Name of the Government servant b) Post held		
2. Name of the Application (in case of death of Government servant)		
3. Permanent address		
4. Address after retirement		
5. Commutation of Pension a) Whether willing to commute 1/3rd of monthly pension, subject to AP Civil Pensions (Commutation) Rules, 1944 b) If the answer is 'NO' specify the fraction less than 1/3rd	YES/NO	
6. a) Name of the pension Disbursing Authority b) Name of the paying Bank from where pension payment is desired by the pension/family pensioner/ gratuitant	Name of the Bank and Branch	S.B. Account No.

7. List of family members

(a)	(b)	(c)	(d)	Marital / Employment status of the children of the applicant/deceased Government Servant	
Sl. No.	Name of the Family Member	Date of Birth	Relationship with Government servant	Married or Unmarried Date of Marriage if married	Whether employed or not. Given details of employment

Instructions:

1. The Government servant is instructed to fill up the proforma very carefully as the data furnished is vital for sanction of family pension. He/She may note that alterations of the data furnished at a alternate date is not permissible
2. The "family" for the purpose mean "wife" or "husband" as the case, may be, sons" and "unmarried daughters. As laid down in Rules 50 (12) (for Family Pension) and 46 (5) (for Gratuity) of AP Revised Pension Rules, 1980.
3. In case of death while in service of Government servant, the answer 'Married' in case of daughter will be understood that the daughter is already married as on the date of death of the government servant

Part-II (A) Information to be filled up by the Pension Sanctioning Authority																											
1. Name of the Government Servant and post held																											
2. Father's Name / Husband's Name																											
3. Name of the Applicant (Incase of death of Government servant)																											
4. Date of Birth of Government servant																											
5. Date of Entering into service																											
6. Date of retirement / death																											
7. Designation and office from which the Government servant retires / retired / died																											
8. The rule applicable:	<table border="1"> <tr> <td>Rule 32</td> <td>Superannuation Pension (Rule 42)</td> </tr> <tr> <td>Rule 34</td> <td>Retiring Pension (Rule 43/44)</td> </tr> <tr> <td>Rule 35</td> <td>Pension on absorption under a corporation</td> </tr> <tr> <td>Rule 37</td> <td>Invalid Pension</td> </tr> <tr> <td>Rule 38</td> <td>Compensation Pension</td> </tr> <tr> <td>Rule 39</td> <td>Compulsory Retirement Pension</td> </tr> <tr> <td>Rule 40</td> <td>Compassionate Allowance</td> </tr> <tr> <td>Rule 43</td> <td>Retirement on completion of 20 years of Qualifying service</td> </tr> <tr> <td>Rule 44</td> <td>Retirement on completion of 33 years of Qualifying service</td> </tr> <tr> <td>Rule 46</td> <td>Retirement Gratuity</td> </tr> <tr> <td>Rule 50</td> <td>Family Pension</td> </tr> <tr> <td></td> <td>Yes/No</td> </tr> <tr> <td></td> <td>Yes/No</td> </tr> </table>	Rule 32	Superannuation Pension (Rule 42)	Rule 34	Retiring Pension (Rule 43/44)	Rule 35	Pension on absorption under a corporation	Rule 37	Invalid Pension	Rule 38	Compensation Pension	Rule 39	Compulsory Retirement Pension	Rule 40	Compassionate Allowance	Rule 43	Retirement on completion of 20 years of Qualifying service	Rule 44	Retirement on completion of 33 years of Qualifying service	Rule 46	Retirement Gratuity	Rule 50	Family Pension		Yes/No		Yes/No
Rule 32	Superannuation Pension (Rule 42)																										
Rule 34	Retiring Pension (Rule 43/44)																										
Rule 35	Pension on absorption under a corporation																										
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Rule 40	Compassionate Allowance																										
Rule 43	Retirement on completion of 20 years of Qualifying service																										
Rule 44	Retirement on completion of 33 years of Qualifying service																										
Rule 46	Retirement Gratuity																										
Rule 50	Family Pension																										
	Yes/No																										
	Yes/No																										
a) The relevant Rule under the AP Revised Pension Rules, 1980 applicable (tick the rule number(s) applicable and stike out the rest)																											
b) Whether ANTICIPATORY PENSION is being sanctioned in terms of Rule 51	Yes/No																										
c) Whether PROVISIONAL PENSION is being Sanctioned in terms of Rule 9 (4) read with Rule 52	Yes/No																										
d) Any other rule applicable																											
9. Total Service (6-5)																											
10. Periods of non-qualifying service																											
(a) E.O.L																											
(b) Suspension period	-----																										
(c) Dies-non	-----																										
(d) Boy service	-----																										
(e) Any other service not qualifying for pension	-----																										
Total non-qualifying service (a to e)																											

11. Net qualifying service (9-10)			
12. Weightage, if any			
13. Total qualifying service for calculation of pension (11+12)			
14. Last pay drawn (Rule 31, 46 (4), 50 (12) (c) of APRPRs 1980) Para 4 of G.O. Ms. No. 87, Fin. & Plg. (FW-Pen.I) Dept., dt. 25-5-98			
15. Calculation of service pension / Service Gratuity. (Rule 45 of APRPRs, 1980)			
16. Calculation of Retirement gratuity (Rule 46 of APRPRs, 1980)			
17. Calculation of Family pension (a) Enhanced family pension (b) Normal family Pension			
18. Period of Payment of Pension	As applicable to the case under consideration		
a) Service Pension	From	Till death	
b) Enhanced Family Pension	From	To	
c) Normal Family Pension	From	To	
19. Government dues to be recovered in respect of	Principal	Interest	Total
(a) House Building Advance	-----	-----	-----
(b) Motor car/cycle Advance	-----	-----	-----
(c) Marriage Advance	-----	-----	-----
(d) Advance Leave Salary	-----	-----	-----
(e) Advance Salary on Transfer	-----	-----	-----
(f) Dues on Account of Government Quarters	-----	-----	-----
(g) Telephone / Trunk Call Charges	-----	-----	-----
(h) Festival Advance	-----	-----	-----
(i) Education Advance	-----	-----	-----
(j) Computer Advance	-----	-----	-----
(k) Other Government Dues	-----	-----	-----
Total			
NOTE : Information with conditons will not be accepted by Pension Issuing Authority. Amounts for recovery should be specified and should be in whole rupees. Absence of information will be understood as no dues for recovery.			
20. LPC is enclosed / LPC will be sent : after retirement			

Part - II (B)
Sanction of Pension

a). Certificate of competency to accord sanction (applicable in case of sanction of pension to non-gazetted officers including Class - IV employees)

(i) I am declared by the Head of the Department to be the Head of an office to accord sanction in this case under the powers delegated vide G.O. Ms. No. 262, Finance & Planning (FW-PSC) Department dated 23-11-1998.

or

(ii) I am the next Gazetted Authority in the heirarchy to the Head of the Office in this case who is a non-gazetted officer and hence, I am competent to accord sanction under the powers delegated vide G.O. Ms. No. 262, Finance and Planning (FW-PSC) Department dated 23-11-1998.

(Strike off whichever is not applicable)

b. Sanction Order:

Pensionary benefits including commutation found admissible under the rules may be authorised. It is verified from the records in my custody and certify that no disciplinary or judicial proceedings are pending/contemplated against retiring/retired government servant to whom I am the authority for sanction of pension.

- | | |
|----------------------------|---|
| (i) Service Pension | : |
| (ii) Retiring gratuity | : |
| (iii) Commutation | : |
| (iv) Family Pension | : |
| a) Enhanced Family Pension | : |
| b) Normal Family Pension | : |

Office Seal

Signature and Designation of
Pension Sanctioning Authority
Date :

Note 1 : This is to be prepared in duplicate by the Pension Sanctioning Authority, one for the record of Pension Sanctioning Authority and the other one to be sent to Accountant General/Local Fund Audit Officer.

Note 2 : The Pension Sanctioning Authority should satisfy about the correctness of the particulars of family furnished by the Government servant / Applicant in Part-I.

- Note 3 :** If the Pensionary benefits are not be released, Part-II-B (b) shall be struck off.
- Note 4 :** If there is any likelihood of delay, Anticipatory Pension/Anticipatory Gratuity as per Rule 51 of A.P. Revised Pension Rules 1980 shall be drawn and paid by the Head of Office to the beneficiary without any delay.
- Note 5 :** Heads of Departments are those listed in Appendix-I mentioned in Article 6 of A.P. Financial Code Volume-I/Subsidiary Rule 32 (ii) of FR 9.

DECLARATION

1. I undertake to refund the amount of Pension, Gratuity and Commutation, if it is found subsequently to be in excess of the amount to which I was entitled under the Rules.
2. I solemnly affirm that the particulars given by me in Part-1 at item 7 correct and true to the best of my knowledge. If found false in future, I am liable for suitable action as may be taken by the Government.
3. The particulars given above are correct and true to the best of my knowledge. If found false in future I may be liable for any action that may be taken by the Government.

Place :

Date :

Signature of the Government Servant/Applicant

To be filled in by the Head of the Office

1. Application for pension/gratuity etc. in Part I is received on _____
_____ (Date to be recorded)
2. Certified that the person/persons mentioned by the Government servant/ Application in item 7 of Part I are Legally entitled to receive the pension/share in gratuity.
3. Guardianship Certificate : (to be filled in wherever necessary)
This is to certify that the following minors of the deceased Government Servant Late Sri/Smt. _____ is/are under the guardianship of Sri/Smt. _____

Name

Date of Birth

- 1.
- 2.
- 3.

Place :

Date :

Signature of the
Head of the Office

Office Seal

ANNEXURE-I DESCRIPTIVE ROLLS		
A. <u>SPACE FOR PHOTOGRAPHS:</u>		
<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto;"></div> <p>Single Photo</p>		<div style="border: 1px solid black; width: 300px; height: 100px; margin: 0 auto;"></div> <p>Joint Photo</p>
Single Photo		Joint Photo
Service Pensioner / Family Pensioner / Gratuitant / Guardian of Minor or Handicapped Child		Joint Photo of Service Pensioner with Family Pension beneficiary / Guardian with Minor or Handicapped Child.
(Attestation has to be done across the Photos by a Gazetted Officer of A.P. Government in Service)		
B. <u>SPECIMEN SIGNATURE :</u>		
(i) Service Pensioner :		
Specimen Signature of Sri/Smt.Kum. _____		
Son/Wife/Daughter of _____		
1	2	3
(ii) Family Pensioner / Gratuitant / Guardian of Minor or Handicapped Child:		
Specimen Signature of Sri/Smt./Kum _____		
Wife/Husband/Son/Daughter/Guardian of _____		
1	2	3
C. <u>PERSONAL IDENTIFICATION MARKS OF:</u>		
(i) Service Pensioner : Sri/Smt./Kum _____		
1. _____		
2. _____		
(ii) Family Pensioner / Gratuitant/Guardian of Minor or Handicapped Child:		
Sri/Smt./Kum _____		
1. _____		
2. _____		

D. LEFT HAND THUMB AND FINGER IMPRESSIONS OF SERVICE PENSIONER/ FAMILY PENSIONER/GRATUITANT/GUARDIAN OF MINOR OR HANDICAPPED CHILD: (to be given by the illiterate or those unable to sign and for others it is optional)

Details	Little Finger	Ring Finger	Middle Finger	Fore Finger	Thumb Finger
Service Pensioner					
Family Pensioner/					
Gratuitant/					
Guardian of Minor/ Handicapped Child					

Place : _____ Attested by Signature : _____

Date : _____ Name : _____ Designation : _____

Office Seal: _____

(Attestation has to be done by a Gazetted Officer of A.P. State Government in Service).

Note : 3 copies will be forwarded to Accountant General/Local Fund Audit Officer by Pension Sanctioning Authority and one will be retained by the Pension Sanctioning Authority.

ANNEXURE - II
NOMINATION

(The Government servant may use separate forms, if he wishes to make different nominations for each type of payment mentioned below)

I hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive Life Time Arrears of Pension, Retirement Gratuity that may be sanctioned by Government, in the event of my death while in service and right to receive on my death Life Time Arrears of Pension, Retirement Gratuity, commuted value of pension, Death Relief which having become admissible to me on retirement which may remain unpaid at my death.

1	2	3	4	5	6	7
Name and address of Nominee(s)	Relationship with Government Servant	Age	Amount of share payable to each in Col. 1	Contingencies on the happening of which the nomination shall become invalid. (Death need not be mentioned)	Name and address, relationship and age of the alternative nominee(s) to whom the right conferred on the nominee(s) in Col. 1 shall pass in the event of the nomination to him/her/them becoming ineffective.	Amount or share payable to each in Col. 6.
<p>This nomination supersedes the nomination made by me earlier on.....</p> <p>NOTE : The Government servant shall draw lines across the black space below the last entry to prevent the insertions of any name after he/she has signed.</p> <p>Dated this.....day of.....1999/20.....at.....</p> <p>Witness :-</p> <p>1. Signature, Name: and Address</p>						

2. Signature, Name:
and Address

ANNEXURE - II
NOMINATION

Signature of the Government Servant

Name :

Designation :

Office :

Countersigned

Signature of Head of Office / Department

Date:

Name and Designation :

Office Seal :

Note 1 : The Government servant who has a family may nominate one member or more than one member of the Family as defined in Rule 46 (5) of A.P. Revised Pension Rules, 1980.

Note 2 : The Government servant who has no family may nominate a person or persons, or a body of individuals, whether incorporated or not.

Note 3 : The Government servant may note that the nomination with signature of two witnesses shall only have the legal validity of a WILL.

Note 4 : This nomination form is to be submitted by the employees in triplicate, one for use of the pension sanctioning authority and two copies to be forwarded to the Accountant General/Local Fund Audit Offices.

Note 5 : For the purpose of Rules 46, 47, 48 and 49 of Revised Pension Rules 1980, family in relation to a Government servant means:

- i) Wife or wives in the case of a male Government Servant.
- ii) Husband, in the case of a female Government Servant.
- iii) Sons including step sons, posthumous son, and adopted sons (whose personal law permits such adoption)
- iv) Unmarried daughters including step daughters, posthumous daughters and adopted daughters. (Whose personal law permits such adoption)
- v) Widowed daughters including step daughters and adopted daughters
- vi) Father including adoptive parents in the case of individuals whose personal law permits
- vii) Mother permits adoption
- viii) Brothers below the age of 18 years including step brothers.
- ix) Unmarried sisters and widowed sisters including step sisters.
- x) Married daughters, and
- xi) Children of a pre-deceased son.

ANNEXURE - III
BY REGISTERED POST

From _____

(Pension Sanctioning Authority)

To,

The _____

(Disciplinary Authority/
Appointing Authority/
Head of the Department.)

Sub : Pension - Sanction of Pension and Other Retiring Benefits in respect of
Sri/Smt. _____ Designation _____
Regarding.

I am to inform you that the Pension / Family Pension application form of
Sri/Smt. _____ retired/retiring on _____ as _____
was forwarded to AGAP/LFA on _____. As per the records held
by me no disciplinary/ judicial proceedings are pending/contemplated against the
above retiring/retired Government employee. I request you to verify whether any
such case is pending against the above employee which entitles withholding or with-
drawing pension or part of pension permanently or for specified period has laid down
under Rule 9 of RPRs 1980. If so the AG (A&E)/Dy. Accountant General (Pension),
O/o the AG (A&E) AP, Hyderabad/Local Fund Officer may be intimated accordingly
by name either by Registered post or through a special messenger in Govt. Memo
No. 33764-A/55 PSC/93, Finance & Planning (FW-PSC) Department, dt. 15-10-
1993 and reiterated in Government Memo No. 37254/361/A2/Pen-I/98, Finance &
Planning (FW-Pen. 1) Department, dt. 4-7-1998. Copies of such orders shall also
be sent to the concerned Treasury Officers/PPO for withholding the pensionary ben-
efits. In this connection the instructions issued in Para 2, part-II B of G.O. Ms. No.
263, Finance & Planning (FW-PSC) Department, Dt. 23-11-1998 may be scrupulously
followed.

Yours Sincerely

Station :

Date :

(PENSION SANCTIONING AUTHORITY)

LAST PAY CERTIFICATE

Last Pay Certificate of _____
 of the _____
 Proceeding on _____
 2 He has been paid upto _____

PARTICULARS

Substantive

Officiating Copy

Deduction

3. He made over the charge of the office _____
 _____ on the _____ noon of _____

4. Recoveries are to be made from the pay of Govt. Servant as detailed on the reverse

5. He has been paid leave salary as detailed above deduction has been as

PERIOD	RATE	AMOUNT
From _____ to _____	at Rs. _____	a month
From _____ to _____	at Rs. _____	a month
From _____ to _____	at Rs. _____	a month

6. He is also entitled to draw the following

7. He is entitled to joining time for

8. The details of income tax recovered from upto the date from beginning of the current year noted on reverse.

Signature

Name

Designation

DETAILS OF RECOVERIES

Nature of recovery in _____

Amount Rs. _____

To be recovered in _____

DEDUCTION MADE FROM LEAVE SALARY

From _____ To _____ on Account of _____ Rs. _____

From _____ To _____ on Account of _____ Rs. _____

From _____ To _____ on Account of _____ Rs. _____

From _____ To _____ on Account of _____ Rs. _____

Name of Month	Pay		Gratuity Fee etc		Fund and other Deductions		Amount of income tax recovered		Re- marks
	Rs.	Ps.	Rs.	Ps.	Rs.	Ps.	Rs.	Ps.	
April 19									
May 19									
June 19									
July 19									
August 19									
Sept. 19									
Oct. 19									
Nov. 19									
Dec. 19									
Jan 19									
Feb 19									
March 19									

DAILY LOG SHEET

Date	Starting		Return		Miles done	Purpose of journey	Petrol in tank	Petrol issued
	Time	Speedo meter Reading	Time	Speedo meter Reading				
	1	2	3	4				

DEDUCTION MADE FROM LEAVE SALARY

Contd.,

Speedo meter reading	Miles run since last issue of petrol	Miles per liter
10	11	12

Month	Date	Miles run	Miles per liter	Petrol issued	Petrol in tank	Purpose of journey	Miles done	Speedo meter Reading	Time

10. Detail measurements will be recorded in the measurements books which should be forwarded to the Municipal Office with the Nominal Rolls in the same manner as in the case of works paid one contract
 11. The column Father's name should be invariably used in cases where the identify would otherwise not be sufficiently established as when two or more men bear the same name.

Mun Form No. 85 Voucher No.....
 Nominal Muster Roll of Daily Labour Employeee on the (Name of Works)

Section No. from mile to mile
 Period.....to.....19

Imprest holder's Voucher No. of 19 if any

SANCTIONED ESTIMATE Authority.....
 Amount.....

Rs. P.
 Allotment for the year Expenditure including this bill

Balance available

Pay Rs. (.....)

Date.....19 Executive Authority Resolution No.....Date.....19

Executive Authority

CLASSIFICATION

Head of Account Amount

NOTES

- When work is done by daily labour, the basis of the account will be the Nominal Muster Roll which as a rule will be kept separately for each gang of labourers for a week, fortnight or month as the case may be.
- The nominal Muster Roll must be written up daily by the Subordinate deputed for the purpose before the labourers being work. The form is intended to be used in the case of all classes of colles including evenue colies.
- In opening the Nominal Muster Roll the work people must be musterred in order and their name taken down according to their classes and rates of wages, the names of the higher paid men being entered first, and so on down the lowest class to provide for the entry of the names of additional labourers who may be engaged before the close of the period for which the Muster Roll is kept.
- The daily presence or absence of each labourer will be denoted by the insertion of the letters 'B' or 'A' as the case may be against his name. The sum of the figures brought out in the column 'Total' will represent the total number of days each labourers has been present
- The Muster Roll should be closed immediate after the end of the period for which it is kept and labourer paid as soon after as possible.
- The paying officer will make the disbursement in the presence of the Executive Authority, note the date of the payment and enter his initial opposite the name of each labourer paid the disbursement certificate at foot of the Nominal Muster Roll will then be signed by the Executive Authority witnessing the disbursement.
- Wages not claimed within three months of their falling due should only be paid under the written orders of the Executive authority.
- In paying daily labourers the amount due as well as that actually disbursed must be shown in the Muster Roll. All persons except those regularly employed, whose salaries changed to Establishment will be considered as daily labourers, and their pay will be changed to the works on which they are employed. In the case of permanent road coolies, however no distribution be made to the several roads concerned. Their wages may be debited to Repairs Communication.
- In part it will be exhibited in abstract the value of the work done as compared with the cost of the labour employed. If however the work is of a petty nature, and in consequence not susceptible of measurement, this part need not be filled up but in lieu there of the alternative printed certificate should be signed to the effect that the works turned out is worth the amount paid for it.

PART-II ABSTRACT OF WORK DONE

Description	Quantity	Market Rate being Not in excess of Schedule Rate		Cost		Remarks
		Per	Rate	Rs.	P.	
		Rs.	P.	Rs.	P.	
Total						
Amount per this bill						
Difference						

Necessary Measurements recorded on page of measurement Book No. on ALTERNATIVE CERTIFICATES

Certified that the work turned out is not susceptible of measurement. I am however sustained that it is worth the amount paid for it.

DETAILS OF PAYMENTS

Date	Amount	
	Rs.	P.
Total		

Office-in-charge

Certified that the payments in this roll were made in my presence on the dates mentioned in the margin.

Date 19 Executive Authority

Manager of Accountant

15

RETURN SHOWING THE RECEIPTS, ISSUES AND BALANCE OF MATERIALS AT SITE OF MINOR AND REPAIR WORKS FOR THE MONTH OF.....

Division
Sub-Division
Section

Sl. No.	Name of Work	Description of materials	Ref. To item No. in the Register (form P.W.S. XXVIII)	Opening balance	Receipts	
					Receipts during the month	Ref. to D.Vr.No. & dated etc
1	2	3	4	5	6	7

Contd.,

ISSUES

Issues during the Month	Ref. to vr.No. & Date in which labour charges paid	Closing Balance	Remarks
8	9	10	11

1. In the case of minor works, showing all material issues and balance at the close of the month. The issues should be shown in the column of issues and the balance in the column of closing balance. The remarks should be given in the column of remarks. The issues should be shown in the column of issues and the balance in the column of closing balance. The remarks should be given in the column of remarks.

2. The issues should be shown in the column of issues and the balance in the column of closing balance. The remarks should be given in the column of remarks.

3. The issues should be shown in the column of issues and the balance in the column of closing balance. The remarks should be given in the column of remarks.

4. The issues should be shown in the column of issues and the balance in the column of closing balance. The remarks should be given in the column of remarks.

5. The issues should be shown in the column of issues and the balance in the column of closing balance. The remarks should be given in the column of remarks.

6. The issues should be shown in the column of issues and the balance in the column of closing balance. The remarks should be given in the column of remarks.

7. The issues should be shown in the column of issues and the balance in the column of closing balance. The remarks should be given in the column of remarks.

8. The issues should be shown in the column of issues and the balance in the column of closing balance. The remarks should be given in the column of remarks.

9. The issues should be shown in the column of issues and the balance in the column of closing balance. The remarks should be given in the column of remarks.

10. The issues should be shown in the column of issues and the balance in the column of closing balance. The remarks should be given in the column of remarks.

11. The issues should be shown in the column of issues and the balance in the column of closing balance. The remarks should be given in the column of remarks.

16 RUNNING ACCOUNT BILL

Note	Division	Sub-Division
1	This form is intended for use in the case of running accounts i.e. for works in progress or supplies in course of delivery when the liability is discharged in full. Single form No 38 A should be used	Cash Book Voucher No Schedule Docket No
2.	Payment will be made only upto nine tenths of the total value of the work done. The balance being remained as security both for the due performance of the contracts are to cover possible over payment which may be deducted on check measurement in the case of work whose estimated cost does not exceed Rs.50/- payment may be made in full on the measuring officers certificate subject to subsequent check measurement by the proper check measuring authority	<u>Running Account Bill</u> Name of work purpose of Supply name of Contractor Serial number of this bill Number and date of his last bill for this work Reference to Agreement
3.	In calculating the amount to each item due to the contractor in this bill sums of six paise or less shall be omitted and sums exceeding six paise upto one anna shall be recovered as one anna.	
4.	Payment made in case of sums exceeding Rs. 100/- should be attested by two witnesses and for smaller sums by one witness. Payment made by cheque or to recognised firms or institutions need not be so witnessed	
5.	When the payee signs in the vernacular, the amount acknowledge should also be noted in the same vernacular as well as in English.	
6.	In the case of other than well-known firms all parties must sign if there be more than one contractor or the payees must produce a power of attorney from the firm.	
7.	No contract certificate bearing on reuses should be accepted. If any corrections are necessary, the figures should be nearly scored out and initialled by the officer concerned in the case of corrections made in the Engineer's office the Head accountant may be authorised to attest those due to clerical errors etc., but the Engineer should affix his initials to all corrections in the rate column as well as those in the totals, the bills and the pass order. This rule applies MUTATIS MUTANDIS to payment from miscellaneous grants.	
8.	In case in which the materials billed for the taken over charge by an officer other than the officer signing the certificate at foot of the bill the names of the former should be noted in the remarks column of the bill after necessary amendment being made at the same time in the excluding portion of the certificate relating to materials.	

I ACCOUNT OF WORK DONE OR SUPPLIES MADE

Unit	Quantity executed For supplied) upto Date as per me- asurement book	Items of work or supplies (ground under "Sub-head" or sub-works of estimate	Rate	Amount		Remarks
				Upto date	Since previous vious bill (Total for sub- head)	
1	2	3	4	5	6	7

Total value of work done or supplies made to due a deduct value as work or supplies showing on previous bill net value of work or supplies since previous bill F.

F

Amount (in workds)

II CERTIFICATE AND SIGNATURES

To measurement were made by.....

And are recorded at page

of Measurement Book No.

No advance payment has been made previously without detailed measurements

Dated signature of officer
Preparing the bill

Rank

Dated signature of contractor

Dated signature of Officer
Authorising payment

Rank

17 FORMAT FOR RECORDING SEGMENT-WISE FIELD OBSERVATIONS AND DATA ANALYSIS

1. Segment Index Number ::
2. Investigations conducted by ::
3. Duration of Investigations ::
4. LOCATION ::
 - a) Village(S) ::
 - b) Mandal ::
 - c) District ::
 - d) Toposheet No. ::
 - e) Quadrant No. ::
 - f) Coordinate :: W.Lat E.Long
5. PHYSIOGRAPHY
 - a) Regional topographic setting :: Plain/Gentle/Moderate/Steep
Slope characteristics slope (percent)
And direction of slope

Characteristics of terrain :: Even/uneven/undulating/rolling/Rugged
 - b) Local topographic setting :: Plain/Gentle/Moderate/Steep
slope characteristics slope
(Percent) and direction of slope

Characteristics of terrain :: Even/uneven/undulating/rolling/Rugged
 - c) Geomorphology (with reference to Remote sensing date and field checks)
 1. Classification :: Flood plain/Dissected pediment/Pedi plain/ Colluvium Pediment/Others (specify)
 2. Drainage pattern :: Dendritic/Sub-dendritic/ parallel/trallis/rudial/ centripetal/ rectangular/ anomalous

3. Drainage density :: Low/Moderate/High
4. Relief of the area :: a) Maximum elevation above M.S.L. M
b) Minimum elevation above M.S.L. M
5. Stream draining area
- a) Area
- b) Nature :: Ephemeral/Intermittant/Pereanial
- c) Pattern of the atteam channel :: Straight/Braided/Preandering
- d) Climate :: a) Classification : Arid/Semiarid/Humid
b) Mean annual rainfall
As recorded at
(Name of the village)
- e) Soils :: a) Textural classification
Loam/sandy clay/clay loam/clay
Silty clay/silty loam/silt
b) Depth characteristics:
Very deep/deep/moderately deep/
Shallow/very shallow
c) Hydrological soil group-A/B/C/D
- f) Crops grown in the area :: Paddy/Sugarcane/Groundnut/Citrus/
Jowar/Bajra/Other millets/Pulses/cotton/
mulberry/ Vegetables/other
- g) Source of recharge (in addition to infiltration from rainfall and their proximity to the site investigated) ::
1. Irrigation tanks
2. Stream/River
3. a) Canals (Project)
Main canal
Branch
Distributory

- Note a) Soils with high infiltration rate
- b) Soils with moderate infiltration rate
- c) Soils with slow infiltration rate
- d) Soils with very slow infiltration rate
- b) Period of water supply in canals
- c) Location with respect to the reach Head reaches/Middle/Tail end
4. Return flow from irrigation ::
- h) Ground water discharge
1. Phratophytes
- 2 Springs in the area
- a) No. of springs
- b) Nature :: Ephemeral/intermitent/Perennial
- c) Origin :: Water table cutting ground slope/
structure controlled contract/
Karst/Excavated heads
- d) Spring order :: 1/2/3/4/5/6/7/8
(Mainter's classification)
3. Surface drains :: Pucca/natural stream course
used in drains
4. sub-surface drains ::
5. Seepage Zones ::
- i) Soil conservation works ::
- j) Artificial ground water recharge sources :: Percolation tanks/percolation
check dams/soil conservation
works/others
- k) Soils effected :: Saline soils/zones subject to
accelerated soil erosion/bad
land topography

- l) Remarks on item (g) to (k) ::
- b) LOCAL GEOLOGY (within the segment)
 - 1. Rock type
 - 2. Texture
 - 3. Colour
 - 4. Structure
 - Remarks

7. HYDROGEOLOGY

- a) Characteristics of aquifer Zones ::
Lithology -type of aquifer
- b) Geohydrological conditions ::
depth of water table in the are

Seasonal water table fluctuations ::
- c) Details of observation well(S) ::
representing the segment. ::

Location ::
Distance and Direct from the site ::
Investigated ::

Lithology ::
Pre-monsoon :: DTW m.bgl
Post-monsoon :: DTW m.bgl

If the observation well(s) in the area are not representative of the segment:
Establish a new observation well.

- d) Aquifer and well characteristics as ::
obtained from pumping tests (if any) ::

Transmissivity :: m²/day
Specific yield ::
Specific capacity :: 1pm/m.d.d
- e) Number of wells inventoried ::
- f) Status and mode of ground water ::
development in the area

- | | | |
|---|----|--|
| 1) Type of wells | :: | Dugwells/dug-cum-bore wells/ bore wells/filterpoints/ tubewell/infiltration wells |
| 2) Well density | :: | Wells/sq. km |
| 3) Stage of development | :: | Virgin area/low/moderate/ high/over developed |
| 4) Type of lift | :: | Mhote/centrifugal pumps with oil engines and electric motors/ submersible pumps/others |
| 5) H.P. of prime mover | :: | |
| 6) Pumping rates | :: | lph |
| 7) Hours of pumping in a day | :: | Kharif Hr to Hr
Rabi Hr to Hr |
| 8) Extent irrigated under wells in the area (range) | :: | Kharif Hr to Hr
Rabi Hr to Hr |
| 9) Unit draft to the segment | :: | D.W.
D.C.B.
B.W.
T.W.
I.F.W.
F.P. |

10) CHEMICAL QUALITY OF WATER

- | | |
|--|--|
| a) No. of ground water samples collected :: | |
| b) Specific conductance range | :: Microsiemens/
cm. to microsiemens/cm |
| c) Concentration of total dissolved solids:: | mg/lt to mg/lt |
| d) Fluorides | :: mg/lt to mg/lt |
| e) pH range | :: |
| f) Classification with reference to | :: |
| g) Classification with suitability for drinking | :: |
| h) No. of surface water samples collected details of sources and quality characteristics | :: |
| i) Possible source of pollution (if any) | :: |
| j) SKETCH SHOWING THE AREA INVESTIGATED (not to scale) | :: |

Signature
Name and Designation
of the Field Officer

18. WELL INVENTORY SCHEDULE

- | | | | |
|---|---|---------------|--|
| 1 | LOCATION | | |
| | a) District | b) Mandal | |
| | c) Village | d) Survey No. | |
| | e) Longitude | Toposheet No | |
| | f) Geomorphic setting | | |
| 2 | Owner of the well | | |
| 2 | Details of the well | | |
| 3 | | | |
| | a) Use-Domestic/Irrigation | :: | |
| | b) Type | :: | Dug/Dug-cum-bore/Bore well/Filter point/others |
| | c) Shape | :: | Square/Rectangular/Circular/Irrigular |
| | d) Dimensions | :: | mt. M/ m.dia/ mm.dia |
| | e) Total depth of the dug portion | :: | m.bgl |
| | f) No. of inwell bores and depth | :: | No. m from the bottom of dug portion |
| | g) Depth of the bore well | :: | m.bgl |
| | h) Filter portion/tube well | :: | Blank casting : m. to m.bgl
slotted pipe: m. to m.bgl |
| 4 | Water level | | |
| | a) Depth to water level | :: | m.bgl as on |
| | b) Normal water level | :: | |
| | Minimum D.T.W | :: | m.bgl |
| | Maximum DTW | :: | m.bgl |
| | Seasonal fluctuations | :: | m |
| | c) Historical water level | | |
| | Minimum DTW | :: | m.bgl |
| | Maximum | :: | m.bgl |
| 5 | QUALITY | | |
| | a) Specific conductance | :: | Microsiemens/cm |
| | b) Total dissolved solids | :: | mg/L |
| | c) pH | :: | |
| | d) Temperature | :: | |
| | e) Fluoride | :: | mg/L |
| | f) Taste | :: | |
| 6 | Mode of lift and performance | :: | |
| | a) Centrifugal pump/Mhote/
Draw well | :: | |

- b) Prime mover : oil engine/
Electric motor ::
HP of prime mover
- c) Diameter of pipes :: Suction mm Delivery
- d) Discharge :: lph
- e) Hours of pumping per day :: Suction mm delivery
- f) Hours of pumping per day :: lph
1) Recuperation per day :: Kharif Hr. Rabi Hr
2) Time taking for complete recuperation ::
- g) Mean annual ground water pumpage :: ha.m
- 7 Crops Irrigated by well ::
- a) Kharif b) Rabi
Ha Ha
Ha Ha
Ha Ha
- 8 Litholog
- (1) Depth range m(bgl) (2) Description (c) Yield *(lpm)
- 9 HYDROGEOLOGICAL SKETCH (not to scale)

Signature and Designation
of Field Officer

19 PROFORMA FOR VERTICAL ELECTRICAL SOUNDINGS

1. Investigation conducted by
2. Instrument used
3. Village, Location & Purpose
4. Mandal, District
5. Taluk
6. Name of the land owner
7. Survey No
8. Date of Survey
9. Yes/No
10. Spread Direction
11. Traverse No.
12. Toposheet No. & Quadrant
13. North latitude
14. East Longitude
15. Elevation with reference to mean sea level
(Ms. above Msl)
16. Geology & geomorphological unit
17. Depth to water table (Pre-post monsoon) Mts. BGL.
18. Total Depth of sources in mts
19. Thickness of aquifer in Mts
20. Presence of Fractures
21. Massive rock encountered and its depth in mts
22. Longitudinal Conductance S in MHOS
23. Results of Interpreted data

VES No.	S1	h1	S2	h2	S3	h3	S4	h4	S5	h5	HM	Recommenda- tions
	Ohm-m	m	Ohm-m	m	Ohm-m	m	Ohm-m	m	Ohm-m	m		

VES No				Village	Date		
Sl. No.	MN/2 in mts	AB/2 in mts	K	V/I Sa in Ohm-m	V/I Sa in Ohm-m	V/I Sa in Ohm-m	Remarks
1	0.5	1.5	6.3				
2	0.5	2.0	11.8				
3	0.5	3.0	27.5				
4	0.5	4.0	49.5				
5	0.5	5.0	77.8				
6	0.5	6.0	112.4				
7	0.5	8.0	200.0				
8	0.5	10.0	313.5				
9	2.0	10.0	75.4				
10	2.0	10.0	75.4				
11	0.5	13.0	530.0				
12	0.5	16.0	804.0				
13	2.0	16.0	198.0				
14	2.0	20.0	311.0				
15	2.0	30.0	704.0				
16	2.0	30.0	704				
17	2.0	40.0	1254				
18	2.0	50.0	1961				
19	10.0	50.0	377				
20	10.0	60.0	550				
21	2.00	60.0	2825				
22	10.0	70.0	754				
23	10.0	80.0	990				
24	10.0	100.0	1556				
25	10.0	130.0	2640				
26	10.0	160.0	4007				
27	10.0	180.0	5076				
28	10.0	200.0	6270				
29	40.0	200.0	1509				
30	40.0	250.0	2393				
31	40.0	300.0	3473				
32	40.0	400.0	6223				
33	40.0	500.0	9759				

24 Transverse Resistance T in Ohm-m

25 Transverse Resistivity in Ohm-m S

26 Longitudinal Resistivity in Ohm-m S

27 Coefficient of Anisotropy

28 Effective thickness to bottom of massive rock in Mts.

Signature of Junior Geologist
Panchayat Raj

20 REPORT ON CHEMICAL ANALYSIS OF WATER

Name & address of Sender	
Sample collected by	Date collected
Date received.....19	Date reported
Source of water	
Lab reference No	

- | | | |
|---|--|---|
| 1 | Colour | : |
| 2 | Turbidity (J.T.U.s) | : |
| 3 | Ph | : |
| 4 | Electrical Conductivity
(Micromhos/Cm at C) | : |

The following results expressed in Milligrams per litre

- | | |
|----|---|
| 1 | Alkalinity Phenolphthalien |
| 2 | (as CaCo ₃) Methyl Orange |
| 3 | Total Hardness (as Ca Co ₃) |
| 4 | Carborate hardness (as Ca Co ₃) |
| 5 | Calcium (as Ca Co ₃) |
| 6 | Ammoniacal Nitrogen |
| 7 | Oxygen Consumed from KMno
(in 4 hours at 37 C) |
| 8 | Chloride (as Cl) |
| 9 | Fluoride (as F) |
| 10 | Nitrate (as N) |
| 11 | Nitrite |
| 12 | Sulphate (as So ₄) |
| 13 | Iron (as Fe) |
| 14 | Sodium (as Na) |
| 15 | Potassium (as K) |

Poisonous Metals

(Arsenic, Chromium, Lead)

Remarks

Junior Water Analyst

Done on special request

21 REPORT ON BACTERIOLOGICAL EXAMINATION OF WATER

Sample Received from

Date of Collection

Date of Receiving

Source of Water

Lab Reference No.

RESULTS OF EXAMINATION

MPN of Coliform Bacteria per 100 ml

Mpu of E. Coli

Remarks

Junior Water Analyst

22 INFORMATION TO ACCOMPANY WITH WATER SAMPLE

- 1 Sample from :
- 2 Date and time of collection :
- 3 Collected by :
- 4 Date of despatch :
- 5 Nature of analysis required :
- 6 Source of Water :
- 7 Is it an old or newly constructed source :
- 8 Position of source and nature of soil in which it is situated :
- 9 Exact place, and depth below surface from which the sample was taken :
- 10 Possibility of impurities reaching the water
 - a) Distance and position of the source from the Nearest habitation, stable, cattle sheds, Manure heaps, middens or graveyards
 - b) Distance and position of the source from cesspools, drains, sewers etc.
 - c) Distance and position of the source from wet or dry cultivation :
- 11 State of weather at time of sampling :
- 12 Recent rainfall, with particulars, if any :
- 13 Is the well open or covered (in case of well water) :
- 14 Total depth of well :
- 15 Depth of water in the well :
- 16 Does it become hazy or turbid after exposure to air :
- 17 Does the water become affected in appearance, taste or odour after heavy rains or under particular circumstances :
- 18 Is chlorination done :
- 19 Does of chlorine (powder or gaseous) and how determined :
- 20 Any other information not covered by the above which would be relevant or useful to the analyst :

Station
Date

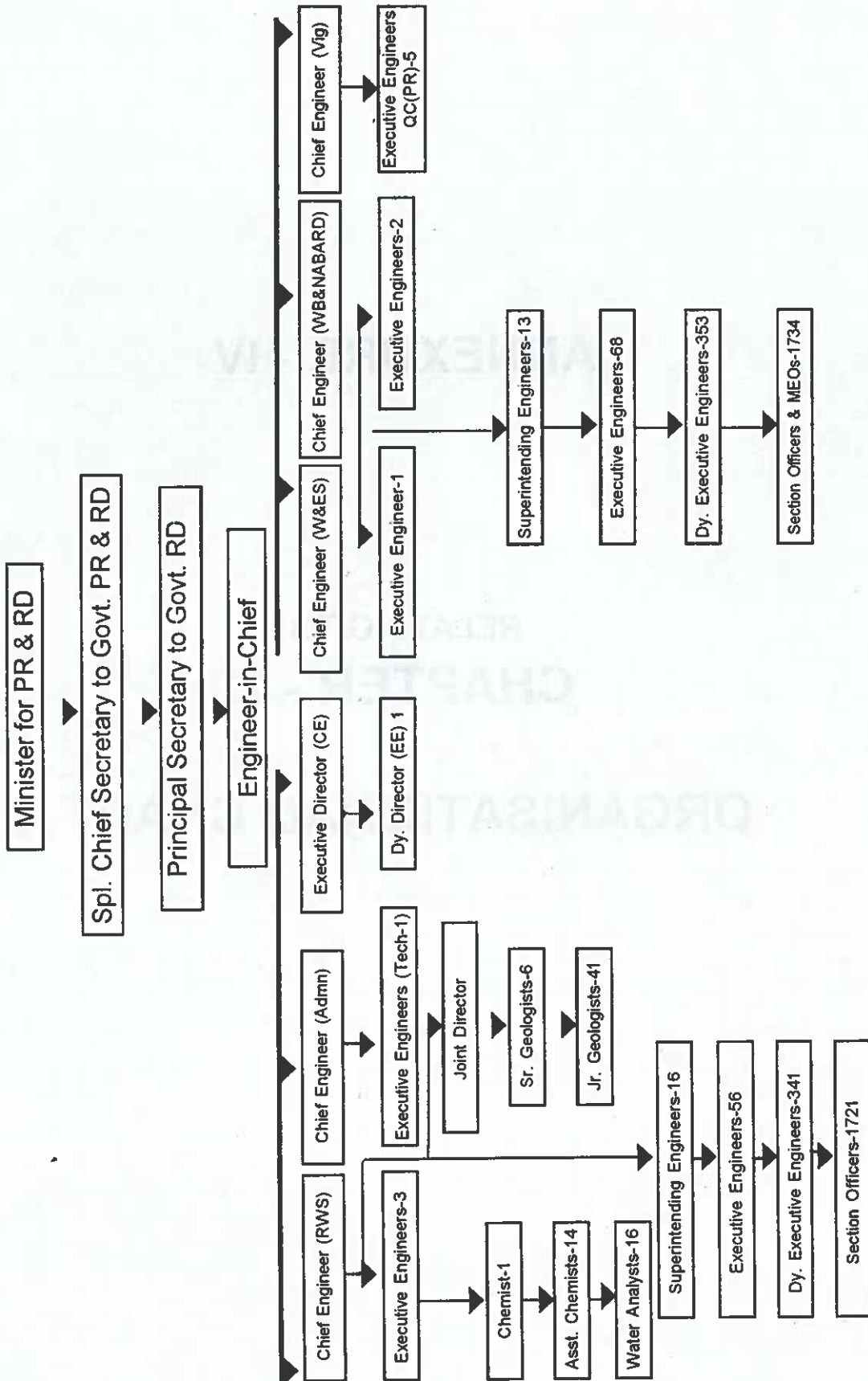
Signature
NAME (in Block Letters)

ANNEXURE - IV

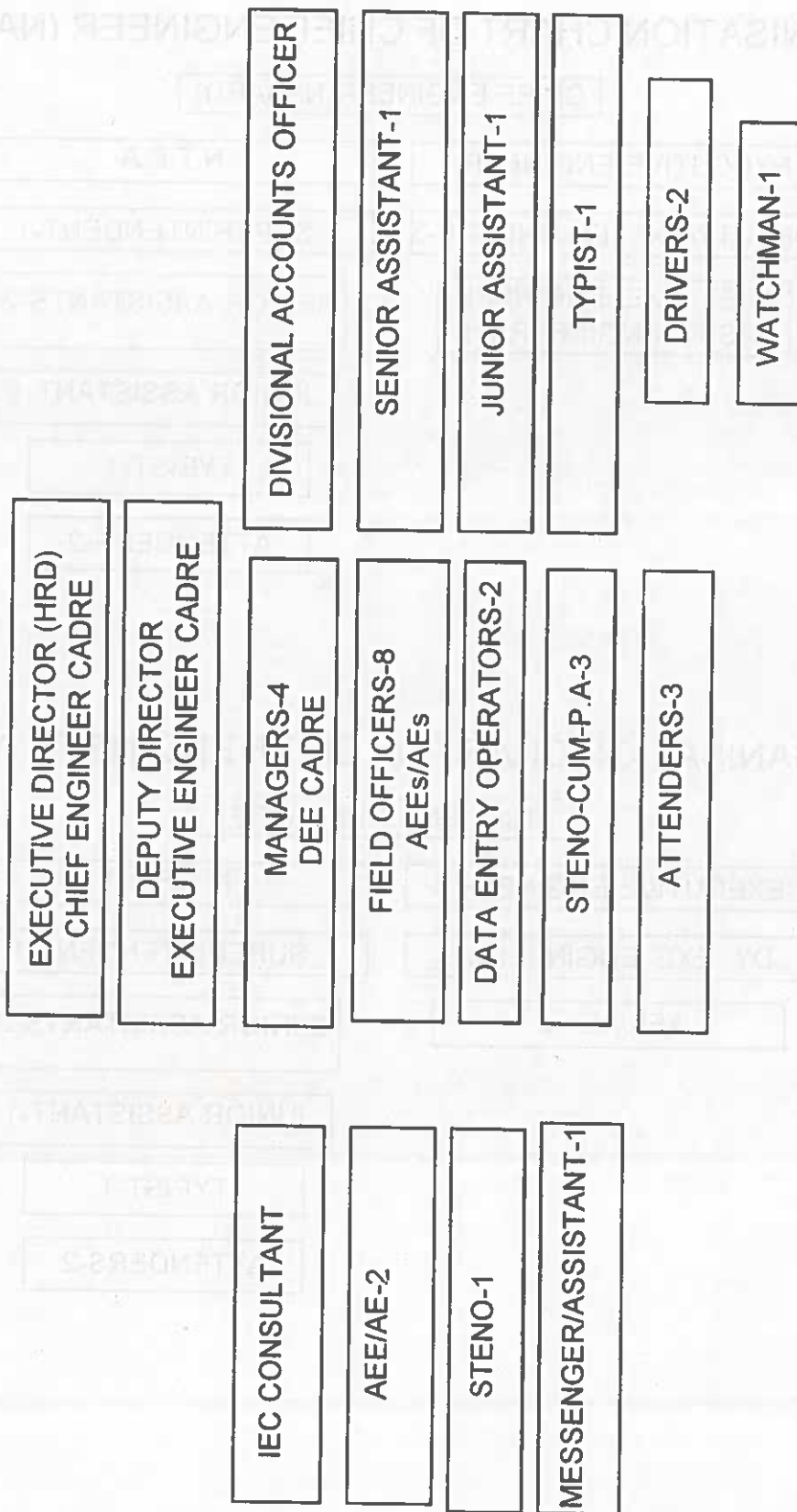
RELATING TO CHAPTER - 2

ORGANISATIONAL CHART

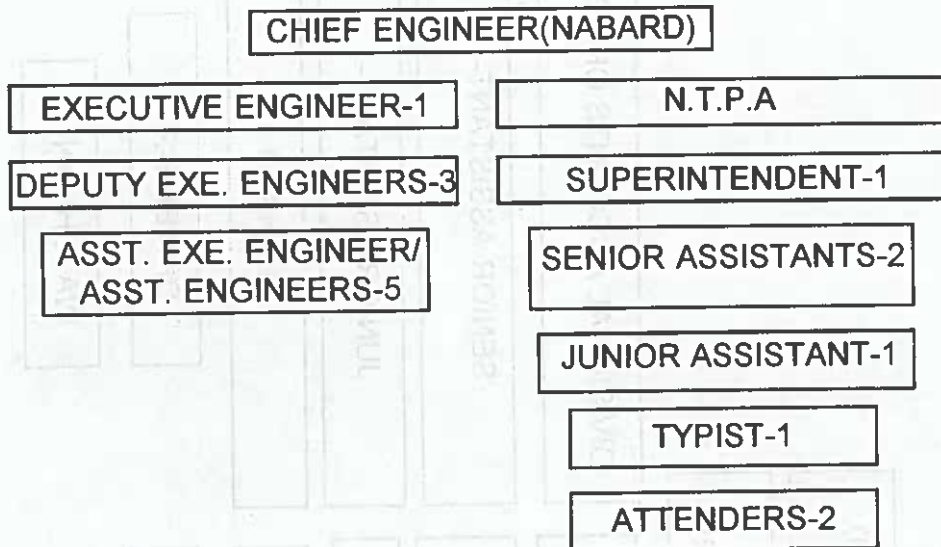
ORGANISATION CHART OF PR & RDED



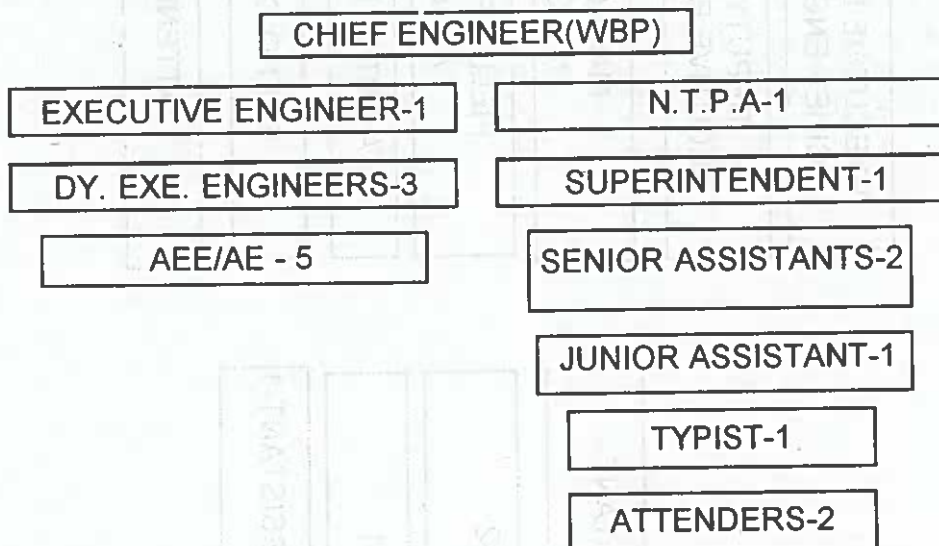
ORGANISATION CHART OF EXECUTIVE DIRECTOR (HRD)



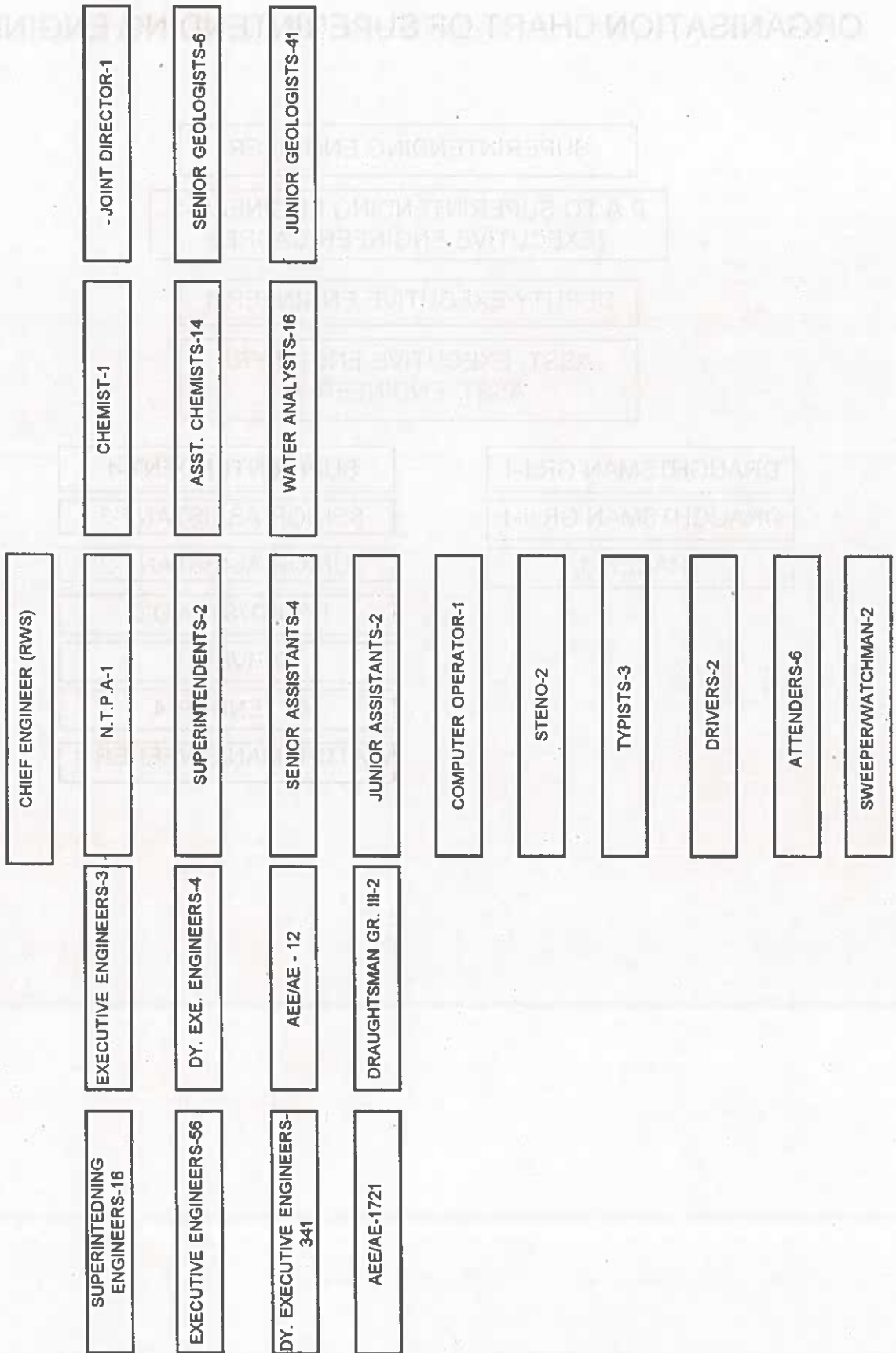
ORGANISATION CHART OF CHIEF ENGINEER (NABARD)



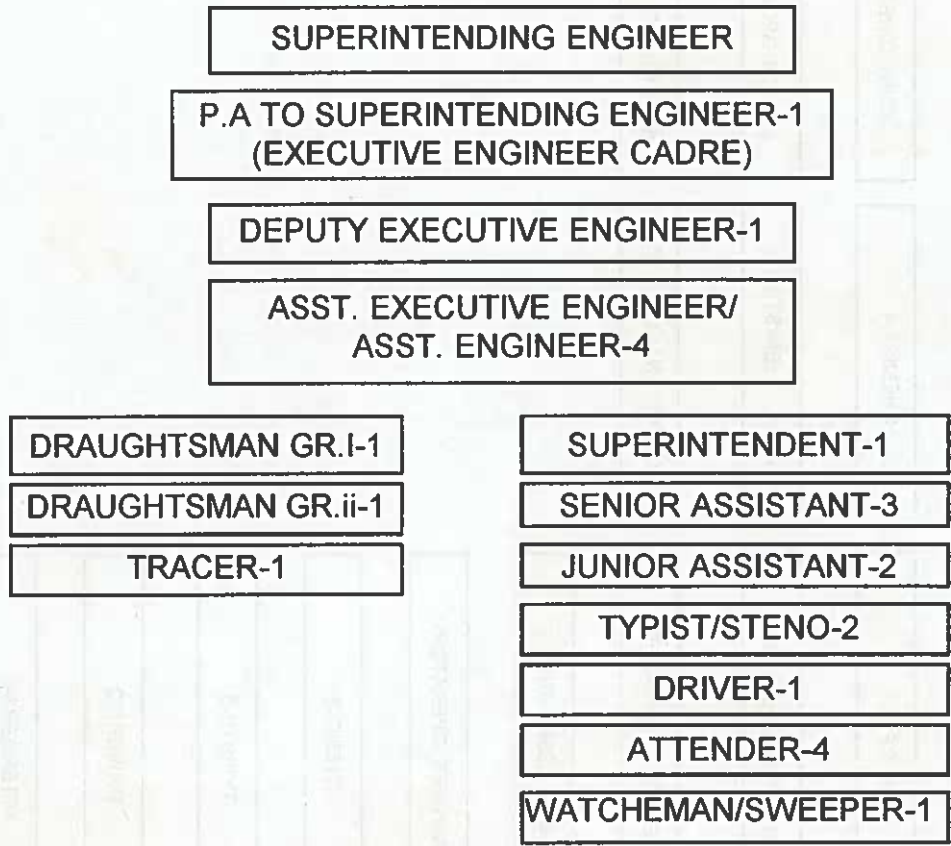
ORGANISATION CHART OF CHIEF ENGINEER (WBP)



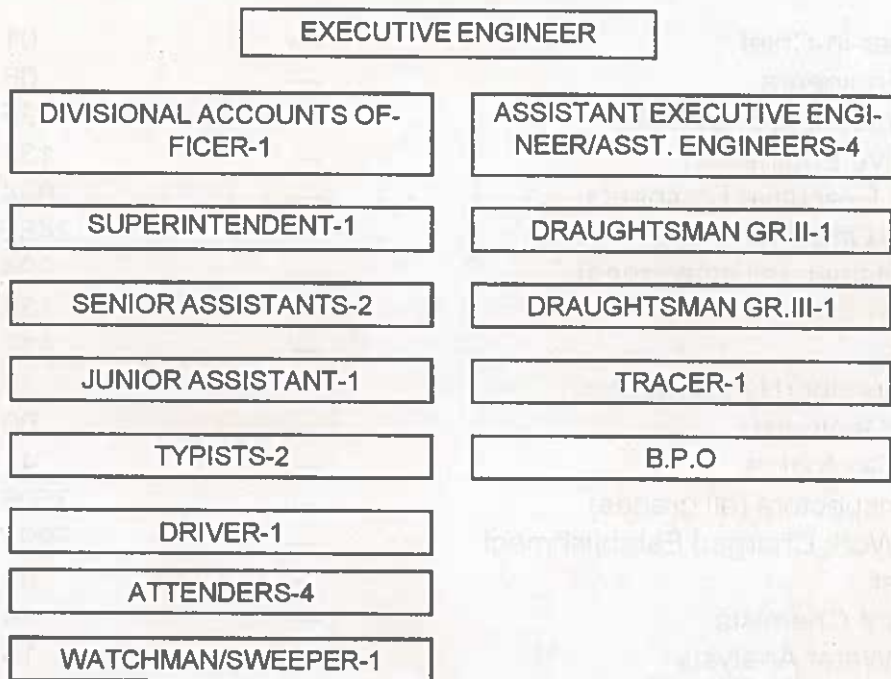
ORGANISATION CHART OF CHIEF ENGINEER (RWS)



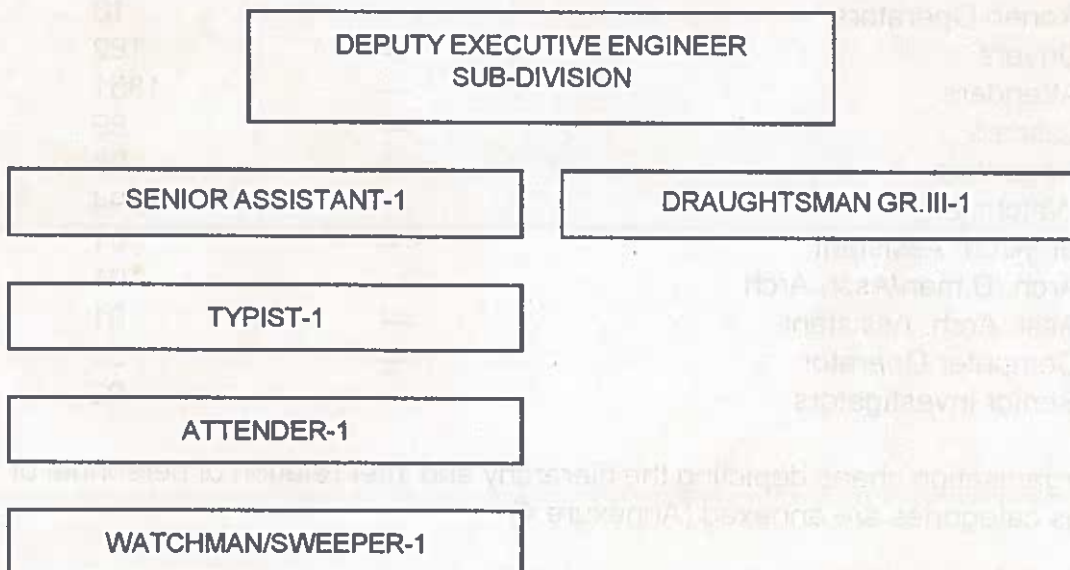
ORGANISATION CHART OF SUPERINTENDING ENGINEER



ORGANISATION CHART OF EXECUTIVE ENGINEER



ORGANISATION CHART OF DEPUTY EXECUTIVE ENGINEER



PRESENT STRENGTH OF ORGANISATION:

Engineer-in-Chief	—	01
Chief Engineers	—	06
Superintending Engineers	—	35
Executive Engineers	—	131
Deputy Executive Engineers	—	694
Section Officers	—	3455
Draughtsmen (all categories)	—	894
Tracers	—	134
B.P.Os	—	117
Joint Director (Hydro-geology)	—	01
Senior Geologists	—	06
Junior Geologists	—	41
Work Inspectors (all grades)	—	2506
Other Work Charged Establishment	—	5992
Chemist	—	01
Assistant Chemists	—	14
Junior Water Analysts	—	16
N.T.P.A to Engineer-in-Chief	—	06
DAO (w)	—	111
Superintendents	—	140
Sr. Assistants	—	1200
Jr. Assistants	—	571
Steno/Typist	—	578
Record Assistants	—	128
Roneo Operators	—	10
Drivers	—	182
Attenders	—	1851
Lascars	—	69
Naganties	—	03
Watchmen	—	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 4)

यदैव विद्यया करोति श्रद्धयोपनिषदा
तदैव वीर्यवत्तरं भवति

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

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