



ଓଡ଼ିଶା ସରକାର
ପଞ୍ଚାୟତିରାଜ ଓ ପାନାୟତ୍ତଳ ବିଭାଗ
Government of Odisha
Panchayati Raj & D.W Department

ଓଡ଼ିଶା ଲୋକସେବା ଭବନ
ଓଡ଼ିଶାପଥ ମାର୍ଗ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧
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No. PR-ENGG-ESTT-0036-2024- 12832 /PR&DW, Date: 10.06.2024

From

Lopamudra Mohapatra, OAS(SAG),
Additional Secretary to Government.

To

All Collector/ All CDO-cum-EO, Zilla Parishad/ All Addl. Executive Officer (Tech),
Zilla Parishad/ All BDOs/ All AEEs, PR&DW Department.

Sub: Job-chart for Engineering cadre Employees under Panchayati Raj Department and
their hierarchy for submission of PAR.

Madam/ Sir,

I am directed to invite a reference to the captioned subject and to say that, consequent upon restructuring of Engineering cadre under Panchayati Raj Department and creation of various posts in different levels, it has become imperative to chalk down a new set of guidelines on job chart for such posts. The Job-chart for Engineers at different levels are attached alongside, which shall be followed from here onwards while assigning various works to such employees. The provisions in earlier Govt. orders/ instructions shall be stand superseded.

Secondly, the post wise hierarchy for different Engineering posts under Panchayati Raj Department has been prescribed and annexed herewith, which shall be followed while for submission of their PAR. Accordingly, necessary steps shall be taken to map their HRMS Ids for submission of PAR.

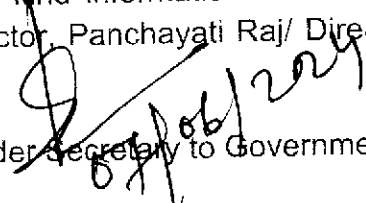
Yours faithfully,


Additional Secretary to Government

Memo No. 12833 /PR & DW

Date: 10.06.2024

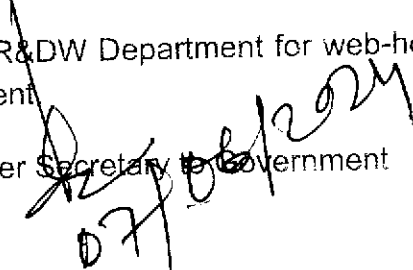
Copy forwarded to P.S. to Hon'ble Minister, PR&DW/ P.S. to Principal Secretary, PR&DW Deptt./ P.S. to Director, Panchayati Raj/ P.S. to Director, Special Projects/ Superintending Engineer, PR&DW Department for kind information of Hon'ble Minister, PR&DW/ Principal Secretary, PR&DW Deptt./ Director, Panchayati Raj/ Director, Special Projects respectively.


Under Secretary to Government

Memo No. 12834 /PR & DW

Date: 10.06.2024

Copy forwarded to E-Governance Section, PR&DW Department for web-hosting of this letter in the official Website of PR&DW Department.


Under Secretary to Government

JOB CHART OF ASSISTANT ENGINEERS & JUNIOR ENGINEERS WORKING IN THE BLOCKS :

1. The Assistant Engineer / Junior Engineer working at Block level is a part of the Block team. He / She shall be under the administrative control of B.D.O and technical control of the A.E.E.
2. He /She will be in charge of entire civil engineering works of the GPs under the Block allotted to him / her. He / She shall carry out the followings viz. (a) Survey & investigation of Projects, (b) Preparation of plan and estimates of works, (c) Supervision of all Civil Engineering works of the GPs allotted to him / her in the Block.
3. He /She will be provided with an assistant by the Block Administration to assist him /her in official and field works.
4. To prepare Master Plan for all Civil Engineering works in accordance with direction of the authorities. He / She shall carry out such preliminary surveys and spot inspections as are considered necessary for preparation of such Master Plan.
5. To help the Block in preparation of annual works program keeping in view the amount available under each head.
6. He / She shall maintain a register to record the progress of all works under the following heads:-
 1. Serial No.
 2. Name of the work and actual location include Geo-Coordinates, name of village, etc.
 3. Date of order received for investigation
 4. Date of preparation of plans and estimates and according, technical sanction no. and date, if it is in his /her competence.
 5. Submission of required particulars of plans and estimates to the Assistant Executive Engineer, if it is beyond his /her competence.
 6. Date of receipt of plans and estimates from the higher authority
 7. Date of re-submission after compliance, if any
 8. Date of receipt of final estimate after sanction
 9. Estimated amount
 10. Date of Issue of tender
 11. Date of finalization of contract of Block / Gram Panchayat
 12. Name and address of the contractor
 13. Stipulation date of completion of works as per contract or other order
 14. Date of actual completion of work
 15. Date of measurements and check measurement (MB no. with page)
 16. Date of running / final bill.
 17. Date of submission of completion report

7. He / She is responsible for the accuracy of the investigation, design, estimate, specifications during execution. He / She should answer technical objections raised by higher authorities promptly.
8. He / She shall prepare plans and estimates for all work and should promptly bring to the notice of the Assistant Executive Engineer about all difficult cases and seek his / her guidance. In such cases, within his / her power, he / she shall be responsible for advising the Block through Assistant Executive Engineer promptly and take steps for obtaining technical sanction and administrative approval from the concerned authority.
9. He / She shall accord Technical Sanction to the estimates of works within the financial limit notified by the PR & DW Department from time to time and furnish the same to the Assistant Executive Engineer for verification and counter signature.
10. He / she will prepare a statement of all technical sanctions accorded by him / her and produce it to the Assistant Executive Engineer for future reference.
11. He / She shall prepare tender notice, tender schedules and check the comparative statements for all Civil Engineering works within his / her jurisdiction. He / She shall advise the Grama Panchayat in preparation of tender documents. He / she should get the tender papers approved by the Competent Authority through proper channel before publication.
12. In the case of works undertaken by the Block or Grama Panchayat, he / she will be responsible for layout the plan at the site and necessary instructions to this effect to be given to the executant. In case there is difficulty in taking up the works complicated in nature such as concreting, masonry and also other engineering works at the Block level, he / she must remain present at the worksite to sort out the problem. In case of Grama Panchayat works, he / she will also attend the worksite subject to receipt of requisition from the concerned Grama Panchayat.
13. He / she shall be responsible for recording measurement of all works in the Measurement Book and prepare the Bills.
14. He / she should perform tour for a period of minimum 8 days in a month. He / she may use the Block vehicle for conducting a quick round up of important works carrying measurements.
15. He / she shall attend the inspection of the higher authorities.
16. He / she shall maintain a daily diary in the prescribed Note Book and submit the Note Book to the Assistant Executive Engineer at the end of every month.
17. He / she shall attend the meeting conducted by BDO / AEE and ensure timely submission of reports and returns pertaining to his / her jurisdiction.
18. He / she will prepare the revised estimate as and when required.
19. He / she will maintain Level Book as and when required as per direction of competent authority.
20. The JE/AE will receive any amount towards the works executed departmentally in a current account opened by the Block Development Officer in any of the Nationalized Bank In his/her name.
21. He/She shall pay any amount due to the vendors, suppliers, labors etc. as the case may be in departmentally executed works through check only. He/She shall not pay in shape of cash to any of the above in case of departmentally executed works.
22. He/She will maintain a separate register for departmentally executed works



- indicating amount received from the office and details of disbursement to the vendors, suppliers, labors etc. as the case may be through check only. This shall be maintained in separate pages work wise
23. Any other work entrusted to him / her from time to time by competent authority.

JOB CHART OF ASSISTANT ENGINEERS (ESTIMATOR) AT ZILLA PARISHAD LEVEL :

1. The Assistant Engineer at ZP level will be a part of the ZP team. He / she shall be under the administrative control of Chief Development Officer-cum-Executive Officer and technical control of the Additional Executive Officer (Technical).
2. He / she will deal with all civil engineering works related to all schemes such as scrutiny of estimates, tender schedule and comparative statements, technical reports and project feasibility reports. Separate registers to this effect shall be maintained by him/ her and to be produced before the the Assistant Executive Engineer of the Zilla Parishad..
3. He / she will calculate the wage and material ratio of the MGNREGS works and furnish the same to the Assistant Executive Engineer during the process of online approval by the DPC, MGNREGS / Addl. DPC, MGNREGS.
4. He / she will perform tour for supervision of civil engineering works and inquiry of works as per direction of Higher Authority as and when required.
5. He / she will prepare various types of model estimates as per instruction of Higher Authorities and furnish the same to Assistant Executive Engineer for further scrutiny.
6. He / she will take steps for timely submission of Steel and Cement Rate of the District to the State through proper channel for incorporation in various e-modules.
7. Any other work entrusted to him / her from time to time by competent authority.

JOB CHART OF JUNIOR ENGINEERS / ASSISTANT ENGINEER AT STATE HQ :

1. The Assistant Engineer / Junior Engineer at State HQ will be a part of Technical Cell of the State HQ. He / she shall be under the administrative control of PR & DW Department and technical control of Chief Engineer, PR &DW Department.
2. He / she will deal with all civil engineering works related to all schemes such as scrutiny of estimates, tender schedule and comparative statements, technical reports and project feasibility reports. Separate registers to this effect shall be maintained by him/ her and to be produced before the the Assistant Executive Engineer of State HQ for further scrutiny.
3. He / she will perform tour for supervision and inquiry of civil engineering works as per instruction of Higher Authority as and when required.
4. He / she will prepare various types of model estimates as per instructions of Higher Authorities and furnish the same to Assistant Executive Engineer for further scrutiny.
5. Any other work entrusted to him/her from time to time by competent authority.



JOB CHART OF ASSISTANT EXECUTIVE ENGINEERS OF THE BLOCK

1. The Assistant Executive Engineer at Block level is a part of the Block team. He/she shall be under the administrative control of Block Development Officer / Chief Development Officer-cum-Executive Officer, Zilla Parishad and technical control of the Additional Executive Officer (Technical), Zilla Parishad.
2. Assistant Executive Engineer will be the Technical head all development works of the Block. Execution of all works at Block level shall be carried out as per the direction of AEE. An Assistant Executive Engineer is responsible to the Additional Executive Officer (Technical), Zilla Parishad in all technical matters for efficient management and execution of civil engineering works within the Block.
3. He /She will supervise the (a) Survey & investigation of Projects, (b) Preparation of plan and estimates of works, (c) Supervision of all Civil Engineering works in Block & Gram Panchayat carried out by Assistant Engineers / Junior Engineers and other Technical Personnel working at Block Level.
4. He /She will be provided with an assistant to assist him /her in official works.
5. To supervise / scrutinize Master Plan, preliminary survey reports and spot inspection reports, all registers, records, level Books, day to day works and other documents of Junior Engineer / Assistant Engineer and other Technical Personnel including the Technical Consultants working at Block Level.
6. To help the Block in finalization of annual works program keeping in view the amount available under each head.
7. He /She shall verify the accuracy of the investigation, design, estimate and specifications during execution. He /She should clarify technical objections raised by higher authorities.
8. He /She shall verify the plans and estimates for all work. He /She shall accord Technical Sanction to the estimate of the works within the Technical Sanction limit notified from time to time and maintain a register in proper format. He /she should bring all these matters to the notice of the Additional Executive Officer (Technical) and seek his / her guidance. In all cases and within his/her Technical sanction power limit, he/she shall render necessary suggestion to the Block Administration for smooth execution of works and take steps for obtaining Technical Sanction and Administrative Approval from the concerned authority for other projects for which Technical Sanction is accorded at higher level.
9. He /she will suggest through the proper channel for creation of Template Estimate in various e-modules to the State.
10. He/She shall verify Detailed Tender Call Notice (DTCN), tender schedules and check the comparative statements for all Civil Engineering works prepared by the Technical personnel of the Block within his / her jurisdiction. He/She shall advise the Grama Panchayat in preparation of tender documents. He/she should get the tender papers approved by the Competent Authority through proper channel before publication.
11. In the case of works undertaken by the Block or Grama Panchayat, he / she shall verify the layout the plan at the site and necessary instructions to this effect to be given to the executant. In case there is difficulty in taking up the works complicated in nature such as concreting, masonry and also other engineering works at the Block level / Grama Panchayat level , he / she arrange to be present at the worksite to sort out the problem and also ensure the presence of Assistant Engineer / Junior



- Engineer or any other suitable staff.
12. He/she shall be responsible for recording check measurement of works in the measurement books.
 13. He/she should perform tour for a period of minimum 15 days in a month. He/she will use the official vehicle for supervision and check measurements of works.
 14. He/she shall attend the inspections, tour and meetings of the higher authorities.
 15. He/she shall submit the tour program to Block Development Officer, Chief Development Officer-cum-Executive Officer, Zilla Parishad and Additional Executive Officer (Technical) and furnish the tour note accordingly.
 16. He/she shall supervise the works of Additional Program Officer (APO) and other MGNREGS functionaries with respect to progress and implementation of Mahatma Gandhi NREGS works in the Block & Gram Panchayat.
 17. He/she shall supervise the works of District Water and Sanitation Mission (DWSM), with respect to progress and implementation of Swachha Bharat Mission (SBM) works.
 18. He/she should ensure timely submission of reports and returns pertaining to his/her jurisdiction.
 19. Before submission of the bill, he / she must satisfy himself / herself that the work has actually been executed in accordance with the detailed measurements recorded and personally inspect all works of any magnitude before recommending final payment in connection therewith. He must satisfy himself about the correctness of the measurements and check-measure of the work as laid down in the Appendix-II of OPWD Code.
 20. He / She is responsible for preparation of budget requirements of expenditure of the Block and for obtaining the necessary sanction for modifications in allotment of funds, re appropriation and for effective control of expenditure.
 21. He / She should ensure that no act is done to nullify or vitiate a duly execute contract that materials are not issued to work in excess of requirement; that the cost of materials issued to the contractor are recovered as per the terms of contract, that the Register of Hire charges of tools and plant rent to contractors is properly maintained and hire charges regularly recovered; and that site accounts of materials issued to works are maintained according to Rules whenever required.
 22. He/she shall furnish the monthly performance report of all Technical Officials of the Block to the Appropriate Authority.
 23. He / She shall responsible for timely forwarding of online PARs submitted to him / her with necessary observations.
 24. AEE will verify the register maintain by the JE/AE for departmental works and report to the Block Development Officer regarding any discrepancy on receipt of payment from the office and disbursement by the JE/AE to the vendor, suppliers, labors etc. as the case may be.
 25. He/She shall ensure that, in case of departmental works, the payment by the AE/JE are made to the vendor, suppliers, labors etc. as the case may be are made through check only.
 26. Any other work entrusted to him / her from time to time by competent authority.



JOB CHART OF ASSISTANT EXECUTIVE ENGINEERS (AEE) IN ZILLA PARISHAD
LEVEL :

1. The Assistant Executive Engineer at ZP level will be a part of the ZP team. He/she shall be under the administrative control of Chief Development Officer-cum-Executive Officer and technical control of the Additional Executive Officer (Technical).
2. He/she will verify all civil engineering related works such as scrutiny of estimates, tender schedule and comparative statements, technical reports, inquiries etc. submitted by Assistant Engineer concerned.
3. He/she will perform tour for supervision of civil engineering works and inquiries as per instruction of Higher Authority as and when required.
4. He/she will verify and submit all the documents such as estimates, tender documents, Comparative statements, technical reports, project feasibility reports, inquiry reports etc. to Additional Executive Officer (Technical), ZP.
5. He/she will verify respective registers with reference to Sl. no. 4 above.
6. He/she will verify the wage and material ratio of the MGNREGS works during the process of online approval by the DPC, MGNREGS / Addl. DPC, MGNREGS.
7. He/she will verify various types of model estimates / online estimates and will also recommend for creation of online templates as per instruction of Competent Authorities.
8. To take step for timely submission of Steel and Cement Rate of the District to the State through the proper channel.
9. Zilla Parishad being the implementing Authority, Assistant Executive Engineer will coordinate among all Block and line Departments regarding new guidelines, SOP, Model Plan & Estimate etc. received from the PR & DW Department from time to time.
10. He/she will supervise and verify the day to day works of the Senior Technical Consultant / Technical Consultant and other engineering personnel working under Zilla Parishad.
11. He / She shall be responsible for timely forwarding of online PARs submitted to him / her with necessary observations.
12. Any other work entrusted to him/her from time to time by competent authority.

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JOB CHART OF ASSISTANT EXECUTIVE ENGINEER AT STATE HQ :

1. The Assistant Executive Engineer at State HQ will be a part of Technical Cell in State HQ. He/she shall be under the administrative control of PR & DW Department and technical control of Chief Engineer, PR & DW Department.
2. He/she will assist the higher Technical officers in the state HQ in scrutiny of estimates, tender schedule and comparative statements, technical reports, project feasibility reports submitted by the JE / AE and will submit to Executive Engineer / Superintending Engineer, State HQ for further scrutiny.
3. He/she will verify respective registers with reference to Sl. No. 2 above submitted by the JE / AE and furnish the same to the Executive Engineer / Superintending Engineer State HQ.
4. He / she will perform tour for supervision and inquiry of civil engineering works as per instruction of Higher Authority as and when required.
5. He / she will verify various types of model estimates submitted by the JE / AE and furnish to Executive Engineer / Superintending Engineer for further scrutiny as per instructions of Higher Authorities.
6. He / She shall responsible for timely forwarding of online PARs submitted to him / her with necessary observations.
7. He / She will assist in preparation of guidelines on various Technical matters.
8. Any other work entrusted to him/her from time to time by competent authority.



JOB CHART OF ADDITIONAL EXECUTIVE OFFICER (TECHNICAL), ZILLA PARISHAD :

1. The Additional Executive Officer (Technical) will work under the administrative control of Chief Development Officer-cum-Executive Officer, Zilla Parishad and under the technical control of the Chief Engineer, PR & DW Department.
2. The Additional Executive Officer (Technical) shall verify the plans and estimates for works to be technically sanctioned by him/her or Higher Authorities. HE / She should be promptly resolved the issues regarding any error, variation in the conditions at site with respect to the sanctioned plans and estimates etc. done by the Technical Officers under his control and brought the matter to the notice of Higher Authorities .
3. He / She shall inspect important works in the District to ensure proper execution according to the sanctioned plans and estimates.
4. He / She should inspect and test check measurement of the works with reference to the instruction issued from time to time by the PR & DW Department.
5. He / She shall report immediately to the Chief Engineer through proper channel regarding any important incident or unusual occurrence connected to the works in the District.
6. He / She should pay prompt attention to audit objections with respect to Technical subjects and comply accordingly.
7. He / She will verify various type of model estimates / online estimates and will also recommend for creation of online templets as per instruction of Competent Authorities.
8. To take steps for timely submission of Steel and Cement Rate of the District to the State through the proper channel.
9. Zilla Parishad being the implementing Authority, Additional Executive Officer (Technical) will coordinate among all Block and line Departments regarding new guidelines, SoP, Model Plan & Estimate etc. received from the PR & DW Department time to time.
10. He / She will supervise and verify the day to day works of the Junior Engineers / Assistant Engineers / Senior Technical Consultants / Assistant Executive Engineers and any other Technical Personnel working in the Blocks and Zilla Parishad.
11. He / She will perform tour for supervision of civil engineering works and conduct inquiry of works as and when required.
12. He / She will ensure preparation of design, plan & estimate for important projects in the interest of District as and when required.
13. He / She will accompany the Higher Authorities of PR & DW Department during their tour to the District.
14. He / She shall responsible for timely forwarding of online PARs submitted to him / her with necessary observations.
15. Any other work entrusted to him/her from time to time by competent authority.



JOB CHART OF EXECUTIVE ENGINEER, STATE HQ :

1. The Executive Engineer will work under the administrative control of PR & DW Department and under the technical control of the Chief Engineer, PR & DW Department.
2. He / She should verify the plans and estimates of the works and submit the same to the higher authorities which are required to be technically sanctioned as per notification issued for Technical Sanction from time to time.
3. He / She will recommend for approval of various types of model estimates / online estimates to the Superintending Engineer.
4. He / She will render Technical suggestion to the issues pertaining to MGNREGS, Rural Housing, CFC/ SFC, DMF etc. through the Superintending Engineer.
5. He / She should verify tender documents prepared by the Block and District.
6. He / She will conduct tour regularly throughout the State and also conduct inquiry as and when required.
7. He / She will nominate the technical officer to attend all important in service training programme at Government of India (GoI) level on behalf of the State in consultation with the Superintending Engineer and Chief Engineer, PR & DW Department.
8. He / she will render views on technical issues as and when assigned by the authorities of the Department.
9. He / She shall responsible for timely forwarding of online PARs submitted to him / her with necessary observations.
10. Any other work entrusted to him/her from time to time by competent authority.



JOB CHART OF SUPERINTENDING ENGINEER, STATE HQ :

1. The Superintending Engineer will work under the administrative control of PR & DW Department and under the technical control of the Chief Engineer, PR & DW Department.
2. He / she will accord Technical sanction to the estimate of the works as per notifications issued from time to time.
3. He / she should verify the plans and estimates of works to be technically sanctioned by him / her or by the Chief Engineer.
4. He / she will recommend for approval of various type of model estimates / online estimates.
5. He / she will render Technical advice to the issues related to MGNREGS, Rural Housing, CFC/ SFC, DMF etc.
6. He / she should verify tender documents prepared by the Block and District.
7. He / she will conduct tour at regular interval throughout the State and conduct inquiry as and when required.
8. He / she will approve the deviation statements as per the codal procedure.
9. He / she will nominate the technical officer to attend all important in service training programme at Government of India (GoI) level on behalf of the State in consultation with the Chief Engineer, PR & DW Department.
10. He / she will render views on technical issues as and when assigned by the authorities of the Department.
11. He / She shall responsible for timely forwarding of online PARs submitted to him / her with necessary observations.
12. Any other work entrusted to him/her from time to time by competent authority.



JOB CHART OF CHIEF ENGINEER :

1. The Chief Engineer will work under the administrative control of Principal Secretary, PR & DW Department and will act as Technical Head of the Department.
2. He / she should verify and approve the plans and estimates of works to be technically sanctioned by him/her as per the notification issued from time to time.
3. He / she will approve various type of model estimates / online estimates.
4. He / she will render Technical advice to the Department on the issues related to various schemes such as; MGNREGS, Rural Housing, CFC/ SFC, DMF etc.
5. He / she will approve the deviation statements as per the codal procedure.
6. He / she will conduct tour at regular intervals throughout the State and conduct inquiry as and when required.
7. He / she will coordinate in technical matter of all flagship programs of Government of India (GoI) as well as PR & DW Department.
8. He / she will nominate the technical officer on behalf of the State to attend all important in service training program at Government of India (GoI) level.
9. He / she will render views on technical issues as and when assigned by the authorities of the Department.
10. He / She shall responsible for timely forwarding of online PARs submitted to him / her with necessary observations.
11. Any other work entrusted to him / her from time to time by competent authority.



HIERARCHY FOR TRANSMISSION OF PAR AMONG ENGINEERING CADRE OF PR & DW DEPARTMENT. (PR CADRE)

Sl.No.	Designation of the Officer	Reporting Authority	Reviewing Authority	Accepting Authority
1	Junior Engineer/ Asst. Engineer (Block level)	BDO	CDO-cum-EO, Zilla Parishad	Collector-cum-CEO, Zilla Parishad
2	Asst. Engineer (Zilla Parishad level)	Addl. Executive Officer (Tech), Zilla Parishad	CDO-cum-EO, Zilla Parishad	Collector-cum-CEO, Zilla Parishad
3	Jr.Engineer/ Asst. Engineer (State level)	Executive Engineer/ Superintending Engineer	Chief Engineer, PR & DW Deptt.	Director, Spl.Projects
4	Asst. Executive Engineer (Block level)	BDO	Collector-cum-CEO, Zilla Parishad	Director, PR
5	Asst. Executive Engineer (Zilla Parishad level)	Addl. Executive Officer (Tech), Zilla Parishad	Collector-cum-CEO, Zilla Parishad	Director, PR
6	Asst. Executive Engineer (State level)	Superintending Engineer, PR & DW Deptt.	Chief Engineer, PR & DW Deptt.	Director, SP
7	Addl. Executive Officer (Tech), Zilla Parishad	CDO-cum-EO, Zilla Parishad	Collector-cum-CEO, Zilla Parishad	Director, PR
8	Executive Engineer (State H.Q)	Superintending Engineer, PR & DW Deptt.	Chief Engineer, PR & DW Deptt.	Director, Spl.Projects
9	Superintending Engineer, PR & DW Deptt.	Chief Engineer, PR & DW Deptt.	Director, Spl.Projects	Principal Secretary
10	Chief Engineer, PR & DW Deptt.	Director, Spl.Projects	Principal Secretary	Chief Secretary

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