

SECTION - II

The powers and duties of officers and employees of the PWD

The duties of the various officers & employees of PWD (B&R) Department are as under:-

Chief Engineer.

The duties of the Chief Engineer are given in the paragraphs 1.43 to 1.48 of PWD Code and are as under:-

1.43 The Chief Engineer is the administrative and professional head of the Branch of the Department in his charge, and is responsible for the efficient working of his branch. He is also the responsible professional adviser of Government in all matters relating to his charge or on which his advice may be desired. He is required to bring clearly, and faithfully before Government all subjects reserved for its decision or for that of the Central Government.

1.44 It is duty of the Chief Engineer to arrange removals, transfers and postings of Superintending Engineers and Divisional Officers and transfers of other gazetted officers from one Circle (or Division in the case of the Electricity Branch) to another.

In the Electricity Branch it is also the duty of the Chief Engineer to arrange removals, transfers and postings of other establishment within the Branch except the Divisional Accountants.

The Chief Engineer, Electricity Branch, is also authorized to make inter-divisional transfers of posts of clerks, Line Superintendents, Overseers within the Branch in emergent cases and as a temporary measure, provided that –

- (a) temporary posts created for a brief period for a special purpose are not transferred;
- (b) in the event of the abolition of a Division or a Sub-Division the effect on the strength of the other non-gazetted establishment in the Branch shall be reported to government with such observations as the Chief Engineer may consider necessary; and
- (c) when a post has been specifically refused in any particular unit a corresponding post is not created in that unit by transfer from elsewhere.

The Chief Engineer Electricity Branch, is also responsible to fix headquarters of subordinates not in Sub-Divisional charge and of the Traveling Audit parties employed to audit locally the revenue accounts of the various Sub-Divisions in the Branch.

- 1.45 The Chief Engineer will exercise a concurrent control with the Audit Officer over the duties of the officers of the department in connection with the maintenance of the accounts and will give all legitimate support to the Audit Officer in enforcing strict attention to the regulations concerning the disbursement of money, the custody of stores and the submission of accounts. He has no authority over the audit officer in regard to audit matters, but has a claim on him for assistance and advice in matters relating to accounts and finance. At the same time the Chief Engineer should arrange that the Audit Officer is kept fully cognizant of all proceedings and proposals to enable the latter to fulfill his functions.
- 1.46 The Chief Engineer will prepare annually the portion of the budget estimates relating to the works under his control and as soon as possible after the close of each year, a report of the progress made during that period on the public works under his charge, giving a brief but clear account of the operations of the department.
- 1.47 It is the duty of the Chief Engineer to see that the budget allotments of the year are fully expended in so far as is consistent with general economy and the prevention of large expenditure in the last months of the year for the sole purpose of avoiding lapses. He will ensure that any money which is not likely to be needed during the year is promptly surrendered so as to allow of its appropriation, for other purposes by the proper authority.
- 1.48 A Chief Engineer may correspond direct with the heads of departments on all matters relating to details of buildings or works appertaining to those departments. A statement of the financial and

miscellaneous powers of the Chief Engineer is given in paragraphs 5.30 and 5.31.

Superintending Engineer.

The duties of the Superintending Engineer are given in the paragraphs 1.49 to 1.57 of PWD Code and are as under:-

- 1.49 The administrative unit of the department in the Circle, in charge of a Superintending Engineer who is responsible to the Chief Engineer for the administration and general professional control of public works in charge of officers of the department within his Circle.
- 1.50 It is the duty of the Superintending Engineer to inspect the state of the various works within his Circle, and to satisfy himself that the system of management prevailing is efficient and economical that the different articles in stock are duly verified according to the rules laid down, and that there is no accumulation of stock in any division beyond its requirements. He is also responsible that no delay is allowed to occur in the submission of Completion Reports (or completion statements) where necessary. (see paragraph 2.122).
- 1.51 The Superintending Engineer is required to ascertain and report on the efficiency of the subordinate office and petty establishments, and to see that the staff employed in each Division is actually necessary and adequate for its management. He will also examine the condition of surveying and mathematical instruments at the headquarters of Divisions. He will inspect each Divisional Office in his Circle at least once a year to examine initial accounts, accounts of stock, tools and plant and stock manufacture, registers of work and other divisional books, mode of preparation of estimates, contract agreements, contractors accounts, system of recording plans and papers, and office work generally.

In the Buildings and Roads Branch, the Superintending Engineer should submit invariably a report to the Chief Engineer intimating

whether the inspection discloses any serious irregularities or other matters of importance, which the Superintending Engineer considers should be brought to the notice of the Chief Engineer, or on which orders are required.

In the Electricity Branch, inspection of the Divisional Offices is made annually by the Chief Engineer who also deals with his Inspection Reports finally.

1.52. Although the Audit Officer is required to make inspections of the account offices of disbursing officers, this does not relieve the Superintending Engineer from responsibility for the maintenance of the authorized system of accounts throughout his Circle. The Audit Officer and the Superintending Engineer should assist each other in rendering the management of the accounts of the department as perfect as possible. The Superintending Engineer should also examine the books of Divisional Officers and their subordinates, and see that matters relating to the primary accounts are attended to personally by the Divisional and Sub Divisional Officers and that the accounts fairly represent the progress of each work. It will also be his duty to examine the registers of works, so as to keep a vigilant watch over the rates of work and when he considers it necessary, he may require a Divisional Officer to report to him monthly or at longer intervals on a Works Slip, P.W.A. Form No. 39, the total expenditure to date under each sub-head of a work compared with the sanctioned estimate. It will thus be seen that it rests with the Superintending Engineer to investigate excesses over sub-heads with a view to deciding whether or not a revised estimate will be required for the work. When a revised estimate is required it will also devolve on the Superintending Engineer to see that it is submitted in due time to the sanctioning authority. (See paragraphs 1.70 and 2.117)

1.53. (1) Superintending Engineers are empowered to transfer and post all members of establishment within their Circles except Divisional

Officers and Accountants. They may arrange among themselves for transfers of non-gazetted establishment not borne on Circle cadres their respective Circle between and when the arrangements are complete, they will recommend to the Chief Engineers the proposed transfer of such establishment from their Circles, as also those of gazetted officers.

(2) They may fix the headquarters of Overseers and Subordinates not in Sub-Divisional charge.

(3) They should see that the Circle and Divisional scales of office and petty establishments are not exceeded without proper authority.

- 1.54 (1) Superintending Engineers are responsible for the engineering character of every work which they approve and, in submitting any report, design, estimate, or other document to the Chief Engineer will invariably state their own opinion and recommendations on the subject, in particular as to the suitability of the designs and the reasonableness of the rates. They should also have estimates checked and compared with the drawings.
- (2) Superintending Engineers may be required to exercise, in addition to their ordinary duties, supervision over Local Fund expenditure in communication with the Civil Officers.
- 1.55 Besides regular tours of inspection, it is the duty of Superintending Engineers to proceed to any place in their Circles to report on any important design or work, or any serious accident or threatened danger connected with the works within their charge.
- 1.56 The supervision and control of the assessment of revenue from irrigation and navigation works within his Circle will rest with the Superintending Engineer.
- 1.57 A Superintending Engineer is authorized to correspond direct with any of the local authorities, civil or military within his Circle. He will address

General Officers Commanding Divisions or Brigades through their Staff Officers and all other officers direct.

Divisional Officer / Executive Engineer.

The duties of the Divisional Officer / Executive Engineer are given in the paragraphs 1.59 to 1.77 of PWD Code and are as under:-

- 1.58 The Executive unit of the Department is the Division, in charge of a Divisional Officers who is usually an Executive Engineer, an is responsible to the Superintending Engineer for the execution and management of all works within his Division.
- 1.59 A Divisional Officer can receive positive orders only from his own departmental superiors the head of the Administration, or other Civil Officers duly authorized.
- 1.60 Divisional Officers are responsible that proper measures are taken to preserve all the buildings and works in their Divisions, and to prevent encroachment on Government lands in their charge. They should keep accurate plans of all Government lands, take care that their subordinates make themselves acquainted with the boundaries and see that they are maintained.
- 1.61 Every Divisional Officer is required to report immediately by telegram direct to the Chief Engineer and also to the Superintending Engineer any serious accident or unusual occurrence resulting in a serious injury to, or death of, any person or damage to any work or crop connected with his Division. The telegram should be confirmed by letter stating the action taken by the Divisional Officer (See also paragraphs 2.101)
- 1.62 Divisional Officers may transfer establishment other than Sub Divisional Officers, Deputy Collectors and Accountants. Within their respective Divisions without reference to higher authority. Such transfers will be reported in the ordinary course to the Superintending Engineer.

- 1.63 Divisional Officers are immediately responsible for the proper maintenance of all work in their charge and for the preparation of projects and of designs and estimates, whether for new works or repairs. It is also part of their duties to organize and supervise the execution of works and to see that they are suitably and economically carried out with materials of good quality.
- 1.64 Divisional Officers are strictly prohibited from commencing the construction of any work or expending public funds without the sanction of competent authority; also from making or permitting any material deviations from any sanctioned design in the course of execution without specific authority, or in case of emergency, when the change should be forthwith reported to the Superintending Engineer.
- 1.65 Immediately a work is finished, it is the duty of the Divisional Officer to close the accounts and to prepare the completion report if required by the rules in paragraphs 2.122.
- 1.66 Divisional Officers will take the necessary steps for obtaining cash for the works under their control, and will keep their accounts and submit them punctually to the audit office under the rules for the time being in force. In their arrangements for account keeping they will exercise a thorough and efficient control and check over their Divisional Accountants. They will also, before submitting the monthly accounts, carefully examine the books, returns and papers from which the same are compiled.
- 1.67 The Divisional Officer is responsible for the correctness, in all respects, of the original records of cash and stores, receipts and expenditure and for seeing that complete vouchers are obtained. The Divisional Accountant is responsible to the Divisional Officer for the correct compilation of the accounts of the Division from the data supplied to him.

The Divisional Officer is responsible that his accounts are regularly posted from day to day and that the Accountant carries out his duties regularly and punctually. The relative position of a Divisional Accountant to the Divisional Officer in respect of accounts is analogous to that of a Sub Divisional Officer to a Divisional Officer in respect of works, and the responsibilities of the latter for the work of the Divisional Accountant are similar to those which attach to him in respect of the execution of works in the charge of other subordinates.

1.69. Relates to PWD (Irrigation) Branch.

1.70. The Divisional Officer is held primarily responsible for affording information of the probability of excess over the estimated cost of work, and is expected not to allow any delay to occur in reporting any such probability to the Superintending Engineer. Immediately it becomes apparent that, whether from excess of certain rates or from departure from a design or any other cause, the estimated cost of a work is likely to be exceeded, the Divisional Officer is bound to report the fact forthwith to the Superintending Engineer, describing the nature and cause of the probable excess and asking for orders. This report should be made on the works Slip P.W.A. Form No. 39. The Divisional Officers must also submit the Works Slip, with such explanation as will enable the Superintending Engineer to pass orders on the case, on the occurrence, or the probability of the occurrence, of any irregularity in the rate or cost of a sub-head. All important liabilities not brought to account should also be noted on the Works Slips.

It will not be necessary for the Divisional Officer to submit the Works Slip in cases in which he can finally pass excesses over estimates under Serial No. 27 of paragraph 20.15 B.F.P..

- 1.71 The Divisional Officer is responsible that the surveying and mathematical instruments in his Division are properly cared for, and will report on their condition to the Superintending Engineer at the end of each working season. Any injury to the instruments due to neglect or carelessness should be made good at the expense of the officer or subordinates responsible for the damage.
- 1.72 It will be the duty of the Divisional Officer to furnish Treasury and Sub-Treasury Officers, after due inspection, with the certificate prescribed in Article 9 of the Resource Manual as to the security of strong rooms used or proposed to be used for the storage of coin.
- 1.73 The Divisional Officer will be required to inspect at least once a year and to report on and suggest measures for the protection of any public monument or building of architectural or historical interest, whether public or private property other than those protected by the Central Government, which appears likely to fall into decay, and he will be held responsible for any neglect or destruction which he has failed to report. In the case of private property it will be for the Provincial Government to decide what steps, if any, are to be taken to obviate further neglect or destruction.
- 1.74 The Divisional Officer, in addition to his other duties, will consider himself to be the ex-officio Professional advisor of all departments of the Administration within the limits of his charge. He will transact business of this sort with the chief military or civil authorities within his Division, but it is incumbent on him to see that no undue formalities or comparatively unessential projects are allowed to interfere with the performance of those duties which are necessary or urgent.
- 1.75 Divisional Officers may, where the services of any officer of the Military Engineer Services are not available, be called upon by General Officers Commanding Divisions or Brigades to be members

of committees appointed to select sites and determine general boundaries of cantonments.

- 1.76 At stations where there are no Ordnance or Military Works workshops, repairs to ambulance wagons and tongas will be carried out by the Public Works Department.
- 1.77 Divisional Officers will address Commanding Divisions, Brigades of Stations through their Staff Officers.

Sub Divisional Officer

The duties of the Sub Divisional Officer are given in the paragraphs 1.78 to 1.79 of PWD Code and are as under:-

- 1.78 The Division is divided into Sub Division in charge of Sub Divisional Officers who may be Executive Engineers, Assistant Executive Engineers, Assistant Engineers or where no such officers are available, Engineer Subordinates or Zilladars; they are responsible to the Divisional Officer for the management and execution of works within their Sub Divisions and are his assistants.

No Sub-Division can be constituted in the first instance without the sanction of Government.

- 1.79 In future Executive Sub Division of the kind referred to in the latter part of the first works Account Code should not be instituted except under the orders of the Superintending Engineer who should in each case record the reasons for his action in writing, forwarding a copy to the Chief Engineer, for information.

Sectional Officer

The smallest working unit in the B&R Branch is known as 'Section' in the charge of a Sectional Officer whose principal functions are as under:-

- To prepare petty requisitions and plans and estimates for special repairs and additions and alterations.

- To give Nishans for works to be done in his section.
- To carry out survey and leveling work when required to do so.
- To supervise the actual execution of building and road works and repairs in his section done through the contractors or by daily labour and to see that they are executed in accordance with the plans and specifications approved by the competent authority for the said work with sound materials. He shall maintain the Register of progress and instructions on all major works and present them to all inspecting officers on their visits for recording their orders, if any.
- To make arrangements for adequate strength of labour at economical rates within the sanctioned rates when a work is required to be done departmentally.
- To maintain accounts of all the stock and T&P in his charge, their receipts and issues and to maintain register of materials at site.
- To take measurements of works and to assist the Sub-Divisional Officer or Executive Engineer in measurements or check-measurement of works.
- To record, in time, the measurements of small works below foundations. In case of large works, to get the work measured up, in time, from the Sub-Divisional Officer, before such works get covered over.
- To prepare running bills of all works and final bills of such works as cost less than one lakh of rupees and to submit them to the S.D.O.
- To put up measurement books regularly to his Sub-Divisional Officer for order of payment at least twice a month.
- To supervise labour employed on daily wages and to submit labour reports daily to the S.D.O. and to supervise the regular gangs and to check their attendance on his visits to roads under his charge.
- To prepare, maintain and submit in time all rolls of work-charged establishment and to make payments to work-charged establishment and permanent gangs on behalf of and under the instructions of the Sub-Divisional Officer when required to do so.
- To keep a vigilant control over expenditure and report progress of work to his S.D.O. either daily or periodically as may be ordered.

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- To report to the S.D.O. immediately occurrence of any serious accidents etc. in his section and to ensure that no damage takes place to the Government property in his charge.
 - To check the Visitors register of all rest houses in his charge at least once a month and to receive collections of rents etc. from Chowkidars of rest-houses for depositing them in the Sub Divisional Office.
 - To keep Government land property free from encroachments and to promptly bring to the notice of his Sub Divisional Officer in writing when any encroachment temporary or permanent is threatened or actually takes place.
 - To check (count, weigh or measure, as the case may be) each half year, all the stores in his charge and to prepare half yearly distribution list for stock and yearly for T&P showing the closing balances and to certify distinctly that he has checked the stores, recording the result of such a check.
 - To check, measure all the roadside materials at least once in six months and record his check in the measurement books.
 - To submit survey report for all unserviceable stock and T&P.
 - When holding an imprest, the S.O. is responsible for the exercise of proper care in the custody of cash and in case of loss the onus of proof that proper care was exercised will be on him.
 - To carry out annual inspections of buildings and report the result to S.D.O. for entry in the Register of Buildings as laid down in paragraphs 9.4 of this Manual. He shall in addition, be answerable for the general condition of all buildings and roads under his charge and for bringing to notice structural weaknesses, if any.

The Sectional Officers, instead of keeping a separate Diary showing their visits to various works in their charge, should show all their journeys within or beyond five miles areas of their headquarters in their monthly T.A. Bills.

Note: *The duties of the other Ministerial Staff are codified in Chapter-5 of the PWD (B&R) Manual of Orders.*

FINANCIAL AND ADMINISTRATIVE POWERS**10.2 To sanction purchases, manufacture; etc of stores and increases and decreases in the reserve stock limit (see Rule 6.2)**

Sr. No	Nature of Power	To whom delegated	Extent
1	2	3	4
1	To sanction purely temporary increases of the reserve stock limits of a Division, such increase to be absorbed within six months from the date of the increase	(i) Chief Engineers (ii) Superintending Engineers	Full Powers Up to 25 per cent increase over the sanctioned permanent limit of any Division
2	Ditto	Executive Engineers, Irrigation and Buildings and Roads Branches	Up to 10 per cent increase over the sanctions permanent limit of any Division.
3	To sanction decrees in permanent or temporary limits of reserve stock of a Division once sanctioned by Department of Finance.	Chief Engineers, Department of Public Works	Full powers provided that copies of orders sanctioning revised limit are endorsed to the Department of Finance and they are not raised again except as allowed by serial NO. 1 above.
4	To purchase tents	Superintending Engineer, Irrigation and Building and Roads Branches	Up to Rs. 4,000 for each purchase
5	To purchase office furniture	(i) Chief Engineers (ii) Superintending Engineers. (iii) Executive Engineers	Up to Rs. 10,000 Up to Rs. 2,000 Up to a limit of Rs. 500
6	To sanction the purchase of live stock and the purchase, manufacture and repair of articles included under the minor head " Tools and Plant", except the purchase of motor vehicles.	Chief Engineers	Up to Rs. 30000 in any one case. The above limit does not apply in the case of sanction to an estimate to cover book transfer from one unit of a sanctioned projects to another.
7	To sanction the purchase of tools and plants included special	Chief Engineer, Irrigation branch	Up to Rs. 2,00,000 subject to these above e

Sr. No	Nature of Power	To whom delegated	Extent
1	2	3	4
	tools and plant (excluding live stock, tents, office furniture and motor vehicles chargeable to the revenue account	Superintending Engineers Irrigation branch	conditions. Up to a limit of Rs. 10000 in each case. Applies to major head *333- Irrigation, etc & *332- Multipurpose river projects
8	To sanction the purchase of livestock.	Superintending Engineer Irrigation branch	Up to a limit of Rs. 2500 for each estimate.
9	To purchase or manufacture materials to be used on works.	Executive Engineer Irrigation Branch- Selected officers Non selected officers	Rs. 5000 Rs. 2000 Subject to the condition laid down against Sr. No. 11 of rule 10.5.
10	To purchase or manufacture materials to be used on works.	Executive Engineers Building and Roads Branch.	Full powers within the limits sanctioned for reserve stock subjects to the approval or sanction of the estimate being obtained where required by the provisions of paragraphs 4.27 and 4.28 of the Punjab Public Works Department code.
11	To sanction the purchase or manufacture for repairs or of special tools and plant (excluding livestock and office furniture) chargeable to" works" under :- (a) Extension and improvements (b) Maintenance & repairs	Executive Engineer Irrigation branch Selected officers Non selected officers	Applies to major heads " *333- Irrigation etc and *332-multipurses river projects Up to Rs. 2500 Up to Rs. 1500
12	To sanction the purchase or manufacture of tools and plant including special Tools and plants including special Tools and plants (excluding livestock, tents and office furniture)	Executive Engineers, Irrigation, Building and roads branches- Selected officers	Up to Rs. 2500

Sr. No	Nature of Power	To whom delegated	Extent
1	2	3	4
		Non selected officers	Up to Rs. 1500 In the case of irrigation branch, these powers apply when the estimate is chargeable to the revenue account, or to the general or subsidiary estimate of a sanctioned projects of which the project estimate has not been closed.
13	To sanction repair and carriage of Tools and Plant.	Executive Engineers Selected Officers Non selected officers	Rs. 2500 Rs. 1500
14	To purchase mathematical instruments, except leveling staves against sanctioned estimates.	Executive Engineers	Full powers, when the details the instruments to be purchases are specified in an estimate sanctioned by higher authority, otherwise to the extent of Rs. 2500 in the case of selected officers and Rs. 1000 in the case of non selected officers
15	To purchase new leveling staves against sanctioned estimates from the Superintendent, Government Central Workshop Amritsar and falling that from the Mathematical Instrument office Calcutta	Executive Engineers	Full powers where the details of the instruments to be purchased are specified in an estimate sanctioned by higher authority , otherwise to the extent of Rs. 1500 in the case of selected officers and Rs,500 in the case of non selected officers.
16	To obtain rains gauges and measures glasses	Superintending Engineers Irrigation branch and Executive Engineers	Can obtain direct from the Mathematical Instrument office Calcutta.

Sr. No	Nature of Power	To whom delegated	Extent
1	2	3	4
		Irrigation Branch	
17	To order from a Government workshop materials stores or manufactured articles for which due provisions has been made in a sanctioned estimate.	Executive Engineers	Selected Officers – Full powers subject to the limits of a sanctioned estimate or budget allotment, which ever is less.
18	To sanction the carriage and handling charges of stock materials chargeable to stock	Executive Engineers	Full powers,(Non-selected officers up to Rs. 2,500 subject to the limits of sanctioned estimated, or budget allotment, which ever is less.

10.3 To sanction estimates for the purchase or manufacture of materials to be used on works. (See notes below rules 6.64).

Sr. No	Nature of Power	To whom delegated	Extent
1	2	3	4
1	To sanction estimates for the purchase or manufacture of material to be used on works	(i) Superintending Engineers, Irrigation branch (ii) Superintending Engineers, Building and Roads Branch	Up to Rs. One lac and subject to the limits sanctioned for reserve stock Full powers within the limits sanctioned for reserve stock
2	To sanction estimates for repairs and carriage of Tools and Plant including special Tools and Plant	Superintending Engineers, Irrigation and Building and Roads Branches.	Full powers within the budget provision for their respective circles.
3	To sanction estimates for the purchase and manufacture of Tools and Plant.	Superintending Engineers, Irrigation and Buildings and Roads Branches.	Up to Rs. 15,000 in each case in the case of Irrigation Branch, the above powers is subject to the proviso that the construction estimate of the subsidiary or general project, to which the work belongs, has not been closed and subject to such

Sr. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
			restrictions as the Chief Engineers may impose, In the case of Irrigation Branch this powers applies to the major head *”533-Capital Outlay on Irrigation, Navigation, Drainage and flood control Projects” only.
4	To sanction manufactures estimate for running and maintenance of Trucks, Jeeps, Concrete Mixers Graders and other machinery in use in PWD Divisions	Superintending Engineers, Irrigation and Buildings and Roads Branches.	Full powers within the Budget provision for their respective circles.

10.4 To accord administrative approval to works (See Rule 7.3)

Note : The money limits specified in the delegations below relate to the entire estimated cost of a work including both original works and repairs, if any, and not merely to the cost of the portion relating only to original works.

Sr. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
2	To convey Administrative approval to all minor works on the plan side.	All Heads of the Department	Full powers provided that:- (i) Plan provision for the scheme taken against the target of the scheme is not exceeded; and (ii) The expenditure to be incurred during the particular financial year does not exceed the provision made for that particular year in the budget.
3	To convey administrative approval to proposals for works other than Residential Buildings	Chief Engineer, Buildings and Roads Branch	Up to Rs. 50,000 both for buildings and communications works which do not pertain to any particular department falling under the Minor Head Construction of Direct and Other

Sr. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
			Roads, State Highways Roads of Inter-State importance Major Head "259-Public Works /337, Road & Bridges".
4	To Convey administrative approval to proposals for works other than Residential Buildings	Superintending Engineers, Building and Roads Branch	For works of the same nature as in serial no. 3 and up to Rs. 20,000 provided that the amount for the original work does not exceed 10,000.
6	To convey administrative approval to estimate of capital expenditure on the constructions or purchase of residential for Government Employee to meet the requirement of their respective department.	Heads of Department named in serial no.1 and Chief Engineer, Irrigation, B&R Branches	up to Rs. 50,000 of the total cost of the building provided that the rental value of the building calculated according to F.R. 45-A of the rules in Chapter V of the Punjab Civil Service Rules, Vol-I Part-I as the case may be, shall not exceed 15 percentage of the emoluments of the class of Government employees for whom it is intended.
7	To convey administrative approval to estimates of expenditure on works in connection with existing Residential Buildings to meet the requirements of all the departments	Chief Engineer	Up to Rs.*8000 and as in serial no.6 above.
10	To convey administrative approval to estimates of capital expenditure on the construction or purchase of residences for Government employees to meet the requirements of the Public Works Department.	Superintending Engineers	Up to Rs. 20,000 for the total cost of the building and as in serial No. 6 above.
11	To accord administrative	Superintending Engineers	Up to a limit of Rs 400 in each case. Irrespective of the Capital

Sr. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
	approval to estimates of expenditure on works in connection with existing Residential Buildings.		cost of the building which includes the cost of sanitary, water-supply and electrical installations and as in serial no.7 above. Also that no addition is made which is not covered by the sanctioned type design or is of a nature not usually provide.
12	To accord administrative approval to estimates chargeable to "Extension and improvements". 1) for new patty works 2. for new works which are neither remunerative in themselves nor necessary for the full developments of the project 3) for renewals replacements of existing works	Superintending Engineers, Irrigation Branch Ditto Ditto	Up to a limit of Rs. 10,000 Up to limit of Rs. 20,000 Ditto

10.5 To Accord technical sanction, to sanction estimates for and expenditure on works, or to divert provision under works, etc. (See Rules 7.3)

1	To accord technical sanction to detailed estimate of original works and special repairs	Chief Engineer	Up to *10 per cent I excess of the amount administratively approved by the competent authority subject to the condition that overall expenditure under respective head over and above the budget grant of that head does not exceed.
2	To sanction estimates charges able to		

	<p>Extension and Improvement</p> <p>i) For new works which are neither remunerative in themselves nor necessary for the full development of the project</p> <p>ii) For renewals and replacement of existing works</p>	<p>Superintending Engineers, Irrigation Branch</p>	<p>Upto a limit of Rs *30,000 Mechanically Applies to major heads 333 and 332.</p>
3	<p>To accord Technical Sanction to estimates for Maintenance and Repairs</p>	<p>Superintending Engineers, Irrigation and Buildings and Roads Branches</p>	<p>Upto Rs 4 Lakhs, in each case and within the limits assigned for his circle in the Budget under each head of service Applies in the case of Irrigation Branch to major head 333 and 332</p>
4	<p>To sanction new works or additional chargeable to Extensions and improvements</p>	<p>Executive Engineers, Irrigation Branch Selected Officers Non Selected Officers</p>	<p>Upto Rs, 2,500 Upto Rs, 1,500 Applies to major heads 333 and 332</p>
5	<p>To sanction technically estimates for works chargeable to maintenance and repairs other than annual repairs estimates</p>	<p>Executive Engineers, Irrigation Branch Selected Officers Non-Selected Officers</p>	<p>Upto Rs, 10,000 Upto Rs 2,500 .Applies to major heads 333 and 332. All items under " compensation will require the Superintending Engineers sanction</p>
6	<p>To accord technical sanction to detailed estimates for original</p>	<p>Executive Engineers, Building and</p>	

	works and special repairs	Roads Branch Selected Officers Non – Selected Officers	Upto Rs 10,000 Upto Rs 5,000 Excluding departmental charges for Establishment and Tools and Plant.
7	To accord technical sanction to detailed estimates for original works and special repairs for the construction of Border roads	Executive Engineers, Building and Roads Branch Selected Officers Non – Selected Officers	Upto Rs 50,000 Upto Rs 20,000 .
8	To accord technical sanction to detailed estimates for original works	Superintending Engineers, Building and Roads Branch	Upto Rs. 1 Lacs for each works
9	To accord technical sanction to detailed estimates for original works for the construction of Border roads	Superintending Engineers, Building and Roads Branch	Upto Rs. 2 Lacs for each works excluding departmental charges for Establishment and Tools and Plant
10	To Sanction detailed estimate chargeable to the general or subsidiary estimate of a project –Major Productive works	Superintending Engineers, Irrigation Branch	Upto Rs, 40,000 unconditionally and 1 lac,when the class, type,design ,position and main details have been approved provided- 1) That the construction estimate of the subsidiary or general project to which the work belongs has not been closed; 2) That the cost does not exceed the provision in the

			<p>Budget Estimate for the sub-head to which the particular work belongs;and</p> <p>3) That, in the case of water-course construction, the cost is recoverable from the settlers</p>
11	To Sanction detailed estimate chargeable to the general or subsidiary estimate of a sanctioned project	<p>Executive Engineers , irrigation Branch</p> <p>Selected Officers</p> <p>Non – Selected Officers</p>	<p>Rs. 5,000</p> <p>Rs 2,000</p> <p>[Subject to the condition that –</p> <p>(i) when the detailed estimate is a working estimate for a work or a part of a work included in a general project estimate ,or in any subsidiary estimate, subsequently sanctioned by a competent authority the sanction is subject to the condition that the provision for it in the general or subsidiary estimate is not exceeded that the class,type design, position and main details have been approved administratively,</p> <p>(ii) the construction estimate of the general of subsidiary project had not been closed and</p> <p>(iii) Such other restriction as the Chief Engineer may impose.</p>
12	To Sanction estimate technically within limits of budget allotment for	Executive Engineers , irrigation Branch	

	maintenance of works during construction chargeable to project estimate	Selected Officers Non – Selected Officers	Rs. 5,000 Rs 2,000 (Subject to such restrictions as the Chief Engineer may impose)
13	To sanction works for other department in case of urgency when there is no local authority of the department concerned	Superintending Engineers , Irrigation Branch Chief Engineers , Irrigation Branch	Upto Rs, 5, 000 in each case Upto Rs, 10, 000 in each case
14	To sanction expediture on surveys and other preliminary works connected with the prepration of scheme chargeable to the minor head “ Works “and “other charges” falling under the major head 332	Chief Engineers , Irrigation Buildings and Roads/Public Health Branches	Upto Rs *60,000 subject to condition that funds have been provided to that particular year and under this head.
15	To sanction expediture on surveys and other preliminary works connected with the prepration of scheme chargeable to the minor head “ Works “and “other charges” falling under the major head 332	Superintending Engineers , Irrigation Building and road Branch.	Upto Rs *10,000 subject to condition that funds have been provided to that particular year and under this head.
16	To sanction expediture on surveys and other preliminary works connected with the prepration of scheme chargeable to the minor head “ Works “and “other charges” falling under the	Executive Engineers, Irrigation Building and road Branch.	Upto Rs *1,000 subject to condition that funds have been provided to that particular year and under this head.

	major head 332		
17	To sanction estimate for observing river discharges chargeable to the head 333	Superintending Engineer .Irrigation Branch	Upto Rs, 20,000 provided that the pay of establishment provided in the estimate does not exceed the prescribed rates
18	To divert provision for contingencies of sanctioned estimate to new works or repairs not provided in the estimate	Superintending Engineer, Executive Engineers , Selected Officers Non – Selected Officers	Full Power Upto Rs. 5,000 Upto Rs. 2,000 (Subject to such restrictions as the Chief Engineer may impose)
19	To Sanction subsidiary work for large projects other than productive Public Works	Superintending Engineer .Irrigation Branch	Upto a limit of Rs, 10,000 in each case subject to condition that funds are available during that particular year
20	To accord Technical sanction to estimates for maintenance and repairs	Chief Engineer Buildings and roads Irrigation Branch	Full Powers.
21	To Sanction expenditure debit able to the contingent provision of an estimate for the supply of liveries , summer clothing , belts ,cross belts , badges and warm clothing to work charge establishment	Executive Engineer Irrigation Branch.	As per rules in Appendix 16 to the Punjab Financial Rules.
22	To sanction estimates for the construction of new drains, etc. chargeable to the major head 332	Chief Engineer, PWD Irrigation Branch	Up to * Rs. Two lakhs in each case provided these works form part of a project, which has been sanctioned by a competent authority.
23	Ditto	Superintending Engineers, PWD Irrigation Branch	Up to Rs. 25,000 subject to the condition against Serial NO. 22

10.6 To accept tenders, for contracts and to issue work orders (See note below rule 7.5)

Note. (1) The limits prescribed in column 4 are exclusive of the estimated cost or value of

- (i) land to be acquired
- (ii) petty establishment
- (iii) materials to be supplied by Government to a contractor for work

Note. (2) The acceptance of tenders is in each case subject to the condition that the amount of the tender added to the cost of land, petty establishment and materials, if any, supplied by Government will not exceed the amount of the sanctioned estimate, plus such excess as the authority accepting the tender is competent to sanction.

Sr. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1	To accept tenders for the execution of work by contract	Chief Engineers	Full Powers
2	To accept tenders for contract tenders for contracts for sectioned works, or for supply of materials for stock	Superintending Engineers Irrigation Branch	Up to Rs. 3 lacs, subject to the condition that :- i) Approval of the Chief Engineers is sought if a tender other than the lowest is accepted ii) In case of supply of material for stock the reserve stock limit fixed for the circle is not exceeded; and iii) No higher rates are paid than those contained in the schedule of rates or in the sanctioned estimate
3	Irrigation Branch To accept tenders	Executive Engineer selected Officers Non selected Officers Building and	Rs. 40,000 subject to the condition that Rs. 20,000 i) approval of the next higher authority is obtained if a tender other than the lowest is accepted

		Roads Branch Superintending Engineers Executive Engineers Selected Officers Non Selected Officers	Rs. 5 lacs (ii) no higher rates are paid than those contained in the schedule of rates or the sanctioned estimates 1,00,000 40,000 (iii) as per i) against serial No.2 above for Superintending Engineers only.
4	<i>To issue work orders for works and repairs</i>	Executive Engineer Buildings and Roads Sub Divisional Officers Building and Roads	Up to Rs. 20,000 Up to Rs. 10,000 for specified works or such lower limit as the Divisional Officer may fix.
5	<i>To issue work orders for works and repairs</i>	Executive Engineers Irrigation Branch Sub Divisional Officers Irrigation Branch	Full powers provided no higher rates are paid than those contained in the schedule of Rates, or in the sanctioned estimates Up to Rs. 5,000 for specified work, or such lower limit as the Divisional Officers may fix.

10.8 To accord sanction to the creation of posts on work-charged establishments. (See rule 7.37)

Note : (I) When the rate prescribed by the higher authority for any particular class of establishment, is a time-scale of pay & superintending Engineers or Executive engineers can make an appointment, on a pay equal to

any stage of the time scale, the maximum of which does not exceed Rs. 400 or Rs. 200 per mensem, respectively.

The grant of advance increments to the personnel borne on work-charges establishment should be subject to confirmation by the Chief Engineer.

Note : (2) The term “advance increments” used in Note 1 above includes the grant of advance increments on the initial appointment of a person against a post borne on work charges establishment as well as during the course of his service.

Sr. No	Nature of Power	To whom delegated	Extent
1	2	3	4
1	To create posts of work charges establishment	Chief Engineer	<p>Up to Rs. 1000 per mensem subjects to the following conditions :-</p> <p>(i) Provision exists in the sanctioned estimate to cover the cost of such establishment.</p> <p>(ii) Orders to commence the work have been received from competent authority;</p> <p>(iii) Necessary funds either already exists, or have been provided by competent authority;</p> <p>(iv) The pay and allowances of such posts shall not exceed the prescribed rates in cases where such rates have been definitely laid down by a higher authority for any particular class of appointment. In other cases, approval to rate of pay should be obtained.</p> <p>(v) A monthly consolidated statement should be submitted to Government showing work charged establishment getting Rs. 500 per</p>

Sr. No	Nature of Power	To whom delegated	Extent
1	2	3	4
			mensem or over.
2	To create posts of work charged establishment while the work is in progress under the sanctioned estimate.	Superintending Engineers	Up to Rs. 400 for each person so employed in the execution of work subject to the conditions given against Sr. No. 1 above.
3	Ditto	Executive Engineers	Up to Rs. 200 per mensem for each person so employed subject to the conditions against Sr. No. 1 above.
4	To create posts of work charges establishment in connection with the handling custody, etc. of stock.	Superintending Engineers	Up to Rs. 100 per mensem for each post as created and subject to the conditions (iii) and (iv) against Serial No. 1 above.
5	Ditto	Executive Engineers	Up to Rs. 50 per mensem for each post so created and subject to the conditions 3 rd and 4 th against Sr. No. 1 above.

10.9 To sanction excesses over estimates. (See rule 7.86).

Sr. No	Nature of Power	To whom delegated	Extent
1	2	3	4
1	To deal finally with all excesses on the amounts of original estimates sanctioned by himself or by a higher authority	Superintending Engineers.	Up to a limit of 5 per cent of the amount of the original estimate or Rs. 500 which ever is more provided that the total amount of the excess is within the limit of his powers to sanction estimate technically,
2	To pass finally all excesses over the accounts of original estimates sanctioned by himself or by higher authorities.	Executive Engineer	Within the limit of 5 per cent of the sanctioned estimates provided that amount does not exceed the limit of their powers to sanction estimates technically

3	To sanction excess over estimates for maintenance and repair	Chief Engineers. PWD Irrigation Branch	Full Powers.
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10.10 To adjust balance of manufacture operation. (See Article 163 of the Account code, volume -III)

Sr. No	Nature of Power	To whom delegated	Extent
1	2	3	4
1	To adjust balance of manufacture operation, in all cases in which the rates of outturn would not be increased by more than 10 per cent over the estimate or current stock rates	Executive Engineers- Selected Officers Non selected officers.	Rs. 10,000 Rs. 5,000