

SECTION - III

The procedures followed in the decision making process, including channels of supervision and accountability

3.1 Public Works Minister

The Public Works Minister is the member of Council of Minister and over all incharge of the Public Works Department (B&R). He take decision in all matters as per powers vested in him. Being a member of the Cabinet which is collectively responsible to the legislature. Below noted cases are decided at the level of Public Works (B&R) Minister:-

1. Cases which are required to be submitted to Governor/Chief Minister/Council of Minister.
2. Formulation and amendment of rules relating to recruitment and conditions of service.
3. Appointment, Promotion, Confirmation, transfer and posting acceptance of resignation, prosecution, extension beyond 55 years of all Class-I and Class-II officers (except CE/CA).
4. Distribution of work amongst Chief Engineers.
5. All disciplinary proceedings for major/minor punishment of Class-I and Class-II Officers (Except CE/CA) and disciplinary cases for minor punishment upto the level of Class-I and Class-II Officers.
6. Probation period extension/reduction of all Class-I and Class-II officers.
7. Disciplinary cases for minor punishment i.e. under rule-10 of the Punishment and Appeal Rules of all Class-I, Class-II officers upto the level of Sub Divisional Engineers.
8. Adhoc appointments and its extension to Class-I officers.
9. Fixation/revision of seniority of all Class-I Officers upto the level of Executive Engineer and Superintending Engineers/Senior Architects.
10. Fixation of cadre Class-I and Class-II Officers.
11. Deputation to other Departments in the State/other States Government of India and autonomous bodies of Class-I and Class-II Officers.
12. Posting and transfers/deputation of Class-II Officers and officers to the level of SDEs and Assistant Architects.
13. Training and its extension within country to Superintending Engineers/Senior Architects and above.
14. Extension in joining time to Class-I Officers.
15. Fixation of seniority upto the level of Sub Divisional Engineers.
16. Requisition/Reference to PPSC for Class-I and II Officers.
17. Cases of land acquisition.
18. Representation against adverse remarks of Class-I officers upto level of Xens and Superintending Engineers/Architects/Senior Architects.
19. Deputation to other departments in the State, other States, Government of India and autonomous bodies in respect of non-gazetted employees.
20. Assembly/Parliamentary business.

21. Formulation of Annual/Five Year Plan Schems.
22. Change in common schedule of rates.
23. Acts, Rules, Regulations including amendments.
24. Approval of Annual Administrative Reports.
25. Forwarding of applications for employment/fellowships/training abroad to Class-I and II officers.
26. References of cases to Vigilance Department of all Class-I and Class-II Officers.
27. Sanction of schemes/estimates of Rs.1.00 Crores and above.
28. Budget estimates, S.N.Es (T.N.S.).
29. Approval to the estimates for construction/raising /widening of roads.
30. Approval to the estimates for the construction of bridge.
31. Approval to the estimates for the construction/repair/addition/alteration of buildings.

Note: The Minister-in-charge may call for any case for decision thereon, irrespective of the fact that the authority to dispose it of has been delegated to an officer under him.

3.2 **Secretary**

He is the Chief Executive Officer of the Department. All the cases relating to administrative & financial are routed through him and sent to the Public Works Minister for taking financial decision/approval as per standing orders of the Govt. He is responsible for over all functioning of the Deptt. Below noted cases are decided at the level of Secretary, Public Works Department (B&R):-

1. Sanction of prosecution for Class-II Officers.
2. Representation against adverse remarks of the officers upto level of SDEs.
3. Budget estimates/SNEs (New Schemes).
4. Screening cases referable to PPSC.
5. Sanction of leave (other than casual leave) to Superintending Engineer/Senior Architect.
6. Sanction of pension and gratuity of Class-I officers.
7. Grant of loans/advances, reimbursement of medical expenses time-barred claims/ex-gratia grants to the dependents of deceased employee-Superintending Engineers/Senior Architect and above.
8. Grant of honorarium/fee to Superintending Engineers/Senior Architect and above.
9. Departmental Examinations.
10. Fixation of cadre of Class-III officials.
11. Approval of tour programmes and T.A. Bills of Chief Engineers/Chief Architect.
12. Cases regarding fixation of pay and counting of service after pension to Class-I officers.
13. Reference of cases of non-gazetted officers for Vigilance Enquiries.
14. Purchase & sale of property/filling of property returns under the Govt. employees conduct rules.
15. Declaration of selected officers/Drawing and Disbursing Officers.

16. Submission of progress reports to PAC : Estimate Committee/Assurance Committee.
17. Arbitration Cases.
18. Purchase of Machinery, equipment, stores etc. not covered by the financial powers of the Purchase Committee.
19. Training and deputation in India of Class-III officials.
20. Miscellaneous cases relating to grant of loan, advances Medical expenses, time barred claims, ex-gratia grant to the dependents of deceased employees (Sub Divisional Engineers and other Class-II Officers/Class-III and Class-IV officials).
21. Appeals and representations to Government by non-gazetted employees in respect of establishment matters.
22. Defence sanction in Court Cases.
23. Sanction of casual leave and earned leave for the staff working in the branch upto 10 days.
24. All cases which are not covered in Annexures would be disposed of by the Principal Secretary/Secretary, Public Works (B&R) Branch.

3.2 **Additional Secretary**

Additional Secretary is the part of the Govt. in Public Works Minister and below noted cases are decided at his level as per the powers delegated by Secretary Public Works:-

1. Sanction of leave other than SE/Senior architect and above.
2. Grant of loans, advance, reimbursement of medical expenses time barred claims/ex-gratia grant to the dependents of deceased employees other than SE/Architect and above.
3. Extension in joining time other than Class I & Class-II officers.
4. Journey beyond jurisdiction all cases.
5. Deputation to other departments in State/other States/Government of India/Autonomous Bodies other than Class-I and II Officers.
6. Appeals and representations to Government by Class-III and IV employees.
7. All Court cases sanction for defence, filing of appeals etc.- all cases.
8. Sanction of casual leave and earned leave for the staff working in the Branch upto 10 days.
9. Disposal of complaints against Class-III, Class-IV employees.
10. Grant of Honorarium/fee to employees other than S.E./Sr.Architect and above.
11. References of cases of non-gazetted officers for vigilance inquiry.

3.3 **Chief Engineer**

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.

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 fulfil his functions.

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.

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.

A Chief Engineer may correspond direct with the heads of departments on all matters relating to details of building or works appertaining to those departments.

3.4 **Superintending Engineers**

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.

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.

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 in 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, contractor accounts, system of recording plans and papers and office work generally.

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.

3.5 **Executive Engineer**

The Executive unit of the Department is the Division in charge of a Divisional Officers who is usually an Executive Engineer, and is responsible to the Superintending Engineer for the execution and management of all works within his Division. The number of Divisions, permanent or temporary, is fixed by the Punjab Government for each Branch of the Department according to its requirements.

Executive Engineer 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.

Executive Engineers 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 organise and supervise the execution of works and to see that they are suitably and economically carried out with materials of good quality.

Executive Engineers 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.

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 paragraph 2.122.

Executive Engineer 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.

The Executive Engineer 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 Engineer to a Executive Engineer 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 or works in the charge of other subordinates.

The Executive Engineer 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 itn becomes apparent that, whether

from excess of certain rates of from departure from a design or any other cause, the estimated cost of a work is likely to be exceeded, the Executive Engineer is bound to report the fact forthwith to the Superintending Engineer, describing the nature and cause of the probable excess and asking for orders.

It will be the duty of the Executive Engineer 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.

3.6 **Sub-Divisional Engineers**

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

3.7 **Junior Engineers**

Junior Engineers are subordinate to Sub-Divisional Engineers. They are responsible to the Sub-Divisional Engineers for the management and execution of works within their sections and are his Assistants.