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## CHAPTER I—Establishment

### A—ORGANISATION

1.1. The administration of the Department is divided into three Branches, Irrigation, Buildings and Roads and Electricity. The immediate control of operations is in the hands of the Governor of the Punjab and this authority (hereinafter called the Punjab Government or Government) exercises full financial control over the affairs of the Department except those in connection with the Residences of the Governor, expenditure on the maintenance, improvement, renewal and replacement of which is charged, within the limits fixed by the Secretary of State, on the Revenues of the Province.

1.2. The Establishment of the Department is divided into :—

#### *I.—Engineering Establishment—*

##### *(i) All-India Service—*

- (1) Residue of the Indian Service of Engineers till such time as the Service ceases to exist.

##### *(ii) Provincial Service—*

- (1) Punjab Service of Engineers, Class I (Irrigation Branch)
- (2) Punjab Service of Engineers (Buildings and Roads Branch)
- (3) Punjab Service of Engineers (Electricity Branch)
- (4) Punjab Service of Engineers, Class II (Irrigation Branch)
- (5) Punjab Service of Engineers, Old (Buildings and Roads Branch)
- (6) Punjab Irrigation Deputy Collectors (Revenue Branch) Service.

##### *(iii) Special posts included in the Punjab General Service—*

- (1) *Public Health Circle.*—Superintending Engineer, Executive Engineers and Assistant Engineers.
- (2) *Electrical Branch.*—Electrical Engineer to Government, Punjab, and Assistant Electrical Engineer.

- (3) *Architectural Branch*—Consulting Architect to Government, Punjab.
- (4) *Maclagan Engineering College*,—Principal, professors, Assistant Professors and Superintendent of Workshops.
- (5) *Government School of Engineering, Rasul*.—Principal, Vice-Principal and Lecturers.
- (6) *Town Improvement Branch*.—Provincial Town Planner.

(iv) Subordinate Services—

- (1) Punjab Residue Service, Irrigation Branch, consisting of the Residue of the former (a) Sub-Engineers, and (b) Upper and Lower Subordinate Establishments, until such time as all present incumbents become casualties.
- (2) Sub-Engineers (Buildings and Roads Branch).
- (3) Residue of the former Upper and Lower Subordinate Establishments (Buildings and Roads Branch), till such time as all present incumbents become casualties.
- (4) Overseers Engineering Service.

II.—*Revenue Establishment*—

- (i) Superior.
- (ii) Inferior.

III.—*Office Establishment*.

IV.—*Establishment of the Maclagan Engineering College and Government School of Engineering, Rasul.*

V.—*Petty Establishment*.

1.3. The strength including both the number and character of posts of the Punjab Services of Engineers, Specialist Services and all other Provincial and Subordinate Services, shall be determined by the Punjab Government or in accordance with the rules made in this behalf by the Punjab Government who shall also make rules prescribing procedure for recruitment,

conditions of service, pay and allowance and pensions, if any, of the incumbents of such posts, provided that no post shall be created or removed which shall adversely affect any member of the Indian Service of Engineers.

## B—RECRUITMENT OF OFFICERS

### I—GENERAL

1.4. Recruitment to the following services and posts is regulated by the rules framed by the Punjab Government in this behalf under section 241 of the Government of India Act, 1935 :—

The Punjab Services of Engineers.

Special posts included in the Punjab General Service.

The Overseers Engineering Service.

The Punjab Public Works Subordinate Service (Buildings and Roads Branch).

The Punjab Public Works Department Secretariat Service.

Punjab Irrigation Deputy Collector's (Revenue Branch) Service.

Punjab Irrigation Zilladars' Service.

The Office and Petty Establishments.

1.5. Dismissed persons should not be re-employed.

On receipt of an application for an appointment, the authority competent to sanction the appointment should ascertain if the applicant has ever been in Government service before and should refer to his previous employer if the reasons for discharge are not clear ; the applicant should be required to produce his character book or other record of service. Concealment of true antecedents is sufficient cause for dismissal.

1.6. When a person in private service seeks employment under Government without producing the written permission of his employer, the officer with whom the appointment rests should always communicate with the latter before appointing the applicant. The appointment of persons brought out from Europe by private firms and societies should be avoided as far as is consistent with the interest of the public service, and when such an appointment is contemplated the employer should be consulted before an offer is made.

*Note.*—This ruling does not apply to men employed on daily labour.

## II.—AUTHORITIES COMPETENT TO MAKE APPOINTMENTS

1.7. As a general rule the authorities competent to make appointments are given in the Classification Rules issued by the Punjab Government under section 241 of the Government of India Act, 1935, for the various services. In addition, the following appointments will be filled by the authorities named:—

### I—*Punjab Government in the Public Works Department.*—

- (1) Buildings and Roads Branch—
  - (a) Temporary Engineers.
  - (b) Apprentice Engineers.
  - (c) Instructor in Field Work Engineering, Government School of Engineering, Rasul—Post temporary.
  - (d) Ferry Superintendent, Ghazi Ghat—Post temporary.

### II—*Chief Engineers.*—

- (1) *Irrigation Branch.*—(a) Temporary Clerical and Drawing Establishments directly under them.
- (2) *Buildings and Roads Branch.*—Temporary Clerical and Drawing Establishments and inferior posts in the Secretariat.
- (3) *Electricity Branch.*—
  - (a) Load Canvassors.
  - (b) Estimators.
  - (c) Surveyors.

- (d) Technical Subordinate.
- (e) All inferior posts directly under him.

### III—*Superintending Engineers*—

#### (1) *Irrigation Branch*—

- (a) Temporary Engineers (subject to instructions on the subject issued by the Chief Engineer).
- (b) Acting Zilladars.
- (c) Temporary Vernacular Clerks.
- (d) Temporary Signallers.
- (e) Temporary Assistant Clerks and officiating Clerks of all grades of Circle and Subordinate Offices.
- (f) Temporary Draftsmen.
- (g) All inferior posts in Circle Offices.
- (h) Temporary Tracers.
- (i) Temporary Artificers.
- (j) Store-keepers.

- (2) *Buildings and Roads Branch*.—Temporary (Engineering) Subordinate, Clerical and Drawing Establishments and inferior posts.

### IV—*Divisional Officers*—

#### (1) *Irrigation Branch*.—

- (a) Patwaris.
- (b) Petty establishment of all classes, e.g., Cashiers, Artificers, etc., and inferior servants of all kinds in Divisional Offices.

- (2) *Buildings and Roads Branch*.—Inferior posts.

- (3) *Electricity Branch*.—Inferior posts in the Divisions.

### V—*Principal, Maclagan Engineering College*—

- (a) Mechanic
  - (b) Carpenter
  - (c) Mechanic Electrician
  - (d) Assistant to Mechanic
- } Temporary posts.

- (e) Laboratory Bearers (Permanent and temporary posts).
- (f) inferior posts.

VI—*Principal, Government School of Engineering, Rasul—*

- (a) Instructor in Brick work and Masonry (Post temporary).
- (b) Workshop establishment (permanent and temporary posts : permanent posts to be temporary for future incumbents.)

VII—*Director, Irrigation Research, Punjab—*

- (a) All temporary ministerial posts (excluding Head Clerk).
- (b) Temporary Draftsmen.
- (c) Tracer.
- (d) Temporary Research Assistants.
- (e) Temporary Engineer Subordinates.
- (f) Driver Mechanics.
- (g) Temporary Muqaddams.
- (h) Computers.
- (i) Laboratory Attendants and Gauge Inspectors.
- (j) Mistries.
- (k) All inferior posts.

VIII—*Registrar, Irrigation Secretariat, Punjab.—Inferior posts in the Punjab Irrigation Secretariat.*

IX—*Superintendent, Government Central Workshops,—Amritsar.—*

- (a) Supervisors, 'B' Grade.
- (b) Tracers.
- (c) Senior Godown Keepers.
- (d) Junior Godown Keepers.
- (e) Telephone Exchange Operators.

(f) Railway Goods Clerks	} In short leave vacancies, etc., for the period not exceeding 4 months
(g) Draftsmen	
(h) Junior Draftsmen	
(i) Senior Draftsmen	
(j) Gate keepers	
(k) Security Assistants	
(l) Assistant Cashiers	
(m) Stock Verifier	

### III—SCALES OF PAY OF ENGINEER ESTABLISHMENT

1.8. The following is the scale of pay of officers of the Indian Service of Engineers :—

Chief Engineers, Rs 2,750 125—3,000	} and in addition Overseas pay as admissible under the Rules contained in Appendix "G" of the Fundamental Rules.
Superintending Engineers, Rs 1,750—100—2,150	

Executive and Assistant Executive Engineers as shown in Appendix "G" of the Fundamental Rules.

The scales of pay of the members of the Punjab Services of Engineers are given in the respective Classification Rules issued for these Services by the Government under section 241 of the Government of India Act, 1935.

## C—PROMOTIONS

### I—GENERAL

1.9. Permanent promotions may be given to officers borne on the rolls of the Province whether they are present or absent. Other things being equal, the more senior officer should be selected for promotion before his juniors; but seniority is not in itself a sufficient ground on which to base a claim to promotion, and should not be allowed to interfere with the promotion of junior officers who have shown exceptional merit, or to prevent the supersession of senior officers whose records are not satisfactory.

1.10. The selection of officers for temporary promotion will be regulated, as far as possible, by the same principle as that for permanent promotion ; but, as this cannot be acted on in every instance, the fact of an officer having been selected for temporary promotion should not *per se* be held to constitute a claim to permanent promotion. Thus, in making promotions for the purpose of filling vacancies not likely to last for more than two months the selection may, to avoid transfer, be limited to officers available on the spot or within the same Circle.

## II—INDIAN SERVICE OF ENGINEERS

1.11. The greatest care should be exercised in the choice of officers to hold the important offices of Chief and Superintending Engineers ; accordingly promotion to these ranks should invariably be made by selection from the most competent and otherwise suitable Superintending Engineers and Executive Engineers, respectively, seniority should be regarded only where other qualifications are practically equal.

1.12. The number of permanent and temporary Chief Engineers and Superintending Engineers will be fixed from time to time by the Punjab Government according to the requirements of the Punjab (and the Delhi Province, also in the case of the Irrigation Branch), provided the interests of the officers of the Indian Service of Engineers are not affected adversely thereby. The power to make promotions to the ranks of Chief and Superintending Engineers rests also with the Punjab Government.

1.13. (1) The substantive promotion to the grade of Executive Engineer, of an Assistant Executive Engineer who is reported to be fully qualified for the charge of a division, shall be granted on the completion of nine years' service ; Government is competent to make such promotions.

(2) Increments, both to Assistant Executive and to Executive Engineers, will be given according to time-scale.

NOTE.—The service shall be calculated from the date from which the Assistant Executive Engineer counts his service for increments.



## III—SPECIALIST OFFICERS

1.14. Increments to specialist Officers will be given according to time-scale, except in the case of certain officers who already draw pay on the age basis.

## IV—PETTY ESTABLISHMENT

1.15. Promotions of petty establishment, both permanent and temporary, will be made by the authority competent to fill up vacant posts, i.e., Chief and Superintending Engineer and Divisional Officer, as the case may be.

## V—RECORDS OF SERVICE, ANNUAL REPORTS AND RECOMMENDATION ROLLS

*(a) Engineer Establishment*

1.16. To ensure that promotions shall be made with the utmost fairness to officers on the one hand, and with due regard to the interests of the public service on the other hand, it is essential that close and continuous attention should be paid to the work, character and capacity of all officers. A continuous record should, therefore, be maintained of the services of all officers belonging to the Indian Service of Engineers and the Punjab Services of Engineers.

(2) The record should be written up annually in a concise and descriptive manner, indicating clearly and with sufficient completeness the manner in which an officer has performed his duties during the year under report, his qualifications, ability and anything else that may be of help to the authority with whom the power of making promotions rests, informing an opinion of the usefulness and capacity of the officer. In particular, each report should contain a definite expression of opinion as to whether, or not, an officer is considered to be fit for advancement to the next higher rank.

(3) Extracts from documents in which an officer has been officially praised or censured by Government should be filed with his personal file. This register should, if an officer is permanently transferred, be forwarded, after being brought up to date, to the Government of the Province to which he is

posted. When an officer is temporarily transferred to another Province, his name remaining on his own list for promotion, the Provincial Government to which he is transferred will forward a duplicate of the reports recorded on him to the Government of the Punjab.

1.17. In the Irrigation Branch, the following forms are provided for reports on the officers referred to in paragraph 1.16, as well as any others who may be employed in Sub-Divisional charge :—

- I. B. Form 328 for Executive Engineers of not less than 16 years' service.
- I. B. Form 64 for officers in Divisional charge.
- I. B. Forms 65 for officers in Sub-Divisional or lower charge.

These reports are due, from Divisional to Circle Officers annually on the 20th April and from Circle offices to the Secretariat on the 15th May.

These reports are confidential.

The same forms will be used for temporary Engineers unless otherwise directed.

In the Electricity Branch, Forms A-1 and A-2, are used for both permanent and temporary Engineer Officers. These reports are due, from the Divisional Officers to the Chief Engineer's Office, annually on the 15th of January, and are sent to Government soon after that date.

In the Buildings and Roads Branch Stereo. B. & R. Form 171 is used for recording confidential reports on officers. These reports are due in the Circle Office (in the case of Executive Engineers, etc.) annually on the 10th December and in the Secretariat on the 2nd January.

1.18. The communication to officers of the Indian Service of Engineers and the Punjab Services of Engineers of unfavourable remarks that may be made in regard to them in the annual reports or on other occasions should be regulated

according to the principle detailed below :—

#### ANNUAL REPORTS

(a) when a report is built up on the individual opinion of different departmental superiors in gradation, it is only the opinion accepted by the highest authority which need be considered from the point of view of communication ;

(b) as a general rule an officer should never be kept in total ignorance for any length of time of the fact that his superiors, after sufficient experience of his work, are dissatisfied with him ; the advantages of prompt communications are obvious ; where criticism is to be withheld, the final authority to consider the report should record instructions, with reasons, according to the nature of the defect discussed, as to the period for which communication is to be kept back ;

(c) all defects should be pointed out to the officer concerned and the practice of attempting to differentiate between a remediable and an irremediable defect should be abandoned ;

(d) the reporting officer should specifically state whether the defects reported have already been brought to the notice of the officer concerned in any other connection ;

(e) remarks in cases in which Government or head of the department or other officer suspends judgment should not be communicated ;

(f) great attention should be paid to the manner and method of communication, to ensure that the advice given and the warning or censure administered, whether orally or in writing, shall, having regard to the temperament of the officer concerned, be most beneficial to him ;

(g) any remarks on an officer's report which show that he has taken steps to remedy defects to which his attention has been drawn in a previous year, should be communicated to him so that he may know that his efforts to improve have not passed unnoticed.

posted. When an officer is temporarily transferred to another Province, his name remaining on his own list for promotion, the Provincial Government to which he is transferred will forward a duplicate of the reports recorded on him to the Government of the Punjab.

1.17. In the Irrigation Branch, the following forms are provided for reports on the officers referred to in paragraph 1.16, as well as any others who may be employed in Sub-Divisional charge :—

- I. B. Form 328 for Executive Engineers of not less than 16 years' service.
- I. B. Form 64 for officers in Divisional charge.
- I. B. Forms 65 for officers in Sub-Divisional or lower charge.

These reports are due, from Divisional to Circle Officers annually on the 20th April and from Circle offices to the Secretariat on the 15th May.

These reports are confidential.

The same forms will be used for temporary Engineers unless otherwise directed.

In the Electricity Branch, Forms A-1 and A-2, are used for both permanent and temporary Engineer Officers. These reports are due, from the Divisional Officers to the Chief Engineer's Office, annually on the 15th of January, and are sent to Government soon after that date.

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#### ANNUAL REPORTS

(a) when a report is built up on the individual opinion of different departmental superiors in gradation, it is only the opinion accepted by the highest authority which need be considered from the point of view of communication ;

(b) as a general rule an officer should never be kept in total ignorance for any length of time of the fact that his superiors, after sufficient experience of his work, are dissatisfied with him ; the advantages of prompt communications are obvious ; where criticism is to be withheld, the final authority to consider the report should record instructions, with reasons, according to the nature of the defect discussed, as to the period for which communication is to be kept back ;

(c) all defects should be pointed-out to the officer concerned and the practice of attempting to differentiate between a remediable and an irremediable defect should be abandoned ;

(d) the reporting officer should specifically state whether the defects reported have already been brought to the notice of the officer concerned in any other connection ;

(e) remarks in cases in which Government or head of the department or other officer suspends judgment should not be communicated ;

(f) great attention should be paid to the manner and method of communication, to ensure that the advice given and the warning or censure administered, whether orally or in writing, shall, having regard to the temperament of the officer concerned, be most beneficial to him ;

(g) any remarks on an officer's report which show that he has taken steps to remedy defects to which his attention has been drawn in a previous year, should be communicated to him so that he may know that his efforts to improve have not passed unnoticed.

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SPECIAL REPORTS

Special reports may take any of the following forms :—

- (i) Reports of particular incidents or acts, which, if disciplinary action is taken, require either regular proceedings or definite censure after the defence of the officer concerned has been taken ;
- (ii) reports in reply to inquiries whether an officer who has not been well reported on in the past has improved and is fit for promotion ; or
- (iii) reports in answer to requests for opinions as to the fitness of an officer for a particular appointment, etc.

No special instructions are necessary in respect of the first class. Remarks contained in reports of the other classes should not be communicated unless the reports disclose facts or allegations which, in the opinion of Government, should be conveyed to the officer concerned.

(2) Any reply or explanation received from the officer in consequence of such communication should be recorded by Government. No discussion or controversy can however be permitted, and no officer can claim a reply to any comments he may thus be permitted to make. Under no circumstances will an officer be permitted to address the reporting officer on the subject of an unfavourable report.

(3) The instructions in paragraph (1) are in no wise intended to relieve officers of the obligation of personally advising and helping to the best of their ability, to eradicate faults in those subordinate to them.

(4) The same general principles will be followed in communicating to non-gazetted officers unfavourable remarks in their recommendation rolls, personal registers or qualification reports ; but where these are disposed of by the Superintending Engineer, the communication will be made by that officer.

*(b) Overseers Engineering Service*

1.19. A Personal Register in Public Works Department Form No. 138 will be maintained for every member of the Overseers' Engineering Service, Sub-Engineer, Upper Subordinate (Residue), Lower Subordinate (Residue), officiating overseer and temporary subordinate.

(2) This register will be entered up annually for the year ending 28th or 29th February (31st March in the case of Sub-Engineers) so that a continuous record of each officials' services and qualifications is maintained. Any special commendation or censure should also be recorded in the Personal Register. Entries must also be made in the register on the occasion of the transfer of the official reported on or of the reporting officer.

(3) The instructions in the Personal Register should be rigidly adhered to.

(4) If the official reported on has been under a reporting officer for less than two months when an annual report is due, that may be given as a reason for insufficient personal knowledge of him : but such opinion as it has been possible to form, and such points as have been noticed should be recorded.

(5) The Personal Register will be transferred from Division to Division with the official whose record it contains and will be kept confidential in the personal custody of the Divisional Officer and should not be allowed to go into the Divisional Office.

(6) An official may see his Personal Register once in every year, a note being made in the register on each occasion on which he is permitted to inspect it.

1.20. Qualification reports on Sub-Engineers and of Upper Subordinates (Residue) who are sufficiently well-educated and have proved themselves by their past service and conduct to be capable of efficiently holding charge of a sub-division in short vacancies, should be submitted annually by Superintending Engineers to the Chief Engineer on the 1st of May

in the form of a copy of the entries in their Personal Registers in P.W.D. Form No. 138.

NOTE—Where any of the above-mentioned officers has held charge of a Sub-Division for a period of not less than three quarters of the period under report, his qualification report should be submitted in Stereo I. B. Form No. 65 and not in P.W.D. Form No. 138.

(2) As Superintending Engineers have power to grant or withhold increments, it is not necessary for extracts from the Personal Registers of Overseers and Lower Subordinates (Residue) to be submitted by Superintending Engineers. For such officers Personal Registers will be maintained by the Divisional Officer as provided for in paragraph 1.19 and will be disposed of by the Superintending Engineer.

(3) In the Buildings and Roads Branch, Promotion Recommendation Rolls for Sub-Engineers, and members of the Subordinate Engineering Service should be maintained in B. & R. Stereo Form No. 24. They should be written up for the calendar year and submitted in original by Divisional Officers to Superintending Engineers who should add their remarks and submit the rolls of Sub-Engineers, and of members of the Overseers' Engineering Service who held charge of Sub-Divisions during the period under report to the Chief Engineer by the 2nd January, each year after having the entries recorded on the history sheets maintained in their offices. The Chief Engineer will add his remarks and, after the Secretariat records are completed, the rolls will be returned to Superintending Engineer for completing their record and for transmission thereafter to Divisional Officers for the next year.

(4) In the Electricity Branch, Promotion Recommendation Rolls of technical staff are maintained in the Electricity Branch Form A-4. They are written up for the calendar year and submitted in original by Divisional Officers to the Chief Engineer on 15th January each year.

(c) *Superior Revenue Establishment*

1.21. Qualification Reports on members of the Punjab Irrigation Deputy Collectors' (Revenue Branch) Service will be prepared annually in Form Stereo I.B. No. 391, for the year ending 31st March and



**Chap. I] ESTABLISHMENT—PROMOTIONS [1.22-1.23)**

Submitted by Divisional Officer to the Superintending Engineer on 20th April and by the Superintending Engineer to Chief Engineer by 15th May. The provisions of paragraph 1.18 will apply to this Service.

- 1.22. Personal Registers will be maintained in Form Stereo I.B. No. 342 for all Zilladars. The provisions of paragraph 1.19 (2) to (6) apply.

I. B.

(2) For Zilladars of the 1st Grade, annual reports as to their fitness for promotion to the post of Deputy Collector shall be submitted by the Superintending Engineers to the Chief Engineer by the 1st of April ; if, however, a Zilladar, 1st Grade, has officiated as Deputy Collector for a continuous period of not less than 6 months during the year the report will be made on Form Stereo I.B. No. 391 and not 317.

(d) *Petty Establishment*

1.23. For all classes of petty establishments in the Irrigation Branch a Departmental Character Book will be maintained for each individual, in which entries will be made on the 1st August each year and on the occasion of the transfer of the head of the office or of the individual himself. Entries may also be made in the Character Book conferring special praise or censure at any time. Every entry must be prefixed with the dates which cover the period from and to which the expressed opinions refer, and must be signed and dated by the head of the office.

I. B.

(2) The Character Book will consist of blank sheets of paper bound in at the end of the Officer's Service Book (*vide* paragraph 1.27) and will thus form a part of the same book, which will be transferred with the individual to whom it applies.

(3) As the grant of a full pension is dependent on approved service, entries of special censure should be made with great discrimination and should be made only under the orders of the Superintending Engineer. They should, as a rule, only be made in cases of continuous misconduct after due warning.

(4) On termination of his services or transfer to another

department, an individual is entitled to a copy of his Character Book which must, however, be a complete copy and not mere-extracts.

(e) *Clerical and Draftsmen Establishments.*

1.24. Qualification reports are written up in the prescribed forms for Clerks above the rank of Accounts Clerks. Personal Registers for the following establishments in the Irrigation Branch are maintained in the forms shown against each :—

Assistant and Accounts Clerks	..	Stereo I. B. Form No. 436
Draftsmen	..	Stereo I. B. Form No. 444
Tracers	..	Stereo I. B. Form No. 446

These personal registers and qualification reports are required to be written up annually in accordance with the instructions issued by the Chief Engineer and are to be submitted to him only when especially called for or when pension is under consideration.

1.25. Promotion recommendation rolls of each member of the establishment of these classes should be maintained in B. & R. Stereo Form No. 144. They should be written up for the calendar year and submitted in original by the Divisional Officers to the Superintending Engineers who should add their remarks and have the entries recorded on the history sheets maintained in their offices. The rolls should then be returned to the Divisional Officer with the exception of the rolls of the drawing establishment and Superintendents of Circle Offices which should be submitted by the Superintending Engineer to the Chief Engineer by the 1st January each year. The Chief Engineer will add his remarks, and after the Secretariat records are completed, the rolls will be returned to the Superintending Engineers for completing their records and for transmission thereafter to the Divisional Officers for use next year.

Qualification reports on clerical and drawing establish-

ments of the Electricity Branch are written up in Form A-3 and are submitted by the Divisional Officers so as to reach the Chief Engineer by the 15th of January, each year.

(f) *Accountants*

1.26. Divisional Officers will write up, in their own handwriting, a confidential Qualification Report in duplicate on their Accountants on April the 1st annually, and also when they vacate the charge of the Division. The Qualification Report will be on a loose sheet in the forms given below :—

*Qualification Report on Divisional Accountants in the Public Works Department.*

Name.....

Age.....

Length of      In Department :—  
Service        In Division :—  
                  Under Officer reporting :—

*Questions*

1. Has he a sound knowledge of.—
  - (a) Accounts and Budget matter ?
  - (b) Powers delegated to the Head of his office ?
  - (c) Fundamental and Financial Rulings ?
  - (d) Does he bring these to notice as occasion demands ?
2. Are Accounts and Budget Returns punctually and correctly submitted to Accountant-General and Superintending Engineer (or Chief Engineer, Electricity Branch, if directly subordinate to him), respectively ?

- 3. Does he dispose of Accountant-General's Audit Notes, and Superintending Engineer's (or Chief Engineer's in the case of the Electricity Branch) and Accountant-General's Inspection Reports properly ?
- 4. Does he maintain good control and exercise a helpful influence over his subordinates ?

*General Remarks by Divisional Officer*

Signature.....

Division.....

Date.....

*Remarks by Superintending Engineer*

Signature.....

Circle.....

Date.....

The Divisional Officers will submit the Qualification Report under confidential cover to the Superintending Engineer (or to the Chief Engineer in the case of the Electricity Branch), no copy being kept in the Divisional office.

No report need be sent on a Divisional Accountant who has not served under the Divisional Officer for more than three months unless there is anything special which should be brought to the notice of the Accountant-General.

The Superintending Engineer or the Chief Engineer, Electricity Branch, as the case may be, will enter his remarks on the report and will send one copy of this report under confidential cover addressed by name to the Accountant-General, Punjab, for record and retain the other copy with him.

When a Divisional Accountant is transferred out of his Circle or out of the Electricity Branch, the Accountant-General,

Punjab, will inform the Superintending Engineer concerned (or the Chief Engineer, Electricity Branch) to enable the latter to send the Qualification Report file to the new Superintending Engineer under whom the Divisional Accountant will be serving.

(g) *General*

1.27. Service Books will be maintained in Form 10 of the Fundamental Rules for, and will be opened within one month of the appointment of,—

- (a) all non-gazetted members of the permanent establishment ;
- (b) temporary subordinates, clerks, draftsmen, tracers, vernacular clerks and signallers, appointed for more than six months.

As these are important and essential records for disposal of pension and other claims, they must be carefully maintained and kept in safe custody by the Head Clerk/Accountant of the office.

#### D—PUNISHMENTS, RESIGNATIONS, REMOVALS, DISMISSALS AND DEATHS

NOTE—The instructions contained herein regarding punishment and appeal of Gazetted and Subordinate Services are only to be considered as instructions for the application of the Civil Services (Classification, Control and Appeals) Rules and the Punjab Subordinate Service Punishment and Appeal Rules, 1930, which rules are the final authority. No matter what may be laid down in the Punjab Public Works Department Code, the procedure and orders contained in these Rules must be strictly followed.

#### 1—TREATMENT OF SERIOUS CASES OF MISCONDUCT

1.28. Serious cases of misconduct or neglect of duty on the part of officers of the Indian Service of Engineers, which would render them liable to removal from the service, must be reported to the Central Government. Less important cases may be disposed of under the orders of the Punjab Government.

(2) In the case of officers of lower standing, serious cases must be reported to the authority competent to dismiss ; less important cases may be disposed of by the Divisional Officer or the Superintending Engineer or Chief Engineer, as circumstances require.

## II—PUNISHMENTS

1.29. As a punishment for misconduct or neglect of duty the promotion of persons of all classes may be stopped, or their reduction to a lower grade may be ordered at the discretion of the authority competent to make such promotions.

1.30. The Punishment of permanent members of the ministerial establishments may take one or other of the following forms according to the nature of the offence, *viz.*, official reprimand, extra hours of work, postponement of increments of pay, stoppage of promotion, reduction of existing pay, entry of the necessary reference to record censures in the Service Book, suspension, and, in the last resort, dismissal from the service of Government. The reduction of pay of a member of the ministerial establishment for such a period as a month only would be considered a contravention of this rule.

1.31. The following principles should be followed in taking departmental action against a Government servant, who has been prosecuted criminally but acquitted by the Court :—

- (1) The judgement of a Criminal Court is not necessarily decisive as regards departmental or disciplinary action. A prosecution may fail for technical reasons ; sometimes the Court notes the facts as suspicious but gives the accused the benefit of doubt ; and sometimes a prosecution fails for the patent reason that witnesses have been bought over. In all such cases it may well be held that the circumstances are so suspicious that the Government servants can no longer be safely trusted or it may be held that, though the official is acquitted of the main charge, facts brought to light in the course of the trial show defects of character or a disregard of proper

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procedure which would justify the taking of departmental action against the accused. But departmental action should not follow a prosecution which has failed for the sole reason that witnesses have been bought over, unless the Court itself has noted that the witnesses have been influenced.

- (2) Frequently, however, the above elements are absent, e.g., when an official is tried on a definite charge and is acquitted either in the original Court or on appeal and there is no question of acquittal being merely on technical grounds or on grounds of evidence having been suppressed. In such cases, and when no facts are established in the course of the trial that would justify action being taken for disregard of departmental rule, the decision of the Court on the facts should be accepted and no departmental action should be taken.

Similarly, when the charge is dismissed without any suggestion by the Court that the conduct of the accused has been suspicious or any indication that it is merely giving the accused the benefit of a doubt, the acquittal should be treated as an honourable acquittal and no further departmental action should be taken.

### III—SUSPENSION

1.32. (1) Any person whose conduct is under investigation on a serious charge likely to involve dismissal, if proved, should be placed under suspension till the matter has been decided by the authority competent to dismiss him.

(2) A person whose conduct is under investigation should also be suspended, if necessary, to safeguard against his tampering with records or witnesses.

(3) The authority competent to suspend or release from suspension is Government, or any lower authority having the power to dismiss the person concerned. When an officer who

has not the power considers immediate suspension essential, he may order it subject to confirmation by competent authority, making an immediate report asking for confirmation : but this course should not be taken without very good reason.

NOTE—In the Irrigation Branch no officer below the rank of a Superintending Engineer may place under suspension a subordinate non-ministerial or ministerial Government servant.

#### IV—RESIGNATIONS

1.33. Except with the sanction of Government no person shall be allowed to resign his situation or be transferred from the Province or Branch in which he is serving, while his conduct is under investigation. In forwarding to superior authority any application to resign departmental employment or for transfer, it should be stated whether anything has occurred to affect the character of the applicant. Where no special rule is laid down, the authority by which a person was appointed is alone competent to accept his resignation.

#### V—DISMISSALS

1.34. The following general principles should be observed with regard to dismissals of public servants :—

- (i) It should be remembered that a distinction exists between removal or discharge, and dismissal. Removal from an office for such a cause as unfitness for its duties need not usually entail any further consequences. It ought not to bar re-appointment to another office for the duties of which the person may be suited, and it should not be accompanied by any subsidiary orders which would affect him adversely. Removal should be the penalty when it is not thought necessary to bar future re-employment under Government. Dismissal should preclude the dismissed officer from being re-employed.
- (ii) The dismissal of public servants should be notified in the Gazette only when it is necessary to notify the public or because the appointment was previously gazetted. The reasons for the dismissal of a public officer should not be stated in the notification even when a conviction has been obtained in a Criminal Court. It will be sufficient to announce that the Government has dispensed with his services.



1.35. Where no special rule is laid down, the authority by which a person was appointed, and no inferior authority, is competent to dismiss him, or to remove him from the department.

- (2) Appeal against the orders of the authority thus declared competent is admissible only on the ground that :—
- (a) the prescribed opportunity for defence has not been afforded, or
  - (b) the decision is contrary to the facts proved.

If material fresh evidence comes to light, the authority that gave the decision may be moved to reconsider it.

1.36. The specific grounds upon which it is proposed to dismiss any person should be reduced to writing and furnished to him, and the answer, defence or explanation of the person taken, and the final decision recorded in writing.

This may be dispensed with when dismissal follows conviction in a Court of Law.

1.37. When an officer of the Indian Service of Engineers or the Punjab Service of Engineers is reported to be incompetent or from any cause disqualified for his public duties, the Chief or Superintending Engineer must take measures to satisfy himself of the facts of the case, and, if necessary, will report to Government, giving a specific statement of the facts on which his opinion is founded. Opportunity must be afforded to the person affected to offer an explanation, and this or a statement to the effect that having been called upon for an explanation he has failed to give one, must be reported to Government, which will deal with the case in such manner as it may deem suitable. When removal from the department of the person so reported on appears to Government to be necessary and it has not the power of enforcing it, the case must be submitted in a complete form to the Central Government.

1.38. When a past pupil of the Thomason College, Roorkee, of the Government Engineering School, Rasul, is dismissed the fact and cause of this dismissal should be communicated to the Principal of the College concerned.

39. When a Government servant, permanent or temporary, is recommended for dismissal for serious misconduct, a descriptive roll, in the prescribed form, of the man shall be prepared with the recommendation.

When the authority competent to dismiss him concurs in the recommendation, a copy of the descriptive roll will be circulated to the Divisions and Circles for entry in the Divisional or Register of prescribed employees, and if considered desirable to the Chief Engineer of the sister Branches.

#### VI—DEATHS

40. On the death of any officer or subordinate of the Department, if there is no one at hand entitled to administer his estate, the senior member of the department on the spot will at once take measure to ensure the safety of all property the deceased may have possessed, excepting only the personal necessaries of his family (if any) and will take an inventory of the same, forwarding a certified copy through his immediate superior to the Head of the Department, with an estimate of the value of the property. A police guard should (when there is any suspicion of misappropriation) be applied for and put over the body immediately after the death, until there is time to take an inventory. The Punjab Government will communicate the names of his relatives or friends, if non such were present on the spot.

1.41. Casualties of any persons holding appointments in the Department must be reported immediately, through the regular channel, to the authority by which the appointment was made. Reports of all deaths of European officers, whether permanent or temporary establishment, must be made in Civil Account Code Form 31.

1.42. When European officers and subordinates are killed or severely wounded by fanatics or others or meet with sudden violent death in any very exceptional circumstances, particulars connected with the occurrence should be telegraphed to the Government to enable early information to be given to the relatives and friends of those killed or injured.

**Chap. 1] ESTABLISHMENT—DUTIES OF OFFICERS [1.43—1.44**

**E—DUTIES OF OFFICERS OF THE PUBLIC WORKS DEPARTMENT**

**I—CHIEF ENGINEER**

**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.

NOTE—The Chief Engineers of the Irrigation and the Buildings and Roads Branch are also Secretaries to Government in respect of their Branches.

**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 posting of other establishment within the Branch except the Divisional Accountants, the Sub-Assistant Surgeons and the other Medical Staff attached to the Electricity Branch Dispensary at Joginder-nagar, who for these purposes, are under the orders of the Accountant-General, Punjab, and the Civil Surgeon, Kangra District, respectively.

The Chief Engineer, Electricity Branch, is also authorised 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 Travelling 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 fulfil 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. The general supervision and control of the assessment of revenue from irrigation and navigation works in the Irrigation Branch and from electrical works in the Electricity Branch will also rest with the Chief Engineer, who will frame the necessary estimates and watch carefully the progress of the realizations during the course of the year.

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.

**Chap. I.] ESTABLISHMENT—DUTIES OF OFFICERS [ 1.48—1.51**

**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.

**II—SUPERINTENDING ENGINEERS**

**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 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, contractors accounts, system of recording plans and papers, and office work generally.

In the Irrigation Branch the Superintending Engineers should submit by the 10th of April, each year, a copy of the register of inspection of Divisional Offices in a tabular form showing against the name of each Division, the date of inspection, date of last inspection, name of Superintending Engineer and whether the inspection has disclosed any matter which

ould be brought to the notice of the Chief Engineer. The entries to the last column should be in the words 'yes' or 'no' if the former, reference to the letter with which the report has been sent to the Chief Engineer should be given. If 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, a separate reference shall be made to the Chief Engineer as soon as possible after the inspection of the Divisional Office has been completed.

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 authorised 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

his 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. Superintending Engineers are empowered to transfer and post all members of establishment within their Circles except Divisional Officers, Accountants and Sub-Assistant Surgeons in charge of canal dispensaries, 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 Engineer 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 and of Zilladars in the Irrigation Branch.

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

1.54. 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 authorised to correspond direct with any of the local authorities, Civil or military in his Circle. He will address General Officers Command-Divisions or Brigades through their Staff Officers and all other officers direct.

### III—SUPERINTENDENT OF WORKS

1.58. For any particular work or series of works, too small to form a single executive charge, but requiring the energies of an Engineer for their efficient supervision, a Superintendent of Works (with Divisional Officers under him) may be appointed, who may, subject to competent sanction, receive special pay in addition to his pay on the time-scale. A Superintendent of Works will exercise the powers laid down for Superintending Engineers.

### IV—DIVISIONAL OFFICER

1.59. The executive unit of the Department is the Division, headed by a Divisional Officer 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, to be maintained by the Punjab Government for each Branch of the Department according to its requirements, provided always that the interests of any of the existing officers of the Indian Service are not adversely affected thereby.

Assistant Executive and Assistant or Temporary Engineers may be placed in charge of Divisions, either to fill short temporary vacancies or because no Executive Engineer is available; they will exercise the powers and bear the responsibilities of an Executive Engineer while in such charge.

In the Electricity Branch:—

- (1) The charge of the Resident Engineer is treated as a Division.
- (2) Divisional Officers are responsible direct to the Chief Engineer as there is no Superintending Engineer in the Branch.

1.60. A Divisional Officer can receive positive orders only



**Chap. I.] ESTABLISHMENT—DUTIES OF OFFICERS [ 1.60—1.65**

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from his own departmental superiors the head of the Administration, or other Civil Officers duly authorised.

1.61. 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.

1.62. 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 paragraph 2.101)

1.63. Divisional Officers may transfer establishment other than Sub-Divisional Officers, Deputy Collectors, Accountants and Sub-Assistant Surgeons in charge of Departmental dispensaries within their respective Divisions without reference to higher authority. Such transfers will be reported in the ordinary course to the Superintending Engineer.

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

1.65. 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 (or in the case of the Electricity Branch to the Chief Engineer). (See also paragraph 2.89).

1.66. 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.

1.67. 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.

1.68. 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. The Divisional Officer is responsible for the detailed assessment of the revenue to be obtained from irrigation and navigation works or electrical works within his Division, and should maintain such records and accounts as may be prescribed for the purpose. He is also responsible for the equitable distribution of canal water.

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

**Chap. L.] ESTABLISHMENT—DUTIES OF OFFICERS [1.70—1.73**

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 Slip.

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.

**NOTE**—In the Electricity Branch, the Works Slip should be submitted by the Divisional Officers to the Chief Engineer.

**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.

**NOTE**—In the Electricity Branch, this report should be submitted to Chief Engineer.

**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—1.78] PUBLIC WORKS DEPARTMENT CODE [Chap. I.

1.74. The Divisional Officer, in addition to his other duties, will consider himself to be the *ex-officio* Professional adviser 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 an 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 Officers Commanding Division, Brigades of Stations through their Staff Officers.

## V—SUB-DIVISIONAL OFFICERS

1.78. The Division is divided into Sub-Divisions incharge 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.

In the Electricity Branch :—

- (1) Officers immediately subordinate to Divisional Officers are designated as follows and hold charge of works within their jurisdiction :—
  - (i) Assistant Engineer, Senior and Junior Scales.
  - (ii) Senior Substation Engineer.
  - (iii) Headworks Engineer.
  - (iv) Assistant Resident Engineer.
  - (v) Resident Engineer, Renala.

**Chap. I.] ESTABLISHMENT—ALLOWANCES, ADVANCES [1.78—1.83  
AND COMPENSATION**

- (2) Assistant Engineers, the Senior Sub-Station Engineer, Headworks Engineer, Assistant Resident Engineer, and the Resident Engineer, Renala, have the status and powers of a Sub-Divisional Officer for the purposes of this Code and will exercise their duties accordingly.

1.79. In future Executive Sub-Division of the kind referred to in the latter part of the first instance of paragraph 69 of the Public 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.

**VI—DEPUTY COLLECTOR**

1.80. The Deputy Collector in Irrigation divisions holds a position in regard to revenue assessments analogous to that of a Sub-Divisional Officer. He is the Divisional Officer's revenue assistant and is responsible to that officer jointly with the Sub-Divisional Officers for the supervision of the revenue assessments and control of the revenue establishment.

1.81. The duties and responsibilities of the Deputy Collector are less easily defined than are those of any other member of the Canal Establishment. Subject to such general orders as are issued by the Chief Engineer it is the business of the Divisional Officer to arrange the distribution of duties between the Deputy Collector and the Sub-Divisional Officers in such manner as best to utilize their respective qualifications, and to avoid overlapping or friction.

**F—ALLOWANCES, ADVANCES AND COMPENSATION**

**I—ALLOWANCES**

1.82. Executive and Assistant Executive Engineers being members of the Indian Service of Engineers in the Irrigation Branch are entitled to jungle allowances under the rules laid down in paragraphs 18.8 to 18.12 of Subsidiary Rules.

1.83. Certain Temporary Engineers can also draw jungle allowance under paragraph 18.13 of the Subsidiary Rules.

1.84. No officer holding the position of Superintendent of Works shall draw more special pay than would raise his emoluments above the minimum pay of a Superintending Engineer.

1.85. Officers of all services (excluding work-charged men) in the Public Works Department will draw travelling allowances in accordance with the Travelling Allowance Rules.

1.86. The boats belonging to the Irrigation Branch are intended primarily for the conduct of professional operations. An officer using them for the purpose of travel will draw travelling allowance as provided in paragraph 2.108, Travelling Allowance Rules. The cost of propulsion will be borne by Government.

Officers using Government boats for travelling are required to make a note in their journals to that effect.

In the Electricity Branch, motor lorries are employed for the maintenance of trunk and branch transmission lines and telephone systems. They are not normally to be employed on non-departmental works, etc., and are also not to be treated as a means of locomotion supplied at Government expense for purposes of Rules 2.108 of the Travelling Allowance Rules. If for any special reasons an officer of the Branch has to travel on duty by the Branch's lorry his travelling allowances will be regulated by the relevant for the working of Government motor vehicles of the Electricity Branch sanctioned by Government.

*Exception.*—Line staff and the Officer-in-charge thereof when required to attend faults, etc., on the line, may travel by lorries and draw travelling allowances under paragraph 2.108 of the Travelling Allowance Rules, if entitled, to travelling allowance. Lorry Drivers may draw travelling allowance under paragraph 2.108 of the Travelling Allowance Rules.

1.87. In the Irrigation Branch, all touring officers, even though they may maintain a motor vehicle,  
 I. B. are required also to keep at least one horse unless exempted by the Chief Engineer.

The following is a list of touring officers for the purposes of this rules :—

- (1) Superintending Engineers.

**Chap. I.] ESTABLISHMENT—ALLOWANCES, ADVANCES [1.87—1.88  
AND COMPENSATION**

- (2) Executive Engineers and Assistant Executive Engineers (other than those in the Central Workshops Division and Under Secretaries and Personal Assistants in the Secretariat).
- (3) Assistant Engineers (other than those employed in the Central Workshops Division).
- (4) Deputy Collectors, Land Acquisition officers and Zilladars.
- (5) Overseers, Subordinate Engineers and Upper Subordinates.
- (6) Temporary Engineers and Subordinates drawing more than Rs. 100 a month.

**1.88.** In the Buildings and Roads Branch, the list of officers whose duties necessitate the keeping of a conveyance is as under :—

- (1) Chief Engineer.
- (2) Superintending and Executive Engineers (except Under-Secretary).
- (3) Assistant Engineers, Temporary Engineers, members of the Subordinate Engineering Service and Road Inspectors.

The officers in the Electricity Branch whose duties necessitate the keeping of conveyances are named below :—

- (1) Chief Engineer.
- (2) Deputy Chief Engineer.
- (3) Projects Engineer.
- (4) Commercial Officer.
- (5) Executive Engineers.
- (6) Sales Engineer.
- (7) Resident Engineer, Renala.
- (8) Electrical and Mechanical Superintendent, Renala.
- (9) (i) Assistant Engineers in charge of trunk transmission and telephone lines.
- (ii) Assistant Engineers in charge of local distribution centres at Lyallpur, Amritsar Grid Goraya-Phillaur, Gurdaspur-cum-Dinanagar Lahore Cantonment, Ludhiana, Sheikhpura Ichhare and Ferozepur City.

1.84. No officer holding the position of Superintendent of Works shall draw more special pay than would raise his emoluments above the minimum pay of a Superintending Engineer.

1.85. Officers of all services (excluding work-charged men) in the Public Works Department will draw travelling allowances in accordance with the Travelling Allowance Rules.

1.86. The boats belonging to the Irrigation Branch are intended primarily for the conduct of professional operations. An officer using them for the purpose of travel will draw travelling allowance as provided in paragraph 2.108, Travelling Allowance Rules. The cost of propulsion will be borne by Government.

Officers using Government boats for travelling are required to make a note in their journals to that effect.

In the Electricity Branch, motor lorries are employed for the maintenance of trunk and branch transmission lines and telephone systems. They are not normally to be employed on non-departmental works, etc., and are also not to be treated as a means of locomotion supplied at Government expense for purposes of Rules 2.108 of the Travelling Allowance Rules. If for any special reasons an officer of the Branch has to travel on duty by the Branch's lorry his travelling allowances will be regulated by the relevant for the working of Government motor vehicles of the Electricity Branch sanctioned by Government.

*Exception.*—Line staff and the Officer-in-charge thereof when required to attend faults, etc., on the line, may travel by lorries and draw travelling allowances under paragraph 2.108 of the Travelling Allowance Rules, if entitled, to travelling allowance. Lorry Drivers may draw travelling allowance under paragraph 2.108 of the Travelling Allowance Rules.

1.87. In the Irrigation Branch, all touring officers, even though they may maintain a motor vehicle, are required also to keep at least one horse unless exempted by the Chief Engineer.

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- (3) Assistant Engineers (other than those employed in the Central Workshops Division).
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- (5) Overseers, Subordinate Engineers and Upper Subordinates.
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The officers in the Electricity Branch whose duties necessitate the keeping of conveyances are named  
E. B. below :—

- (1) Chief Engineer.
- (2) Deputy Chief Engineer.
- (3) Projects Engineer.
- (4) Commercial Officer.
- (5) Executive Engineers.
- (6) Sales Engineer.
- (7) Resident Engineer, Renala.
- (8) Electrical and Mechanical Superintendent, Renala.
- (9) (i) Assistant Engineers in charge of trunk transmission and telephone lines.
- (ii) Assistant Engineers in charge of local distribution centres at Lyallpur, Amritsar Grid, Goraya-Phillaur, Gurdaspur-cum-Dinanagar, Lahore Cantonment, Ludhiana, Sheikhpura, Ichhare and Ferozepur City.

- (iii) Second Assistant Engineers attached to Ludhiana and Lyallpur Sub-Divisions.
- (10) (i) Line Superintendents and linesmen employed in local distribution centres.
- (ii) Line Superintendents and linesmen employed on the maintenance of 66-KV. line, Jarnawala-Chuharkana Section.
- (iii) Meter Inspectors at Lyallpur, Ferozepur, Kasaur Ludhiana, Baghbanpura and Sheikhpura.
- (iv) Cashiers at Kasaur, Ferozepur, Baghbanpura and Lahore Cantonment.
- (v) Meter Clerks at Ichhar and Amritsar Suburban.
- (vi) Assistant Store-Keeper, Central Stores, Verka.
- (11) Resident Engineer, Jogindernagar.
- (12) Assistant Resident Engineer, Jogindernagar.

1.89. When it is necessary to bring labourers and artificers from a distance, they may be allowed wages for the number of days occupied in the journey to and from the site of the work, provided they join the work with proper despatch. At the discretion of the Divisional Officers *bonafide* travelling expenses may also allow to them. The above charges must be borne by the estimate of the work.

Where expeditious completion of a work requires special arrangements to be made for importation of labour by a contractor for employment on contract or piece works, importation charges may be paid for such labour with the prior sanction of the Chief Engineer to the importation of labour as well as to the amount of the importation charges to be paid.

## II—ADVANCES

1.90. A Superintending Engineer or Divisional Officer may grant an advance up to a limit of one months' substantive pay, plus travelling allowance admissible under the rules, to any officer in his Circle or Division, including himself, under orders of transfer. The advances should be recorded on the Officer's last pay certificate. The advance of pay should be recovered from the pay of the officer in three equal monthly instalments, beginning with the month in which a full month's pay is drawn after the transfer. The advance of travelling should

Paragraph 159 (a) of  
the Civil Account  
Code, Vol. I.