



GOVERNMENT OF INDIA

CENTRAL PUBLIC WORKS DEPARTMENT



COMPENDIUM OF DUTIES OF CPWD OFFICERS, 2022



**DIRECTOR GENERAL, CPWD,
NIRMAN BHAWAN, NEW DELHI - 110011**

**GOVERNMENT OF INDIA
CPWD**



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OF
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CPWD OFFICERS
2022**

**DIRECTOR GENERAL, CPWD,
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मनोज जोशी
सचिव
Manoj Joshi
Secretary

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आज़ादी का
अमृत महोत्सव



भारत सरकार
आवासन और शहरी कार्य मंत्रालय
निर्माण भवन, नई दिल्ली-110011
Government of India
Ministry of Housing and Urban Affairs
Nirman Bhawan, New Delhi-110011



MESSAGE

On the occasion of 168th Annual day of Central Public Works Department, I convey my warm greetings and best wishes to entire CPWD family. It is encouraging to learn that on this occasion, a Compendium of Duties of officers of CPWD highlighting the functions to be performed by all officers of the Department is being brought out by them.

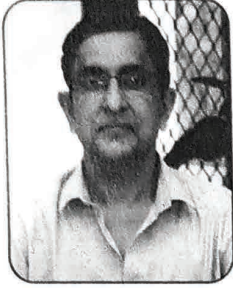
Duties of Officers of Central Public Works Department (CPWD) have been mentioned under Section-III of Central Public Works Departmental Code published in 1959. Thereafter, number of isolated orders have been issued on duties of officers of CPWD; however, there was no single compendium.

I welcome the move of CPWD in bringing out a **Compendium of Duties of officers of CPWD**, on this year's Annual Day, highlighting the functions to be performed by all officers of the Department pursuant to the implementation of Revised Organizational Structure of CPWD .

I wish all success to CPWD on the occasion of its 168th Annual Day and call upon all CPWD officers and staff to work with full commitment and dedication to take their Department to greater heights in future.

Manoj Joshi
(Manoj Joshi)

New Delhi
7th July, 2022



Shailendra Sharma
Director General



भारत सरकार
Government of India



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MESSAGE

It is a matter of great joy for the entire CPWD fraternity that our department is completing 168 years of its glorious and eventful existence on 12th July, 2022. On this year's Annual Day, the Department is bringing out a "*Compendium of Duties of officers of CPWD*" highlighting the functions to be performed by all officers of the Department pursuant to the Revised Organizational Structure of CPWD implemented w.e.f. April, 2019.

Duties of Officers of Central Public Works Department (CPWD) have been mentioned under Section-III of Central Public Works Departmental Code published by Ministry of Housing in 1959. The duties of DG(W), Chief Engineer, Superintending Engineer, Executive Engineer (Divisional Officer) and Assistant Engineer (Sub-Divisional Officer) have been included in the CPWD Code 1959. The duties of various posts were issued from time to time with the approval of DG, CPWD/ MoHUA. After issue of CPWD Code 1959, no Government publication has come out on this issue. However, there are compilations by private publications incorporating different orders issued on the subject matter from time to time by CPWD and Ministry.

It gives me immense pleasure to inform that after taking feedback from officers in headquarter as well as field units, duties of all the officers including the newly created posts have been notified and a compendium of these duties is being launched. I am sure that this special publication shall be well received by the officers of the Department as well as client organizations and others, to whom CPWD provides its services.

I convey my special thanks to Shri Bharat Bhushan Makkar, Retd. SDG and Shri Ved Prakash, JS (Works), MoHUA for their initiative and guidance. I also congratulate Shri Manish Kumar, SE-Vigyan Bhawan, Shri Shailesh K. Ugrejeeya, Director (S&D), Shri Yash Pal, Executive Engineer (S&D) and their team for bringing out this publication, covering the functions to be performed by officers of the Department in a lucid manner.

Once again, I convey my best wishes to all on 168th Annual Day of the Department.


(SHAIENDRA SHARMA)

वेद प्रकाश
संयुक्त सचिव
Ved Prakash
Joint Secretary



भारत सरकार
आवासन और शहरी कार्य मंत्रालय
निर्माण भवन, नई दिल्ली-110011
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Nirman Bhawan, New Delhi-110011




MESSAGE

It gives me immense pleasure to know that Central Public Works Department is celebrating its 168th Annual Day on 12th July, 2022 and on this occasion CPWD is bringing out a Compendium of Duties of officers of CPWD.

Duties of Officers of Central Public Works Department (CPWD) are specified in Central Public Works Departmental Code published in 1959. Large number of orders on this subject were issued and need was felt to issue single compendium.

I Congratulate Team CPWD in bringing out a Compendium of Duties of officers of CPWD, on this year's Annual Day.

I wish all success to CPWD on the occasion of its 168th Annual Day.


(VED PRAKASH)

INDEX

CHAPTER	Duties	Page No.
1	ERP unit	1 – 4
2	ADG(Works) unit	5 – 10
3	SDG(HQ) unit	11 – 15
4	ADG(Tech) unit	16 – 21
5	SDG & ADG unit in Project Region & Regions	22 – 51
6	AE(P) unit in divisions	52
7	Training Unit and Director (H)	53 – 60

CHAPTER – 1

Duties of Enterprise Resource Planning (ERP) unit

1.1 Duties of Deputy Director General (ERP):

He will be in-charge of overall planning, organizing, control and coordination of the activities in the ERP Unit. He will report to SDG(HQ). His duties are as below:

1. Design, development, configuration, testing, certification and making Go-live all the applications/modules/ hardware/ software of the complete ERP System.
2. Data migration from all legacy applications being used by CPWD/ other departments to the ERP system.
3. Integrations/ APIs with other applications/modules/websites.
4. Subsequent changes/ bug removal/ glitch removal/ addition of any new feature/ new functionality to applications/ modules made Go-Live.
5. Configuration and running of the system cloud/ servers/ databases etc and other issues like overall system security/ firewalls/ architecture of AWS/ Cloud Services.
6. Transition of all CPWD processes to applications and modules made Go Live.
7. Complete training and capacity building of all employees and stakeholders on ERP.
8. CPWD ERP Helpdesks/ IVRs/ resolution of User Service Calls.
9. Licenses and procurement of software/ hardware for the entire ERP System.
10. Outages/ cyber attacks/ hacking attempts on entire ERP Systems.
11. Maintenance and Service of all ERP systems.
12. Replies to all Audit/ Vigilance references for all above responsibilities.
13. Any other responsibility assigned by SDG(HQ)/ DG, CPWD.

1.2 Duties of Director (Development):

He will be responsible for all direction and command functions including Technical and Supervisory control and direction for the following activities. He will report to DDG(ERP).

1. All activities related to design, development, configuration, testing, certification and making Go- live all the applications/modules/ hardware/ software of the complete ERP System, except those for which Director (Operations & Training) is responsible.
2. Data migration from all legacy applications being used by CPWD/ other departments to the ERP system except those for which Director (Operations & Training) is responsible.
3. All integrations/ APIs with other applications/modules/websites (except those for which Director (Operations & Training) is responsible.
4. All subsequent changes/ bug removal/ glitch removal/ addition of any new feature/ new functionality to applications/ modules made Go-Live (except those for which Director (Operations & Training) is responsible.
5. Complete overall configuration and running of the system cloud/ servers/ databases etc and other issues like overall system security/ firewalls/ architecture of AWS/ Cloud Services.
6. All issues related to licenses and procurement of software/ hardware for the entire ERP System.
7. Issues related to any outages/ cyber attacks/ hacking attempts on entire ERP Systems.
8. All issues related to payments of bills including that of the System Integrator and PMU.
9. Maintenance and Service of e-Tendering and e-Auction Systems.
- 10.Replies to all Audit/ Vigilance references for all above responsibilities.
- 11.Any other responsibility assigned by DDG (ERP).

1.3 Duties of Director (Operations & Training):

He will be responsible for all direction and command functions including Technical and Supervisory control and direction for the following activities. He will report to DDG(ERP).

1. Transition of all CPWD processes to applications and modules made Go Live by the development unit.
2. All issues related to complete training and capacity building of all employees and stakeholders on ERP.
3. All issues related to CPWD ERP Helpdesks/ IVRs/ resolution of User Service Calls.
4. All activities related to design, development, configuration, testing, certification and making go live all the applications/modules for maintenance/ real estate management and finance/ budget functions.
5. All issues related to data migration from legacy applications being used by CPWD/ other departments to the ERP system for maintenance/ real estate management and finance/ budget functions.
6. All integrations/ APIs for maintenance/ real estate management and finance/ budget functions with other applications/modules/websites.
7. All subsequent changes/ bug removal/ glitch removal/ addition of any new feature/ new functionality to applications/ modules made Go-Live for maintenance/ real estate management and finance/ budget functions.
8. Maintenance and Service of all Go-Live Systems except e-Auction and e-Tendering Applications.
9. Replies to all Audit/ Vigilance references for all above responsibilities.
10. Any other responsibility assigned by DDG (ERP).

1.4 Duties/Responsibilities of EEs- ERP:

The respective EEs reporting to the Director (Development) (ERP) and Director (Operations & Training) (ERP) will perform all activities relating to the actual execution and management of ERP implementation and its service and maintenance as entrusted to Director concerned including organizing and supervising the execution of work by the Systems Integrator and the PMU.

They will also be responsible for any other activity/work assigned to them by the respective Directors – ERP as well as DDG – ERP.

One of the EEs (ERP) will also look after the responsibilities of the EE (HQ) as designated by DDG (ERP).

(Ref. No. 18/4/2021-S&D/96 dated 28.04.2022)

बड़े कार्य छोटे कार्यों से आरंभ करने चाहिए।

CHAPTER - 2

Duties of officers of ADG(Works) unit

2.1 Duties of ADG (Works)

He reports to DG, CPWD. He is in-charge for monitoring of works, public grievances, processing of estimates referred by MoHUA, policies related to Horticulture works, Architectural guidelines and e-governance initiatives. He is assisted by DDG (Works), DDG(Hort) and DDG(e-Governance cum Business Development).

1. Project monitoring of works through WBPMS.
2. Processing of estimates referred by MoHUA
3. Policies related to Horticulture works, Architectural guidelines and e-governance initiatives.
4. To advise DG, CPWD in formulating Architectural Guidelines and programmes. He is also called upon to advise other Ministries/department/State Government/Quasi Government bodies on matters of Architecture and Town Planning.
5. Works including land of all the Ministries/ Departments
6. Budgeting/budget control and monitoring of expenditure, performance budget

2.2 DDG (Works)

He reports to ADG (Works). He is in-charge for monitoring of works, public grievances, processing of estimates referred by MoHUA and budget and financial administration. He is assisted by Director (PM&PG), Director (P&WA) and Director (Finance). He is also responsible for implementation of policies/ rules in regard to Raj Bhasha for which he is assisted by a team of officers headed by Assistant Director (Official Language). Rent assessment cases for hiring of accommodation are handled by Executive Engineer (License Fee) under him.

2.3 Director (P&WA)

He is in-charge of P&WA unit. Following functions are performed by Director (P&WA):

1. He deals with processing of SFC & EFC memos, Technical matters referred from ministries including those relating to international organization, processing of estimates of general pool office/ residential accommodation, essential staff quarters, management committee meetings, JCM, screening committee, consultative committee, estate management matters, policy regarding up-gradation and strengthening of general pool quarters, re-development schemes, sanction of schemes under MOHUA funds, services and other charges payable to local bodies, circular related to works.
2. Deals with issues related to Indian Road Congress, Indian Building Congress, Coordination related to works, Court cases related to works, unauthorised construction matters, nomination to various committees, monitoring of various Central Government Schemes pertaining to CPWD.

For above functions, he is assisted by Executive Engineers and other staff who have same duties as that of Director(P&WA).

2.4 Director (PM&PG)

He is in-charge for monitoring of works and public grievances. His functions are as below:

Monitoring of works, compilation of progress reports and correspondence related to project monitoring, compilation of monthly expenditure, inter/ intra departmental meetings, annual plan proposal and performance budget, monitoring of various Central Government Schemes pertaining to CPWD. He also handles workload data.

For above functions, he is assisted by Executive Engineers and other staff who have same duties as that of Director (PM&PG).

2.5 Duties of Director (Finance)

He reports to DDG (Works). He looks after following works:

1. Budgeting
 - (a) Budget allocation and re-allocation
 - (b) Compilation and submission of appropriation accounts
 - (c) Compilation and submission of Budget Estimates and Revised Budget Estimate
 - (d) Submission of proposals for supplementary demand of Grant
 - (e) Submission of proposal for re-appropriation of funds
 - (f) Preparation of work annexure for the pink book
2. Audit

Replies to audit observations and submission of ATN on Audit Paras
3. All functions related to Central Works Board
4. Coordination with DDG (e-gov& BD) and Ministry of Housing & Urban Affairs for e-governance modules related to Budget & Finance. Risk assessment & Financial Instruments and Taxation.
5. Coordination with Ministry of Housing & Urban Affairs for matters related to his unit.
6. Sets quantifiable targets and Supervise work of Subordinates
7. Suggesting to Superior, ways to improve functioning of his unit
8. To perform any other duties (commensurate to status) entrusted by the Superior
9. To exercise delegated powers and to be responsible for functioning of the unit to Superior

For above functions, he is assisted by Finance Officer and other staff who have same duties as that of Director (Finance).

2.6 Duties of Assistant Director (Official Language)

Hindi Shakha is headed by Assistant Director (Official Language) and is responsible for implementation of policies and rules relating to Raj Bhasha.

Hindi Shakha is also responsible for rendering Hindi translation services to the Directorate and to monitor progress made in use of Hindi as Official Language. It is also required to inspect offices of level of CE and above to assess the progress made in use of Hindi. Hindi Shakha is also responsible for holding workshops, quarterly review meetings and conferences relating to use of Hindi as Official Language.

2.7 Duties of Executive Engineer (License Fee)

He is responsible for scrutiny of Rent assessment cases received from other ministries. He also handles cases for hiring of accommodation for CPWD offices.

2.8 Duties of Deputy Director General (Horticulture)

He reports to ADG(Works). He assists in formulation of policies related to horticulture works. He is assisted by Deputy Director(H) and other staff who have same duties as that of Deputy Director General (Horticulture). His duties are as below –

A. To assist ADG(Works) in -

1. Preparation of general & technical policies for horticulture wing of CPWD
2. Formulating the norms for requirement of funds for budget preparation for maintenance operations of horticulture in CPWD
3. Modernizing and improving efficiency of the Horticulture wing of CPWD
4. Preparation of schedule of rates and norms for different horticulture operations.
5. Preparation of analysis of rates for items relating to Horticulture operations and up-dating the same from time to time.
6. Introduction of modern methodologies and equipments in the maintenance of green areas being carried out by CPWD.
7. DDG(H) shall directly supervise the work of Sunder Nursery and plan development & research of horticulture works in the Nursery. He will have the administrative control of the Sunder Nursery unit.

B. To assist SDG(HQ) in -

1. Preparation of general administrative policies pertaining to horticulture wing of CPWD
2. In the matter of promotion to the post of AD(H)

C. To assist ADG(Training & Research) in -

1. Preparing training programmes and imparting training to the horticulture staff of CPWD

D. General

1. DDG(H) shall help in developing and improving the green areas being maintained by CPWD and also render technical advice to the Directors of Horticulture in preparation of landscape plans etc. as when the cases are referred to him.
2. DDG(H) shall render technical advice on issues pertaining to maintenance of horticulture areas and development of new green areas when referred to him.
3. DDG(H) shall carry out technical improvements in the area of tissue culture, green houses etc. and lay down guidelines in this regard.
4. DDG(H) shall render advice to the concerned CEs/ SEs who may be participating in exhibition/ shows to show case the achievements of CPWD in the sphere of horticulture
5. DDG(H) shall maintain a list of assets being maintained by various horticulture divisions of CPWD

2.9 Duties of DDG (e-governance cum BD)

He reports to ADG(Works). He is responsible for e-initiatives of CPWD. His duties are as below -

1. Custodian of the CPWD Website
2. Monitors Regional websites and advise the SDGs of Regions regarding all matters pertaining to regional websites.

3. Responsible for creation and maintenance of digital databases for Circulars/OMs issued by Directorate, Personnel, Works completed etc. as decided by DG, CPWD from time to time.
4. Provides leadership in expanding the use of e-governance in CPWD for increasing efficiency and transparency.
5. To indentify training needs from e-governance perspective and provide inputs to ADG(Training & Research), CPWD
6. To set quantifiable targets and Supervise work of Subordinates.
7. To suggest to Superior ways to improve functioning of his unit with a view to leverage technology for better efficiency and transparency in the working of CPWD
8. To exercise delegated powers and to be responsible for functioning of the unit to the Superior.
9. He will be Chief Information Security Officer for CPWD
10. To coordinate with the Ministry of Housing & Urban Affairs, on behalf of DG, CPWD for various e-governance initiatives of the Ministry and take follow up action.
11. Any other function that may be allotted to him by ADG(Works).

(Ref. No. 18/4/2021-S&D/116 dated 20.05.2022)

कर्तव्य में मिठास है। – महात्मा गांधी

CHAPTER - 3

Duties of SDG(HQ) and officers working in SDG(HQ) unit

3.1 Duties of Special Director General (HQ)

He reports to DG, CPWD. He looks after issues related to system & policy such as cadre review and restructuring, sanctioned strength and recruitment rules of all cadres. His functions are as below:

1. HR policy and service matters in general
2. Recruitment, Appointment, Probation clearance, confirmation, Seniority list, Promotion, deputation matter, Transfer and posting of cadres as assigned to units under him
3. PG Cases, VIP references, Court cases etc.
4. Grant of ACP/MACP, NFU, NFSG, review of 56(j) matters etc.
5. Any other function assigned by DG, CPWD

He is assisted by DDG(ERP), DDG (Pers), DDG (HR-I), DDG(HR-II), Director (S&D) and Director (Pers) whose duties are as below:

3.2 Duties of Deputy Director General (Pers)

He reports to SDG (HQ). He is responsible for all cadre matters of Group A officers except AEEs and EEs. He is assisted by Deputy Directors (Admin)/ Section Officers/ Assistant Administrative Officers.

1. Recruitment, Appointment, confirmation and Probation clearance
2. Seniority list, Promotion and deputation matter
3. Transfer and posting
4. PG Cases, VIP references, Court cases, Service matters etc.
5. Grant of NFU
6. Any other function assigned by SDG(HQ)

3.3 Duties of Deputy Director General (HR-I)

He reports to SDG(HQ). He is responsible for all service matters pertaining to Assistant Architects, Assistant Director (Hort), Assistant Director(Official

Language), Chief Estimator, Senior Private Secretary, Private Secretary, Section Officer (Hort), Technical Officer, Assistant (Architecture Department), Stenographer Grade –I/II, Junior/Senior Hindi Translator, Assistant Administrative Officer, Office Superintendent, Upper/Lower Division Clerk, Senior Draughtsman, Draughtsman, Multi-Tasking Staff and other Non-Technical cadre of CPWD and CSS/CSCS/CSSS Cadre as given below. He is assisted by Director (Legal), Director (Admin), Executive Engineer, Deputy Director (Admin) and Section Officers.

His is responsible for:

1. Recruitment, Appointment, Probation clearance and confirmation of entry level posts except CSS/CSCS/CSSS cadre
2. Seniority list except UDC/ LDC and MTS and CSS/CSCS/CSSS cadre.
3. Promotion except UDC/ LDC and MTS and CSS/CSCS/CSSS cadre
4. Inter-regional transfer
5. Related deputation matters
6. PG Cases, VIP references, Court cases, Service matters etc.
7. Grant of ACP /MACP
8. Compassionate appointments
9. Redressal of grievances of SC, ST, OBC, PWD and EWS category
10. Redressal of the grievances/ petitions of SC, ST and OBC category people received from various Hon'ble Commissions like NCSC/ NCST/ NCBC
11. Reservation roster and roster for Persons with Disability
12. General Administration matters of Directorate
13. Any other function assigned by SDG(HQ)

3.4 Duties of Deputy Director General (HR-II)

He reports to SDG(HQ). He is responsible for all service matters pertaining to Assistant Engineer and Junior Engineer as given below. He is assisted by Director (Admin), Deputy Director (Admin) and Section Officers.

1. Recruitment, Appointment, Probation clearance and Seniority list.
2. Promotion of JE to AE

3. Deputation and Inter-regional transfer
4. PG Cases, VIP references, Court cases, Service matters etc.
5. Grant of ACP /MACP
6. Association matters related to AEs and JEs and registration matter of all Associations
7. Any other function assigned by SDG(HQ)

3.5 Duties of Director (S&D)

He reports to SDG(HQ). He is responsible for policy matters of CPWD related to Human Resource (HR). He is assisted by Executive Engineer (S&D) and Executive Engineer(S&P). His functions are as below-

1. Introducing system changes and formulating new policies for improvement of functioning of the Department. Cadre Review proposals of Engineering, Architectural, Horticulture & other Cadres.
2. Recruitment Rules of all disciplines of engineering and subordinate cadre.
3. Restructuring/Reorganisation of Department.
4. Pay Commission related issues
5. Defining Duties of different posts of CPWD
6. Conducting functioning improvement related meeting chaired by Director General, CPWD, whenever required
7. Examining cases related to policy matters referred by different units of CPWD.
8. Induction material for CPWD
9. Channel of submission and level of final disposal
10. SIU Studies/ Management study of CPWD, whenever required.
11. Issues pertaining to Expenditure Reform Commission, Administrative Reform Commission etc.
12. Cadre strength of all cadres
13. System and policy matters
14. VIP references, Court cases, RTI matters, PG cases related to S&D unit
15. Any other function assigned by SDG(HQ)

3.6 Duties of Executive Engineer(S&D)

1. Issue of Updation of sanctioned posts of Group A to Group C
2. Cadre Reviews of different disciplines of CPWD
3. Framing and amendments of Recruitment Rules of Group A to Group C
4. CCA/ Accounts related matters
5. Defining duties and responsibilities of different categories of employees/ officers
6. Channel of submission and level of final disposal of activities by different units

3.7 Duties of Executive Engineer(S&P)

1. Policy related issues
2. Issues related to Pay Commission
3. Presentation about functioning of CPWD
4. Training/ Foreign Training Visits related issues
5. Creation/ closure/ relocation of field units
6. VIP references, Court cases, RTI matters, PG cases related to S&D unit
7. Weeding out of records

3.8 Duties of Director(Pers)

He reports to SDG(HQ). He is responsible for all service matters pertaining to Assistant Executive Engineer and Executive Engineer. He is assisted by Deputy Director (Admin) and Section Officers. His functions are as below-

1. Recruitment, Appointment, Probation clearance and Promotion of AEEs
2. Seniority list
3. First posting of AEEs and transfer & posting of EEs
4. PG Cases, VIP references, Court cases, RTI matters, Service matters etc.
5. Grant of ACP /MACP and NFU/ NFSG to related cadre
6. CR Cell- Maintain record of APAR and related issues. CR cell at CPWD Directorate to maintain APAR of AE and above level officers of civil and

E&M cadres, TO and above level officers of Architecture cadre and Asstt. Director and above level officers of Horticulture cadre in CPWD.

7. Service matters like maintenance of service books/ records, pay fixation, leave sanction, annual increment in salary etc, of AEEs and EEs posted in CPWD Directorate.
8. Any other function assigned by SDG(HQ)/ DG, CPWD.

(Ref. No. 18/4/2021-S&D/118 dated 23.05.2022)

कर्त्तव्य की पालना से ही योग्यता का जन्म होता है।

CHAPTER - 4

Duties of officers of ADG(Tech) Unit

4.1 Duties of ADG (Tech.)

He looks after development of all technical policies and documents for CPWD e.g. DSR, Plinth Area Rates, Works Manual and its SOPs, Specifications, Analysis of Rates, 10 CA, 10 CC and other contract related Indices, General Conditions of Contract (GCC) etc. and Structural design unit. He controls and monitors CE(D&DM), CE(CSQ)(Civil) and CE(CSQ)(Electrical) in discharge of their duties and he reports to DG, CPWD. All these documents framed at the level of SE concerned are checked by CE concerned. ADG(Tech) monitors development of the documents and finally put up the same to DG, CPWD with his inputs and recommendations for final decision/ approval at DG, CPWD level.

4.2 Duties of CE(Design & Disaster Management)

CE(D&DM) reports to ADG(Tech). Design and Disaster Management (D&DM) Unit headed by Chief Engineer (D&DM) looks after structural design work and disaster management policy / guidelines of CPWD and parliament matters/VIP references. He is assisted by SE(Design), SE(Disaster Management) and SE(Parliament Matters). He or his representative represents CPWD in various technical committees such as of BIS.

4.3 Superintending Engineer (Design)

He reports to CE (D&DM). He looks after the structural design of buildings/ complex/ important structures and costing more than the limit prescribed from time to time.

For above functions, he is assisted by Executive Engineers and other staff who have same duties as that of SE(Design).

4.4 Superintending Engineer (Disaster Management)

He reports to CE (D&DM). He looks after disaster management policies/guidelines of CPWD.

For above functions, he is assisted by Executive Engineers and other staff who have same duties as that of SE(Disaster Management).

4.5 SE (Parliament Matter)

He reports to CE (D&DM). He is assigned with the responsibilities of dealing with Parliament Questions, Parliamentary Committees and VIP/PMO references pertaining to CPWD.

For above functions, he is assisted by Executive Engineers and other staff who have same duties as that of SE(Parliament Matter).

4.6 Duties of Chief Engineer (CSQ) (Civil)

He is in-charge of Contract & Manual (C&M) and Techno-legal, policy/guidelines of CPWD and Technology Application & Specification (TAS) of Civil works. He is assisted by SE(C&M), SE(TLQA) and SE(TAS). He or his representative represents CPWD in various technical committees such as of BIS and he will report to ADG(Tech). His duties are as below-

1. Technical Advice on Civil works matters
2. Preparation of Civil part of CPWD publications such as –
 - a. Works Manual
 - b. Maintenance Manual
 - c. Plinth Area Rate
 - d. Cost and other indices
 - e. Contract conditions
 - f. Civil work Specifications
 - g. Delhi Schedule of Rates and Analysis of Rates of Civil Works
3. New Technology and New Materials for Civil Works etc.

4. As nodal officer for representation in various statutory bodies (BIS etc.)
5. Contractors Enlistment Policy & Rules
6. Public Procurement-Preference to Make in India related matter of civil works items
7. Policy making for Litigation in Civil works
8. Policy for quality assurance in Civil works
9. Contractor Enlistment of appropriate category as prescribed from time to time
10. 10 CA, 10 CC and other contract related Indices for civil works
11. Any other function assigned by ADG(Tech.)

4.7 Superintending Engineer (TAS)

He reports to CE (CSQ)(C). He is responsible for updating the Specifications of works, Plinth Area rates, issue of circulars from time to time, laying down specifications and DSR items for new technology and materials, approval for contract related indices for civil works such as 10CC, 10 CA etc., revision and updating of schedule of rates and analysis of rates etc. He also performs any other functions assigned by CE(CSQ)(C).

For above functions, he is assisted by Executive Engineers and other staff who have same duties as that of SE(TAS).

4.8 Superintending Engineer (C&M)

He reports to CE (CSQ)(C). He is responsible for enlistment of contractors of appropriate class and category as prescribed from time to time, updating of CPWD Works Manual, Maintenance Manual, Contract Conditions, Contractor Enlistment Rules and Policy etc. This unit also issues Technical Circulars in respect of Contracts, Manuals and Delegation of Powers to various officers of CPWD. He also performs any other functions assigned by CE(CSQ)(C).

For above functions, he is assisted by Executive Engineers and other staff who have same duties as that of SE(C&M).

4.9 Superintending Engineer (TLQA)

He reports to CE (CSQ)(C). He is responsible for processing of arbitration awards and court judgements related to works to be accepted by DG, CPWD. He is responsible for issue of circulars related to arbitration matters. He is responsible for policy making related to Litigation and Quality Assurance in civil works. He also performs any other functions assigned by CE(CSQ)(C). For above functions, he is assisted by Executive Engineers and other staff who have same duties as that of SE(TLC).

4.10 Duties of Chief Engineer (CSQ) (Electrical)

He looks after Contract & Manual (C&M) and Techno-legal, policy/guidelines of CPWD and Technology Application & Specification (TAS) of electrical works. He is assisted by SE(TLQA)(E) and SE(TAS)(E). He or his representative represents CPWD in various committees such as BIS and he reports to ADG(Tech). His duties are as below-

1. Technical Advice on Electrical works matters
2. Preparation of Electrical part of CPWD publications such as –
 - a. Works Manual
 - b. Maintenance Manual
 - c. Plinth Area Rate
 - d. Cost and other indices
 - e. Contract conditions
 - f. Delhi Schedule of Rates and Analysis of Rates of electrical Works
3. Specifications and related amendments for E&M services
4. All Energy Efficiency/ Energy Conservation Matter for E&M items and technology
5. Public Procurement-Preference to Make in India related matter of E&M.

6. Matter related to E&M works for
7. Green Rating and Sustainability
8. Accessible India
9. New Technology and New Materials for electrical Works etc.
10. As nodal officer for representation in various statutory bodies (BIS etc.)
11. Policy making for Litigation in Electrical works
12. Policy for quality assurance in Electrical works
13. Techno-legal Function in Electrical works
14. Any other function assigned by ADG(Tech.)

4.11 Superintending Engineer (TAS) (E)

He reports to CE (CSQ)(E). He is responsible for Parliament Questions, RTI Matters, Raj Bhasha Promotion, GEM etc.; Specifications and Analysis of Rates of Internal EI, External EI, Sub-station, DG Sets, Fire Fighting (Wet Rise & Sprinkler Systems), Fire Detection and Alarm System, Gas Based Fire Extinguishing System; Building Cost Index and 10 CC related matter, Plinth Areas Rates, New Technology and New Materials for electrical works etc. and issue of circulars regarding all the above activities related to E&M services. Besides above, any other functions assigned by CE(CSQ)(E).

For above functions, he is assisted by Executive Engineers and other staff who have same duties as that of SE(TAS)(E).

4.12 Superintending Engineer (TLC)(E)

He reports to CE (CSQ)(E). He is responsible for dealing with all Energy Efficiency/ Energy Conservation Matter, new technology and new material for E&M items, public Procurement-Preference to Make in India related matter, matter related to Green Rating and Sustainability, Accessible India E&M related matters for Works Manual, Maintenance Specifications and Analysis of Rates of Lifts and Escalators, HVAC, LAN, EPABX, CCTV Camera, Access Control, Hospital and Medical Equipment and issue of circulars regarding all

the above activities. He is responsible for policy making related to litigation, quality assurance and perform a techno-legal functions in electrical works. Besides above, any other functions assigned by CE(CSQ)(E).

For above functions, he is assisted by Executive Engineers and other staff who have same duties as that of SE(TLC)(E).

(Ref. No. 18/4/2021-S&D/134 dated 08.06.2022)

कर्तव्य की भावना के बिना काम करना, भूख के बिना खाना खाने जैसा है ।

CHAPTER - 5

Duties of SDGs & ADGs and officers in Project Region and Region

Duties of officers of Project Region

5.1 Duties of Special Director Generals of Project Region

Special Director General Project Region will be in-charge of Projects under his jurisdiction. His functions are-

1. Representation of Project Region in CWB
2. Chairman of Regional Work Board
3. Contractor Enlistment of appropriate category
4. Coordination functions in respect of Group B and C personnel of Project Region and Region concerned as decided time to time.
5. Service Matter of Group B and C personnel in Project Region.
6. Design and planning support
7. (a) Monitoring progress of work in the project region.
(b) Monitoring the workload of the project region
(c) Monitoring of Budget allotment of SE & PDs and CE & EDs.
(d) Monitoring of working of Quality Assurance System including TPIA of works in the Project Region through Quarterly Return.
8. Litigation/Court Case/ Arbitration matters of Project Region.
9. Administration of Regional Training Institutes.
10. To provide inputs for policy formulation process and setting of norm and standards.
11. Showcase works for clients – Preparation of films, presentations, brochures etc and to develop new clients.

5.2 Duties of Additional Director General, Project Region Delhi

Additional Director General will be in-charge of Projects under his jurisdiction.

He will report to DG, CPWD. His functions are-

1. Representation of Project Region in CWB
2. Service Matter Group B and C personnel in Project Region Delhi
3. Litigation/ Court Case/ Arbitration matters of Project Region Delhi
4. (a) Monitoring progress of work in the project region.
(b) Monitor the workload of the project region
(c) Monitoring of Budget allotment of SE & PDs and CE & EDs. However, for zones, the budget allotment will be made by CE & EDs.
(d) Monitoring of working of Quality Assurance System including TPIA of works in the Project Region through Quarterly Return.
5. To provide inputs for policy formulation process and setting of norm and standards.
6. Design and planning support
7. Showcase works for clients – Preparation of films, presentations, brochures etc and to develop new clients.

5.3 Duties of CE(Works cum TLQA) in Project Regions

Duties of Chief Engineer(Works cum TLQA) are proposed as under:

1. He will report to SDG concerned
2. Exercising power of Head of Department for matters under Project Region
3. Assistance to SDG in coordination functions in respect of Group B & C staff in Coordination Regions
4. Assistance in Cadre matters and maintenance of APAR & disposal of representation against below bench mark in respect of Group B & C staff
5. Assistance in budget and financial administration of Project Region
6. Member Secretary of Regional Work Board
7. Assistance in projects monitoring and reporting including CTE reports

8. PG, VIP reference, RTI and Parliament matters and function as nodal officer for replying any query/return/report
9. Processing cases for contractor's enlistment of appropriate category
10. Monitoring of arbitration cases, scrutiny of statement of defence and rendering necessary advice and assistance in processing of arbitration award
11. Assistance in review/ monitoring of court cases in Project Region
12. Administrative control, service matters, budgetary matters and HOD function of Regional Training Institutes except in Delhi
13. Nodal officer for submission of report / returns/ query from directorate for matter related to Project Regions.
14. To submit quarterly returns of the works in progress as per Chief Technical Examiner's Organization circular after consolidation at project region level.
15. Examination/scrutiny of CSF/SF in Arbitration matter and render necessary advice, processing of cases for acceptance or otherwise of arbitration awards in the power of ADG/SDG/DG and render necessary advice, processing case for appointment of Arbitration and correspondence regarding legal opinion of senior counsel.
16. Quality Assurance functions as per para 7.2 and SOP no. 7.2 of CPWD Works Manual 2019 modified vide DG/SOP/28 dated 15.11.2021.
17. Any other functions assigned by SDG/ADG

5.4 Duties of EEs under CE(Works & TLQA)

He will assist CE(Works & TLQA) in carrying out his functions. He will report to CE(Works & TLQA) and he will be assisted by AEs for this purpose.

5.5 Duties of Chief Architect

He will report to SDG/ ADG concerned. His functions are-

1. To deal all architectural work related to Project Region.
2. To deal with all project upto cost limits as notified from time to time. Present cost limits have been issued vide no. 6/5/2018-S&D/903 dated 28.12.2015.

3. To supervise and guide the Senior Architect and allocate works to them. He/ she approves the Architectural design concept of projects dealt by senior architects. He co-ordinates all planning activities (upto NIT stage) and works in close liaison with client and other disciplines involved in project planning.
4. Local Body function, wherever applicable, including liaisoning with other regulatory authorities like Fire/ Traffic/ Urban Arts Commissions/ ASI/ Airport Authority/ Cantonment Board/ Corporations or any other relevant agencies & departments concerned with building permit/ permission and obtaining occupancy Certificate/ Completion Certificate.
5. To monitor the progress of works and the performance of Senior Architects under his control.
6. To undertake 'Research' activities on planning/ design and construction functions, research, guidance, standardization, documentation/ publication of research papers, development of planning and design norms and interaction with BIS/ Research bodies and Institutions of higher learning.
7. To organize Architectural design competition and advise SDG /ADG on appointment of consultants.
8. To look into the VIP and any other reference pertaining to Architectural issues.
9. To attend the meetings of Parliamentary committees pertaining to Architectural issues.
10. Any other work assigned by SDG/ ADG concerned.

5.6 Duties of Senior Architect

He/ she is the head of the Senior Architect unit and is responsible for the management, and efficient functioning of the unit and is accountable in this respect to his/ her immediate superior viz., Chief Architect/ ADG. His functions are-

1. To deal with all projects within Project Region upto cost limits as notified from time to time from the pre-planning stage to the issue of Completion

Certificates. He/ she coordinates all planning activities (upto NIT stage) and works in close liaison with the clients and other disciplines involved in project planning. Present cost limits have been issued vide no. 6/5/2018-S&D/903 dated 28.12.2015.

2. To approve the Architectural Design for the works as per limit prescribed from time to time.
3. To supervise and guide the junior officers/ staff under him/ her and allocate work to them and to approve the Architectural design concept of the projects dealt by the Architects
4. To undertake Research activities on planning/ design and construction functions; research guidance, documentation of project design developed in the unit for dissemination; and
5. To assist CA in local body function, wherever applicable, including liaisoning with other regulatory authorities like Fire/ Traffic/ Urban Arts Commissions/ ASI/ Airport Authority/ Cantonment Board/ Corporations or any other relevant agencies & departments concerned with building permit/ permission and obtaining occupancy Certificate/ Completion Certificate.
6. Senior Architect will deal with the RTI matters pertaining to his/her unit.
7. To monitor and pursue the municipal approval to project

5.7 Duties of Architect

He/ she is responsible for the management, and efficient functioning of the unit and is accountable in this respect to his/ her immediate superior viz., Senior Architect. His functions are-

1. To independently deal with projects up to cost limits as notified from time to time from pre-planning stage to issued of 'Completion Certificate' after obtaining approval from his controlling officer on Architectural design concept. He/ she co-ordinates all planning activities (upto NIT stage) and works in close liaison with other disciplines involved in project planning. Present cost limits have been issued vide no. 6/5/2018-S&D/903 dated 28.12.2015.

2. To supervise and guide the junior officers/ staff under him/ her and allocate work to them and to approve the Architectural design concept of the projects dealt by the Deputy/ Assistant Architects respectively.
3. To prepare in required medium, the preliminary drawings/ working drawings/ detailed drawings/ layout plans/ municipal drawings/ presentation drawings/ perspectives/ study models.
4. To undertake Research activities on planning/ design and construction functions; research guidance, documentation of project design developed in the unit for dissemination
5. To monitor and pursue the municipal approval to projects; and
6. To assist the Senior Architect in his/ her administrative and technical functions, whenever called upon to do so;

5.8 Duties of Assistant Architect/ Deputy Architect

He will report to Architect. His functions are-

1. To assist the Senior Architect & Architect in preparation of design, data collection & any other work assigned to him/ her.
2. To independently deal with projects up to cost limits as notified from time to time from pre-planning stage to issued of 'Completion Certificate' after obtaining approval from his controlling officer on Architectural design concept. He/ she co-ordinates all planning activities (upto NIT stage) and works in close liaison with other disciplines involved in project planning. Present cost limits have been issued vide no. 6/5/2018-S&D/903 dated 28.12.2015.
3. To supervise and guide the Assistant (AD) and allocate work to them, check drawings and specifications in respect of dimensions, building by-laws, norms and to ensure that the drawings are correct and complete in all respects, i.e. contain all information required for preliminary estimate/ detailed estimate/ municipal submission/ construction.

4. To monitor and pursue the municipal approval & approvals from other authorities, including liaisoning with other regulatory authorities like Fire/ Traffic/ Urban Arts Commissions/ ASI/ Airport Authority/ Cantonment Board/ Corporations or any other relevant agencies & departments concerned with building permit/ permission and obtaining occupancy Certificate/ Completion Certificate
5. To prepare in required medium, the preliminary drawings/ working drawings/ detailed drawings/ layout plans/ municipal drawings/ presentation drawings/ perspectives/ study models/ prints for municipal submission to calculate areas on drawings/ (He/ she is responsible for the accuracy correctness and neatness of the above).
6. To finalise the drawings, documents required for municipal approval and pursue the local bodies for obtaining the same, arrange and issue prints supervise maintenance of drawings records/ reference books, to procure and distribute drawings stationery; and
7. To prepare the Reports, Presentations in MS Words, PowerPoint and Excel.
8. To assist the officers in obtaining approval of plans from local bodies and in their administrative and technical functions whenever called upon to do so.

5.9 Duties of Technical Officer

He/ she is responsible for the management and efficient functioning of staff attached to him/her and is accountable in this respect to his/ her immediate superior viz. Architect. His/ her functions are-

1. To supervise and guide the Assistant (AD) and allocate work to them, check drawings and specifications in respect of dimensions, building by-laws, norms and to ensure that the drawings are correct and complete in all respects, i.e. contain all information required for preliminary estimate/ detailed estimate/ municipal submission/ construction.
2. To prepare in required medium, the preliminary drawings/ working drawings/ detailed drawings/ layout plans/ municipal drawings/ presentation

drawings/ perspectives/ study models/ prints for municipal submission to calculate areas on drawings.

(He/ she is responsible for the accuracy correctness and neatness of the above).

3. To finalise the drawings, documents required for municipal approval and pursue the local bodies for obtaining the same, arrange and issue prints supervise maintenance of drawings records/ reference books, to procure and distribute drawings stationery; and
4. To assist the officers in their administrative and technical functions whenever called upon to do so.
5. To monitor and pursue the municipal approval & approvals from other authorities, including liaisoning with other regulatory authorities like Fire/ Traffic/ Urban Arts Commissions/ ASI/ Airport Authority/ Cantonment Board/ Corporations or any other relevant agencies & departments concerned with building permit/ permission and obtaining occupancy Certificate/ Completion Certificate
6. To prepare the Reports, Presentations in MS Words, PowerPoint and Excel.

5.10 Duties of Assistant (AD)

He/ she is accountable to her/ his immediate Superior, viz. Technical Officer or Assistant Architect or Deputy Architect as the case may be. His functions are-

1. To prepare in required medium, the preliminary drawings/ working drawings/ detailed drawings/ layout plans/ municipal drawings/ presentation drawings/ perspectives/ study models/ prints for municipal submission to calculate areas on drawings and maintain drawings record.
2. To physically check and verify site data wherever required; and
3. To assist the officers in obtaining approval of plans from local bodies, arranging prints, and maintaining account of drawings stationery/ and in their administrative and technical functions, whenever called upon to do so.

5.11 Duties of SE(P)-Civil/ Electrical under Project Region

He will assist SDG concerned / ADG Project Region Delhi in planning of works under Project Regions. He will report to SDG concerned / ADG Project Region Delhi.

1. Preparation of cost Indices (wherever not issued by ADG/ CE of the region) Preliminary, Detailed and Revised Estimates of all works under Project Region for approval of SDG concerned/ ADG Project Region Delhi.
2. Preparation of NIT papers complete in all respect for works under Project Region, if required
3. Planning and Designing of works and approval of structural drawings.
4. Checking of Tenders, Deviations (additional), Extra/Substituted items) in works.
5. Project registration of WBPMS only, further monitoring is to done by SE(Works cum TLQA)
6. Any other work assigned by SDG concerned /ADG Project Region Delhi.

5.12 Duties of EEs(P)/ AE(P) – Civil/ Electrical under Project Region

He will assist SE (P) in planning of works under Project Regions. He will be assisted by AE(P) and he will report to SE(P).

1. Preparation of cost Indices (wherever not issued by ADG/ CE of the region) Preliminary, Detailed and Revised Estimates of all works under Project Region for approval of SDG concerned/ ADG Project Region Delhi.
2. Preparation of NIT papers complete in all respect for works under Project Region, if required
3. Planning and Designing of works and attesting drawing for the works.
4. Checking of Tenders, Deviations (additional), Extra/Substituted items) in works.
5. Any other work assigned by the Superintending Engineer(P).

5.13 Duties of EE (Headquarter)

He will assist CE (Works & TLQA) in administration and efficient functioning of the Project Region. He will report to CE (Works & TLQA) of Project Regions. His functions are-

1. Head of the office function for following activities –
 - a. To attest entries in the service book and leave account.
 - b. To sanction annual increments.
 - c. Signing of establishment bills such as, TA/LTC bills, Medical reimbursement bills, Children Education claims bills and reimbursement of Telephone bills etc.
 - d. Passing and recoupment of Contingent Bills.
 - e. Drawing & disbursement of pay and allowances etc.
 - f. Sanction of all kind of leave, except leave not due and special casual leave.
 - g. Signing cases of routine and factual nature.
 - h. To issue LPC.
 - i. Any other function of Head of office
2. Assistance to CE (Works & TLQA) in replying to Parliament Questions, Monitoring of audit reports, Vigilance matters, court cases other than those relating to works
3. Assist senior officer in budget formation & submission
4. Any other function assigned by SDG/ADG (PRD)/CE (W&TLQA).

5.14 Duties of Chief Engineer cum Executive Director

He will be responsible for planning and execution of the works under his jurisdiction and he will report to SDG/ ADG concerned. He will be assisted by AE (Admin.) for Administrative work, AE (New Technology) for planning and Executive Engineer & Senior Managers for execution of work.

1. To exercise technical, administrative and financial powers as prescribed in CPWD Manuals and codes pertaining to his jurisdiction.

2. To exercise Budgeting and fiscal control for all Divisions under him.
3. To interact closely with the clients and projecting the image of the CPWD to the public and the clients in particular.
4. To exercise power of Head of the Department.
5. Oversee strategic planning for execution of the works.
6. Monitoring/overseeing litigation/court cases pertaining to his jurisdiction.
7. VIP reference, PG, RTI etc.
8. Monitoring of Quality Control/ Audit/ pending final bill of his jurisdiction.
9. The Chief Engineer & Executive Director will inspect the divisional offices under him preferably once a year and record the results of such inspection in the prescribed form. He is also required to satisfy himself, from time to time, that the staff employed in each division is actually necessary and adequate for its management.

5.15 Duties of Superintending Engineer cum Project Director

He will be responsible for planning and execution of the works under his jurisdiction and report to SDG / ADG concerned. He will be assisted by AE(Admin.) for Administrative work and Executive Engineer & Senior Managers for execution of work.

1. To exercise technical, administrative and financial powers as prescribed in CPWD Manuals and codes pertaining to his jurisdiction.
2. To Interact closely with the clients and Projecting the image of the CPWD to the public and the clients in particular.
3. Oversee strategic planning for execution of the works.
4. Monitoring/overseeing litigation/court cases pertaining to his jurisdiction.
5. Monitoring of Quality Control/ Audit/ pending final bill of his jurisdiction.
6. The Superintending Engineer & Project Director will inspect the divisional offices under him preferably once a year and record the results of such inspection in the prescribed form. He is also required to satisfy himself, from time to time, that the staff employed in each division is actually necessary and adequate for its management.

5.16 Duties of Assistant Engineer(Admin) attached to CE&ED and SE&PD

He will assist CE & ED / SE & PD in administration and efficient functioning of the Project Unit. He will report to CE & ED / SE & PD. His functions are-

1. Head of the office function for following activities –
 - a) To attest entries in the service book and leave account.
 - b) To sanction annual increments.
 - c) Signing of establishment bills such as, TA/LTC bills, Medical reimbursement bills, Children Education claims bills and reimbursement of Telephone bills etc.
 - d) Passing and recoupment of Contingent Bills.
 - e) Drawing & disbursement of pay and allowances etc.
 - f) Sanction of all kind of leave, except leave not due and special casual leave.
 - g) Signing cases of routine and factual nature.
 - h) To issue LPC.
 - i) Any other function of Head of Office
2. Assistance to CE (Works & TLQA) in replying to Parliament Questions, Monitoring of audit reports, Vigilance matters, court cases other than those relating to works.
3. Assist senior officer in budget formation & submission.
4. To assist the CE&ED / SE&PD in carrying out overall administration of Project Unit and the divisional offices attached to them.
5. Any other work assigned by CE&ED/ SE&PD.

5.17 Duties of AE (New Technology) attached to CE & ED

He will assist and report to CE & ED in planning function of the Project Unit. His functions are-

1. To liaison with field units in compiling the new technologies/ materials being used in the work as well as launched in the market.

2. To prepare Analysis of Rate for the new items/ technologies based on DAR/ Manufacturers' Specifications
3. To obtain performance report of the new technologies from field units as well as other departments/ clients to ensure its suitability and sustainability
4. Obtaining monthly progress report for works from division and submit the same to CE & ED.
5. To obtain and compile work performance report of contractor for sending to enlisting authority
6. To obtain, compile, submit and Monitor all reports returns from division as per book of returns.
7. Any other work assigned by CE & ED.

5.18 Duties of Executive Engineer & Senior Manager (Divisional Officer)

He is responsible for efficient execution and management of all works with in his jurisdiction. He will be assisted by AEs & JEs and he will report to CE&ED / SE&PD. His functions are-

1. To act as Drawing & Disbursing Officer, to check correctness of transaction, up-keeping of accounts and other reports, getting monthly accounts prepared & submitted to Pay and Account Office

As the primary disbursing officer, he is responsible not only for the financial regularity of the transactions of the whole division but also for the maintenance of the accounts of the transactions correctly. He is, therefore, required to take the necessary steps for obtaining cash for the works under his control to keep accounts and to submit them punctually to the Pay and Account Officer under the rules for the time being in force. He is responsible for the arrangements for account keeping, in which matter he will be assisted by the Divisional Accountant, and he must see that his accounts are posted from day to day and that the Accountant carries out his duties regularly and punctually. The responsibility for the correctness in all

respects, of the original records of cash and stores receipts and expenditure as also for seeing that complete vouchers are obtained rests with the Divisional Officer, who will, before submitting the monthly accounts, carefully examine the books, returns and papers from which the same are compiled.

2. 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 relative position of the 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 his other subordinates.
3. To keep watch on expenditure on works with respect to sanctioned cost, budget allocation, anticipated excess/surrender and submit report to senior officers.

The Divisional Officer is held primarily responsible for affording information in cases of probability of excess of actual over estimated cost of work, and should report any such probability to the SE/ CE at once, describing the nature and cause of the excess and asking for orders. This report should be made on the 'Work Slip' Form³. Divisional Officers must also submit the Works Slip with such explanation as will enable the SE / CE 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 Work Slip.

4. To inspect original / repair works regularly to see these are carried put as per specification

The Divisional Officer is required to inspect atleast once a year, the more important buildings and works in his division and is responsible that proper measures are taken to preserve them and to prevent encroachment on

Government lands in his charge. He should keep accurate plans of all such lands and take care that his subordinates make themselves acquainted with the boundaries and see that they are respected.

5. To inspect building under maintenance atleast once in a year to see they are maintained in good condition and prevent encroachment

Note: A Divisional Officer must keep on record in his office the following plans, or such of them as are required in his division:

- (i) Complete plans, sections and elevations of every building or other work under his charge as actually constructed, any subsequent alteration being carefully noted. The boundaries of the ground attached to any buildings should be distinctly shown.
- (ii) Plans of roads under his charge, showing the quarries from where metal is obtained.

6. Finalization of accounts after completion of work

Immediately after a work is finished, it is the duty of the Divisional Officer to close the accounts of it in the manner indicated in paras. 10.6.5 to 10.6.10 of C.P.W.A. Code and to prepare the completion report if required by rules. If there is necessary delay in closing the accounts, it should be seen in particular that further charges are not incurred without the permission of the Divisional Officer.

Note: When it is decided to abandon a work, the accounts relating to the work should be closed as soon as possible after such decision is reached.

7. A Divisional Officer is required to report immediately to the SE&PD / CE&ED any important accident or unusual occurrence connected with his jurisdiction and to state how he has acted in consequence.
8. It is the duty of the Divisional Officer to administer the grant made for public works in his division and with this object, to keep a close watch over the progress of expenditure against it with a view to seeing that no excess is

permitted to occur. He should accordingly keep himself informed of such circumstances as may affect the progress of expenditure in order to take timely steps for obtaining extra funds or surrendering probable savings, as may be necessary. The Divisional Officer should also take necessary steps to reconcile the expenditure recorded in his books with that in the books of the Audit Officer in the prescribed manner.

9. Assessment and timely projection of budget requirement under various Heads
10. Head of office functions for staff under his jurisdiction
11. Any other work assigned by Superintending Engineer and Chief Engineer

5.19 Duties of Assistant Engineer

He is responsible for efficient execution and management of all works within his jurisdiction. He will report to Executive Engineer. His functions are-

1. To collect engineering data for estimates and prepare drawing and site plans connected therewith.
2. To supervise and see that all works under his charge are done according to the specifications drawings, standards laid down and approved samples. He is expected to remain at site throughout in order to see that the works are executed properly in accordance with the requirements.
3. To arrange and issue materials, T&P to contractors /works at the proper time so that there is no obstruction in the execution of work.
4. (i) To record/check measurements of work done by the contractor. (ii) To take/check the level of areas where earth work is done and prepare/check earth work calculation sheets, lead charts, etc.
5. To prepare abstract of measurements at the time of preparation of bills.
6. To prepare the recovery statements for the material/ T&P supplied to contractors, or other services rendered by the department.
7. To prepare theoretical consumption statements.

8. To submit progress report of works as may be required by his superiors and to bring to the notice of his immediate superiors hindrances to the execution of work.
9. To maintain the prescribed registers/accounts like cement register; cube register curing register; register of testing of fine aggregate. M.A.S. account site order book, Account of Temporary advances; Imprest Accounts, Stock account; T&P account; standard MBs, etc.
10. To prepare completion drawings; extra and substituted items statements; deviation statements; reduction rate statements. .
11. To furnish full details for preparing supplementary estimates, revised estimates.
12. To submit reports of all accidents.
13. To arrange for immediate first aid and further medical aid in case of accidents.
14. To detect/ report and remove unauthorized construction/ encroachments in Government land under his charge.
15. To prepare bills etc.
16. To submit required returns to his superior officers.
17. To maintain drawings of buildings, services etc. under his charge.
18. To initiate action for disposal of surplus/unserviceable materials/T&P/empties etc.
19. To keep Government materials, T&P in his custody and care; maintain proper accounts of receipts, issues and balances; arrange adequate watch and ward.

5.20 Duties of Junior Engineer

He will assist AE/ EE&SM for efficient execution and management of all works within his jurisdiction. He is responsible for the work assigned to him. He will report to AE/EE&SM.

B. Duties of officers in Region

5.21 Duties of Additional Director Generals in Regions

Additional Director General will be in-charge of the maintenance works and original works under his region. He will report directly to DG, CPWD. His functions are:

1. Management and efficient functioning of the region.
2. Exercise technical, administrative and financial powers as prescribed in CPWD Manuals and codes.
3. Supervise and guide the Chief Engineers and Superintending Engineers in the region.
4. (a) Monitoring progress of work in the region and budget rationalization.
(b) Monitor the workload of the region
(c) Monitoring of Budget allotment of SEs and CEs. However, for zones, the budget allotment will be made by CEs.
(d) Monitoring of working of Quality Assurance System including TPIA of works in the Region through Quarterly Return.
5. Oversee strategic planning for execution of the works.
6. Litigation/court cases/ Arbitration cases of Region.
7. Enlistment of contractor of appropriate category.
8. To provide inputs for policy formulation process and setting of norm and standards.
9. Showcase works for clients – Preparation of films, presentations, brochures etc and to develop new clients.

5.22 Duties of Superintending Engineer (Works cum TLQA)

SE (Works & TLQA) will assist ADG in Regions in management and efficient functioning of the Region. He will report directly to ADG. His functions are -

1. He will report to ADG concerned

2. Assistance in Cadre matters and maintenance of APAR & disposal of representation against below bench mark in respect of Group B & C staff except Delhi
3. Assistance in budget and financial administration of Region
4. Assistance in projects monitoring and reporting including CTE reports
5. PG, VIP reference, RTI, Parliament matters and Audit
6. Processing cases for contractor's enlistment
7. Monitoring of arbitration cases, scrutiny of statement of defence and rendering necessary advice and assistance in processing of arbitration award
8. Assistance in review/ monitoring of court cases in Region
9. Act as Deputy CVO in Region
10. Nodal officer for submission of report / returns/ query from directorate for matter related to Regions.
11. To submit quarterly returns of the works in progress as per Chief Technical Examiners Organization circular after consolidation at region level.
12. Examination/scrutiny of CSF/SF in Arbitration matter and render necessary advice, processing of cases for acceptance or otherwise of arbitration awards in the power of ADG/SDG/DG and render necessary advice, processing case for appointment of Arbitration and correspondence regarding legal opinion of senior counsel.
13. Quality Assurance functions as per para 7.2 and SOP no. 7.2 of CPWD Works Manual 2019 as modified vide DG/SOP/28 dated 15.11.2021.
14. Any other functions assigned by ADG concerned

5.23 Duties of EE under SE(Works & TLQA)

He will assist SE (Works & TLQA) in carrying out his functions. He will report to SE (Works & TLQA) and he will be assisted by AEs for this purpose. He will assist SE (Works & TLQA) to function as nodal officer for submission of report/ returns/ query from directorate for matter related to region.

5.24 Duties of Chief Architect/ Senior Architect/ Architect/ Assistant Architect/ Deputy Architect/ Technical Officer/ Assistant (AD) in Region

Same as duties of Chief Architect/ Senior Architect/ Architect/ Assistant Architect/ Deputy Architect// Technical Officer/ Assistant (AD) in Project Regions except they will look after the works of region.

5.25 Duties of SE(P)-Civil/ Electrical under Region

Same as duties of SE(P)-Civil/ Electrical under Project Region

5.26 Duties of EEs(P)/ AE(P) – Civil/ Electrical under Region

Same as duties of EE(P)/ AE(P)-Civil/ Electrical under Project Region

5.27 Duties of EE(HQ) under Region

Same as duties of EE(HQ) under Project Region

5.28 Duties of Chief Engineer in zones

He will be responsible for planning and execution of the works under his jurisdiction and report to SDG / ADG of the Region. He will be assisted by AE(Admin.) for Administrative work and EE (C) and Architect Unit under him for planning and by Divisional Executive Engineer for execution of work. His functions are -

1. Cost indices to be issued by him.
2. To exercise technical, administrative and financial powers as prescribed in CPWD Manuals and codes pertaining to his jurisdiction.
3. To exercise Budgeting and fiscal control for all Divisions under him.
4. Approval of cost indices
5. To Interact closely with the clients and Projecting the image of the CPWD to the public and the clients in particular.
6. To exercise power of Head of the Department.
7. Oversee strategic planning for execution of the works.

8. Litigation/court cases/arbitration cases pertaining to his jurisdiction.
9. Monitoring of Quality Control/ Audit para/ pending final bill of works under his jurisdiction
10. The Chief Engineer will inspect the divisional offices under him preferably once a year and record the results of such inspection in the prescribed form. He is also required to satisfy himself, from time to time, that the staff employed in each division is actually necessary and adequate for its management.

5.29 Duties of EE(P) in zonal Office

He will assist CE in planning of works of zones. He will be assisted by AE(P) and report to CE. His functions are -

1. Preparation of cost Indices for approval of CE in zones, Preliminary, Detailed and Revised estimates of all works under zone.
2. Preparation of NIT complete in all respect for works under zone.
3. Planning and Structural designing of works.
4. Checking of Tenders, Deviation/Extra/Substituted items in works.
5. Any other work assigned by CE.

5.30 Duties of Architect in zone

Same as duties of Architect in region except he/ she will report of Chief Engineer concerned

5.31 Duties of Technical Officers

Same as duties of Technical Officer in region except he/ she will report of Architect concerned

5.32 Duties of Assistant (A.D.)

Same as duties of Assistant (AD) in region except he/ she will report of Technical Officer concerned

5.33 Duties of AE(Admin) attached with CE/ SE

He will assist CE/SE in administration and efficient functioning of the zone/circle. He will report directly to CE/SE. His functions are-

1. Head of the office function for following activities –
 - a. To attest entries in the service book and leave account.
 - b. To sanction normal increments.
 - c. Signing of establishment bills such as, TA/LTC bills, Medical reimbursement bills, Children Education claims bills and reimbursement of Telephone bills etc.
 - d. Passing and recoupment of Contingent Bills.
 - e. Drawing & disbursement of pay and allowances etc.
 - f. Sanction of all kind of leave, except leave not due and special casual leave.
 - g. Signing cases of routine and factual nature.
 - h. To issue LPC.
2. Assistance to CE/SE in replying to Parliament Questions, Monitoring of audit reports, Vigilance matters, court cases other than those relating to works
3. Assist senior officer in budget formation & submission
4. Any other work assigned by CE/SE

5.34 Duties of AE(C) in CE Office and AE (E) in CE/ SE

He will report directly to CE/SE. His functions are-

1. Assistance in preparation of PE / DE / RPE / Contract documents / Processing of extra, substitute, deviation items and other issues relating to works
2. To prepare Analysis of Rate for the new items/ technologies based on DAR/ Manufacturers' Specifications

3. To obtain performance report of the new technologies from field units as well as other departments/ clients to ensure its suitability and sustainability
4. Obtaining monthly progress report for works from division and submit the same to CE/ SE.
5. To obtain and compile work performance report of contractor for sending to enlisting authority.
6. To obtain, compile, submit and monitor all reports returns from division as per book of returns.
7. Any other work assigned by CE/SE.

5.35 Duties of Superintending Engineer

He will be responsible for planning and execution of the works under his jurisdiction and report to SDG / ADG of the Region. He will be assisted by AE(Admin.) for Administrative work and by Divisional Executive Engineer for execution of work. His functions are -

1. To exercise technical, administrative and financial powers as prescribed in CPWD Manuals and codes pertaining to his jurisdiction.
2. To oversee budgeting and fiscal control for all Divisions under him.
3. To interact closely with the clients and projecting the image of the CPWD to the public and the clients in particular.
4. Oversee strategic planning for execution of the works.
5. Litigation/court cases/arbitration cases pertaining to his jurisdiction.
6. Monitoring of Quality Control/ Audit para/ pending final bill of works under his jurisdiction
7. The Superintending Engineer will inspect the divisional offices under him preferably once a year and record the results of such inspection in the prescribed form. He is also required to satisfy himself, from time to time, that the staff employed in each division is actually necessary and adequate for its management.

5.36 Duties of Executive Engineer (Divisional Officer) / DD(Hort)

He is responsible for efficient execution and management of all works with in his jurisdiction. He will be assisted by AEs & JEs and he will report to CE/ SE. His functions are-

1. To act as Drawing & Disbursing Officer, to check correctness of transaction, up-keeping of accounts and other reports, getting monthly accounts prepared & submitted to Pay and Account Office

As the primary disbursing officer, he is responsible not only for the financial regularity of the transactions of the whole division but also for the maintenance of the accounts of the transactions correctly. He is, therefore, required to take the necessary steps for obtaining cash for the works under his control to keep accounts and to submit them punctually to the Pay and Account Officer under the rules for the time being in force. He is responsible for the arrangements for account keeping, in which matter he will be assisted by the Divisional Accountant, and he must see that his accounts are posted from day to day and that the Accountant carries out his duties regularly and punctually. The responsibility for the correctness in all respects, of the original records of cash and stores receipts and expenditure as also for seeing that complete vouchers are obtained rests with the Divisional Officer, who will, before submitting the monthly accounts, carefully examine the books, returns and papers from which the same are compiled.

2. 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 relative position of the 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 his other subordinates.

3. To keep watch on expenditure on works with respect to sanctioned cost, budget allocation, anticipated excess/surrender and submit report to senior officers.

The Divisional Officer is held primarily responsible for affording information in cases of probability of excess of actual over estimated cost of work, and should report any such probability to the SE/ CE at once, describing the nature and cause of the excess and asking for orders. This report should be made on the 'Work Slip' Form3. Divisional Officers must also submit the Works Slip with such explanation as will enable the SE / CE 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 Work Slip.

4. To inspect original / repair works regularly to see these are carried put as per specification

The Divisional Officer is required to inspect atleast once a year, the more important buildings and works in his division and is responsible that proper measures are taken to preserve them and to prevent encroachment on Government lands in his charge. He should keep accurate plans of all such lands and take care that his subordinates make themselves acquainted with the boundaries and see that they are respected.

5. To inspect building under maintenance atleast once in a year to see they are maintained in good condition and prevent encroachment

Note: A Divisional Officer must keep on record in his office the following plans, or such of them as are required in his division:

- (ii) Complete plans, sections and elevations of every building or other work under his charge as actually constructed, any subsequent alteration being

carefully noted. The boundaries of the ground attached to any buildings should be distinctly shown.

- (iii) Plans of roads under his charge, showing the quarries from where metal is obtained.

6. Finalization of accounts after completion of work

Immediately after a work is finished, it is the duty of the Divisional Officer to close the accounts of it in the manner indicated in paras. 10.6.5 to 10.6.10 of C.P.W.A. Code and to prepare the completion report if required by rules. If there is necessary delay in closing the accounts, it should be seen in particular that further charges are not incurred without the permission of the Divisional Officer.

Note: When it is decided to abandon a work, the accounts relating to the work should be closed as soon as possible after such decision is reached.

- 7. A Divisional Officer is required to report immediately to the SE&PD / CE&ED any important accident or unusual occurrence connected with his jurisdiction and to state how he has acted in consequence.
- 8. It is the duty of the Divisional Officer to administer the grant made for public works in his division and with this object, to keep a close watch over the progress of expenditure against it with a view to seeing that no excess is permitted to occur. He should accordingly keep himself informed of such circumstances as may affect the progress of expenditure in order to take timely steps for obtaining extra funds or surrendering probable savings, as may be necessary. The Divisional Officer should also take necessary steps to reconcile the expenditure recorded in his books with that in the books of the Audit Officer in the prescribed manner.
- 9. Assessment and timely projection of budget requirement under various Heads
- 10. Head of office functions for staff under his jurisdiction
- 11. Any other work assigned by Superintending Engineer and Chief Engineer

5.37 Duties of Assistant Engineer/ Assistant Director(H)

He is responsible for efficient execution and management of all works within his jurisdiction. He will report to Executive Engineer. His functions are-

1. To collect engineering data for estimates and prepare drawing and site plans connected therewith.
2. To supervise and see that all works under his charge are done according to the specifications drawings, standards laid down and approved samples. He is expected to remain at site throughout in order to see that the works are executed properly in accordance with the requirements.
3. To arrange and issue materials, T&P to contractors /works at the proper time so that there is no obstruction in the execution of work.
4. (i) To record/check measurements of work done by the contractor. (ii) To take/check the level of areas where earth work is done and prepare/check earth work calculation sheets, lead charts, etc.
5. To prepare abstract of measurements at the time of preparation of bills.
6. To prepare the recovery statements for the material/ T&P supplied to contractors, or other services rendered by the department.
7. To prepare theoretical consumption statements.
8. To submit progress report of works as may be required by his superiors and to bring to the notice of his immediate superiors hindrances to the execution of work.
9. To maintain the prescribed registers/accounts like cement register; cube register curing register; register of testing of fine aggregate. M.A.S. account site order book, Account of Temporary advances; Imprest Accounts, Stock account; T&P account; standard MBs, etc.
10. To prepare completion drawings; extra and substituted items statements; deviation statements; reduction rate statements. .

- 11.To furnish full details for preparing supplementary estimates, revised estimates.
- 12.To submit reports of all accidents.
- 13.To arrange for immediate first aid and further medical aid in case of accidents.
- 14.To detect/ report and remove unauthorized construction/ encroachments in Government land under his charge.
- 15.To prepare bills etc.
- 16.To submit required returns to his superior officers.
- 17.To maintain drawings of buildings, services etc. under his charge.
- 18.To initiate action for disposal of surplus/unserviceable materials/T&P/empties etc.
- 19.To keep Government materials, T&P in his custody and care; maintain proper accounts of receipts, issues and balances; arrange adequate watch and ward.

5.38 Duties of Junior Engineer

He is responsible for efficient execution and management of all works with in his jurisdiction. He will report to EE. His functions are-

1. To collect engineering data for estimates and prepare drawing and site plans connected therewith.
2. To supervise and see that all works under his charge are done according to the specifications drawings, standards laid down and approved samples. He is expected to remain at site throughout in order to see that the works are executed properly in accordance with the requirements.
3. To arrange and issue materials, T&P to contractors /works at the proper time so that there is no obstruction in the execution of work.
4. (i) To record/check measurements of work done by the contractor. (ii) To take/check the level of areas where earth work is done and prepare/check earth work calculation sheets, lead charts, etc.
5. To prepare abstract of measurements at the time of preparation of bills.

6. To prepare the recovery statements for the material/ T&P supplied to contractors, or other services rendered by the department.
7. To prepare theoretical consumption statement.
8. To submit progress report of works as may be required by his superiors and to bring to the notice of his immediate superiors hindrances to the execution of work.
9. To maintain the prescribed registers/accounts like cement register; cube register curing register; register of testing of fine aggregate. M.A.S. account site order book, Account of Temporary advances; Imprest Accounts, Stock account; T&P account; standard MBs, etc.
10. To maintain Register of Inspection of Buildings in the prescribed form and to bring to the notice of the superior officers any defects noticed at the time of his inspection. If any building/structure is particularly unsafe, this should be specifically brought to the notice of higher authorities.
11. To prepare completion drawings; extra and substituted items statements; deviation statements; reduction rate statements.
12. To mark the attendance of W.C. and regular staff in the register, to see that the Work-charged staff is properly and fully employed.
13. To prepare estimates for annual repair and special repair works after collecting data from site.
14. To furnish full details for preparing supplementary estimates, revised estimates.
15. To submit reports of all accidents.
16. To arrange for immediate first aid and further medical aid in case of accidents.
17. To submit occupation and vacation reports of buildings in his charge.
18. To detect/ report and remove unauthorized construction/ encroachments in Government colonies/ Government land under his charge.
19. To prepare bills etc.
20. To submit required returns to his superior officers.
21. To maintain drawings of buildings, services etc. under his charge.

22. To initiate action for disposal of surplus/unserviceable materials/T&P/empties etc.
23. To keep Government materials, T&P in his custody and care; maintain proper accounts of receipts, issues and balances; arrange adequate watch and ward.

(Ref. No. 18/4/2021-S&D/135 dated 08.06.2022)

अपना कार्य खुद से पूरा करने की कोशिश करे,
दूसरो के भरोसे कभी भी कोई कार्य जल्दी पूर्ण नहीं होता है।

CHAPTER - 6

Duties of Assistant Engineer (Planning) in divisions

6.1 Duties of Assistant Engineer (P) in CPWD divisions

1. Preparation of preliminary, detailed and revised Estimates of Works under Executive Engineer
2. Preparation of NIT papers complete in all respects for works under the powers of Executive Engineer
3. Checking of tenders, deviation (additional extra/substituted item) in works. Collection of field data regarding rates of materials etc.
4. Test check of measurements in case of important work as and when required & technical checking of bills before payment inspection of sub-divisions when desired by Executive Engineer.
5. Structural Planning & design of works and issuing required drawings for the works technically sanctioned by Executive Engineer.
6. Examination/scrutiny of cases of Arbitration, quality control / Technical Examination paras, contractual matters, cost indices, Extension of time cases.
7. To be watchful of the general observance of the implementation of terms of NIT/Agreement during award & execution of works.
8. Preparation & submission of various works reports.
9. Any other item entrusted by Executive Engineer.

(Ref. No. 18/4/2021-S&D/136 dated 10.06.2022)

*आप चाहे अपने कार्य या ज्यूटी पर हो या अपने परिवार के साथ,
जीवन के हर क्षण का आनन्द लेना ही जीवन के सुख का राज है।*

CHAPTER – 7

Duties of officers working in National CPWD Academy, Regional Training Institute and Director(Hort.) in Project Region

7.1 Duties of ADG (Training & Research):

National CPWD Academy is headed by ADG (Training & Research). He will report to DG, CPWD and will be in-charge of entire training activities of CPWD. He is assisted by Chief Engineers (Civil & Electrical) and Chief Architect for functioning of National CPWD Academy.

1. Development of Training Policy/ programmes for all training programmes conducted by National CPWD Academy and course content for the Foundation Training of Junior Engineer. Finalisation of faculty for the programmers held in National CPWD Academy, Ghaziabad.
2. Overseeing the conduction of the Departmental Examination of Accounts and LDCE(Limited Departmental Competitive Examination)
3. Nomination to seminars and conferences within India. Imparting Training and teaching as a faculty
4. Interaction with DoPT (Training Wing) and other institutes of repute in India and abroad for upgradation of training content
5. Administration works of NCA, Other matters e.g. Policy for green buildings, training for non-CPWD personnel etc.
6. Setting quantifiable targets and supervise work of subordinates
7. Suggesting methods to improve functioning of National CPWD Academy
8. Exercising delegated powers and ensuring efficient functioning of the unit

7.2 Duties of Chief Engineer (Training & Research) (Civil):

1. Development of Training Policy/ programmes for all training programmers conducted by National CPWD Academy and course content for the Foundation Training of Junior Engineer.

2. Training policy/ programmes for National CPWD Academy.
3. Nomination to seminars and conferences within India
4. As a faculty for imparting training and teaching
5. Interaction with DoPT (Training Wing) and other institutes of repute in India and abroad for upgradation of training content
6. Other matter e.g. Policy for green buildings, Administration works of National CPWD Academy, Training for non-CPWD personnel and any other course/ subject allocated by ADG(Training & Research)
7. Setting quantifiable targets and supervise work of subordinates
8. Suggesting superior ways to improve functioning of his unit
9. Performing any other duties (commensurate to status) entrusted by the superior
10. Exercising delegated powers of Head of Department and to be responsible for efficient functioning of the unit

7.3 Duties of Chief Engineer (Training & Research) (Electrical):

1. Development of Training Policy/ programmes for all training programmers conducted by National CPWD Academy and course content for the Foundation Training of Junior Engineer.
2. Training policy/ programmes for National CPWD Academy.
3. Conduction of Departmental Exam:
 - (a) Accounts Exam for JE, AE, AEE, EE, SO(H), AD(H), DD(H) for CPWD and other organisations
 - (b) Conduction of LDCE for the post of JE/ AE
4. As a faculty for imparting training and teaching
5. Other matter e.g. Policy for green buildings, Administration works of National CPWD Academy, Training for non-CPWD personnel and any other course/ subject allocated by ADG(Training & Research)
6. Setting quantifiable targets and supervise work of subordinates
7. Suggesting superior ways to improve functioning of his unit

8. Performing any other duties (commensurate to status) entrusted by the superior
9. Exercising delegated powers of Head of Department and to be responsible for efficient functioning of the unit

7.4 Duties of Chief Architect (Training & Research):

1. Development of training programmes including course content and faculty for National CPWD Academy
2. Training policy/ programmes for National CPWD Academy
3. As a faculty for imparting training and teaching
4. Other matter e.g. Policy for green buildings, Administration works of National CPWD Academy, Training for non-CPWD personnel and any other course/ subject allocated by ADG (Training & Research)
5. Setting quantifiable targets and supervise work of subordinates
6. Suggesting superior ways to improve functioning of his unit
7. Performing any other duties (commensurate to status) entrusted by the superior
8. Exercising delegated powers of Head of Department and to be responsible for efficient functioning of the unit

7.5 Duties of Superintending Engineer (Civil) (Training) / Superintending Engineer (Elect.) (Training) / Senior Architect (Trg) / Director (Horticulture) (Training)

1. Will be responsible for planning annual training, foundation training and mandatory training programmes for NCA. Will be reporting to the Chief Engineer (E) (Training & Research) / Chief Engineer (E) (Training & Research) / Chief Architect (T&R) / CE (C) (T&R). Shall be assisted by EE (E) (T) / EE (E) (T) / Architect / AD(Hort.).
2. Will oversee all the aspects and matters related to the training(s) / course(s) conducted whether online / offline.

3. Will oversee all the arrangements for the conduction of Seminar(S), Conference(s), Webinar(s) and other such events
4. Will develop himself as in-house faculty.
5. One of the SE level officers will be assigned the duties of SE (HQ) / HOO, which are listed as under:
 - (a) Will report to the CE (T&R)-I / HoD.
 - (b) Will be assisted by EE (Admn) and EE (HQ).
 - (c) Will oversee all the matters related to the Administration, Establishment, Accounts and Estate.
 - (d) Will exercise the power of HOO for all the matters related to NCA.
 - (e) Will set quantifiable targets and supervise work of subordinates.
 - (f) Will suggest superior ways to improve functioning of his Unit.
 - (g) Will perform any other duties (commensurate to his status) entrusted by the superiors.
6. SE(E)(Trg.) will look after the conduction of Departmental Exams and LDCE.

7.6 Duties of Executive Engineer (Civil) (Training) / Executive Engineer(Elect.) (Training) / Architect (Training):

1. Will report to and assist SE (C) (T) / SE (E) (T) / SA (T) in course designing on various subjects, deciding the content therein and conducting training(s) / course(s) / webinar(s) online / offline.
2. Will prepare the Annual Training Calendar in consultation with the SE (C) (T) / SE(E) (T) / SA (T). The Training Calendar will cover all streams like Engineering, Establishment, Accounting, Technical, IT including topics that refresh, ease and provide guidance and efficiency in day-to-day working – whether in office or at the site
3. Will act as Course Coordinator for all the training(s) / course(s) / webinar(s) of his Unit as per Training Calendar including Foundation Training,

Mandatory Training and Customised Training for CPWD and other Government Departments and PSUs.

4. As Course Coordinator, he will be responsible for proposing and processing training course(s) through routine / LMS portal (lms.cpwd.gov.in) of e-NIRMIT. The final course publication shall be his responsibility in LMS portal, once the training(s) / course(s) are received back after approval.
5. One EE (T) will be given the responsibility of Internship Programme, who shall act as a final facilitator and provide all help in engaging in the Internship to the eligible and willing interns in any suitable project(s) / construction work(s) in various parts of the country after approval of SE (C) (T) / SE (E) (T) / SA (T).
6. Will assist in the conduction of Seminar(s), Conference(s) and other such events;
7. Will develop himself as in-house faculty
8. One EE will be assigned the task of EE (Admin) whose duties are as below:
 - (a) Will report to and assist SE (HQ) / HOO in all the matters about Administration, establishment and Accounts etc. Will be assisted by Section Officer / Assistant Administrative Officer.
 - (b) Shall head the Accounts Branch under the control of SE (HQ) / HOO. Will be assisted by SO (T) / NCDDO.
9. One of the EEs will be assigned the task of EE (HQ) whose duties will be as below:
 - (a) Will act as Estate Officer for allotment of residential accommodation in the campus.
 - (b) Oversee allotment of hostel accommodation.
 - (c) Organise maintenance of Government vehicles and arrange hired vehicles for the bonafide use of NCA.
 - (d) Will be assisted by AE (HQ).

- (e) Will look after various purchases of computers and its peripherals including AMC for the same. Will also look after the purchases of sundry items like stationery etc.

10.EE(E)(Trg.) will look after the conduction of Departmental Exams and LDCE.

B. Duties of Superintending Engineer and Executive Engineer posted in Regional Training Institute (RTI)

7.7 Duties of SE (C) or SE (E) posted in Regional Training Institute.

1. Preparation and conduction of Annual Training Calendar / Schedule comprising of-
 - i. 26 weeks (i. e. 14 weeks field & 12 weeks classroom) foundational /Induction training mandatory for clearance of probation of directly recruited group B (non-gazetted) post viz JEs or equivalent.
 - ii. 6 weeks foundational / induction training for other group C posts (LDC, Stenographer grade 2, MTS).
 - iii. 2 weeks training for promotion of UDC to OS as well as OS to AAO.
 - iv. 2 weeks training for promotion of Draughtsman (Civil) & Draughtsman(Electrical) respectively to the post of Chief Estimator (Civil) & Chief Estimator (Electrical).
 - v. Optional refresher training courses of 2 weeks for JE (C)/ JE (E)/Sr. Draughtsman/Draughtsman (Civil & Elect.).
 - vi. Optional refresher training courses of 2 weeks for OS/UDC/LDC.
 - vii. Any other contemporary topics covering new trends / developments for group B (non-gazetted) posts & group C posts.
2. Deciding the detailed curriculum / topics for the various training courses.
3. To act as in-house faculty for certain topics.
4. Ensuring submission of quarterly, annual performance reports of the training courses / activities.

5. Processing the appointment related assignments on behalf of the DG, CPWD in respect of directly recruited JE (C) & JE (E).

6. Any other task assigned by CE or higher officers.

7.8 Duties of EE(Civil) or EE (Elect) or equivalent posted in Regional Training Institute (RTI).

1. Preparing Annual Training Calendar / Schedule.
2. Preparing the detailed curriculum / topics for the various training courses.
3. Preparing the list of nominations of the candidates for participation in the various training courses.
4. To liaison with outside faculty for conducting of the various training courses and act as course-coordinator.
5. To process the bills of faculty, office telephones, purchase of stationery and petty items and submit the same to DDO.
6. Getting the bills of honorarium prepared for outside faculties i.e. other than in house faculty of the Institute.
7. Preparation of certification of participation in training course by the nominated person & communication for uploading on the website.
8. To act as in-house faculty for certain topics.
9. To prepare quarterly, annual performance reports of the training courses /activities for onward submission to superior authorities.
10. Processing the appointment related tasks as assigned by SE, RTI in respect of directly recruited JE (C) & JE (E).
11. Attending to establishment & administration matters of the persons posted in the Institute.
12. To ensure upkeep of office premises & Training Halls, T& P etc.
13. Any other task or assignment decided by SE, RTI or superior officers.

C. Duties of Director(Horticulture) in Project Region

7.9 He will report to SDG/ ADG concerned. He will assist SDG / ADG concerned in planning of Horticulture works under Project Regions. He will be assisted by AD (Horticulture)/ DD(H) wherever provided. His duties are as under:

1. Preparation of Preliminary, Detailed and Revised Estimates of horticulture component in works under Project Region
2. Preparation of NIT documents completes in all respect for horticulture activities in works under Project Region.
3. Any other work assigned by the SDG/ ADG concerned.
4. In addition to above, he will perform duties as that of Superintending Engineer in circle wherever DD(H) unit is attached under him.

(Ref. No. 18/4/2021-S&D/155 dated 07.07.2022)

कर्म सदैव भले ही सुख न ला सके, पर कर्म के बिना सुख नहीं मिलता।

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