

MANUAL -1

Set up of Circle Office

- 1) The SEs are assisted by Executive Engineer (P&A) in a similar manner as in case of Chief Engineer by Superintending Engineer (P&A).
- 2) Circle office and planning and design of works including contract matters are dealt by EE (P&A).
- 3) The routine administrative & Establishment matters are looked after by the Office Superintendent.
- 4) Circle Office normally comprises of four to five Executive Divisions under it depending on the workload and its distribution.

Technical Section

1. The Particulars of Its Organization, function and Duties

The main functions of the O/o. the Superintending Engineer to accord the Technical Sanction and Financial Sanction for all Civil & Electrical Works/Projects of Public Works Department providing CPWD Works Manual – Codes, Rules GFR, CTR, DFPR & Instructions & Guidelines issued by the Govt. of India, Ministry of Finance, Ministry of Home Affairs, Urban & Rural Development Planning Commission & the duty of UT Administration from time to time.

Establishment Section

2. Accounts

- (a) All accounts matter including preparation of Bills of all kinds of Gazetted or Non Gazettted Staff.
- (b) Maintenance of Records such as Accounts Section Office, Section Office, Stores reconciliation with the Director of Accounts etc.
- (c) Budget Allocations, Division Office Daman & Diu.

Establishment

- (1) Recruitment/Promotion of Group “A”, “B” & “C” Post under the Technical Post.

- (2) Recruitment/Promotion of Group "A", "B" & "C" Post of Superintending Engineer, Executive Engineer, Assistant Engineer, Assistant Surveyor of Works, Engineering Assistant, Junior Engineer, Technical Assistant, Draughts man, Tracer etc.
- (3) Scrutiny & Analysing the Proposal received from the Division Office pertaining to service matter such as leave/GPF/Promotion/Seniority and other Establishment & Administrative works.
- (4) Framing/Amendment of Recruitment Rules for the Post of Superintending Engineer, Executive Engineer, Assistant Engineer, Assistant Surveyor of Works, Engineering Assistant, Junior Engineer, Technical Assistant, Draughts man, Tracer etc.
- (5) Transfer & Posting of Assistant Engineer, Junior Engineer, Technical Assistant etc.
- (6) Submission of Proposal for grant of Financial Upgradation under ACP, MACP Schemes of the staff of Circle office as well as Division Office, Daman & Diu.
- (7) Publication of Seniority List of Superintending Engineer, Executive Engineer, Assistant Engineer, Assistant Surveyor of Works, Engineering Assistant, Junior Engineer, Technical Assistant, Draughts man, Tracer etc.
- (8) Dealt with a Court/CAT matter pertain to Technical Post.
- (9) Correspondence with Govt. of India, State Govt, UT of Local Office & Administrations.
- (10) Maintenance of ACR/APAR of Technical Group A, B & C Officers / officials.
- (11) Handling the representations of the Officials/Officers Working under the PWD for there Grievances.
- (12) Such other matters, Pertaining to Technical, Establishment & Accounts pertains to PWD Daman & Diu.

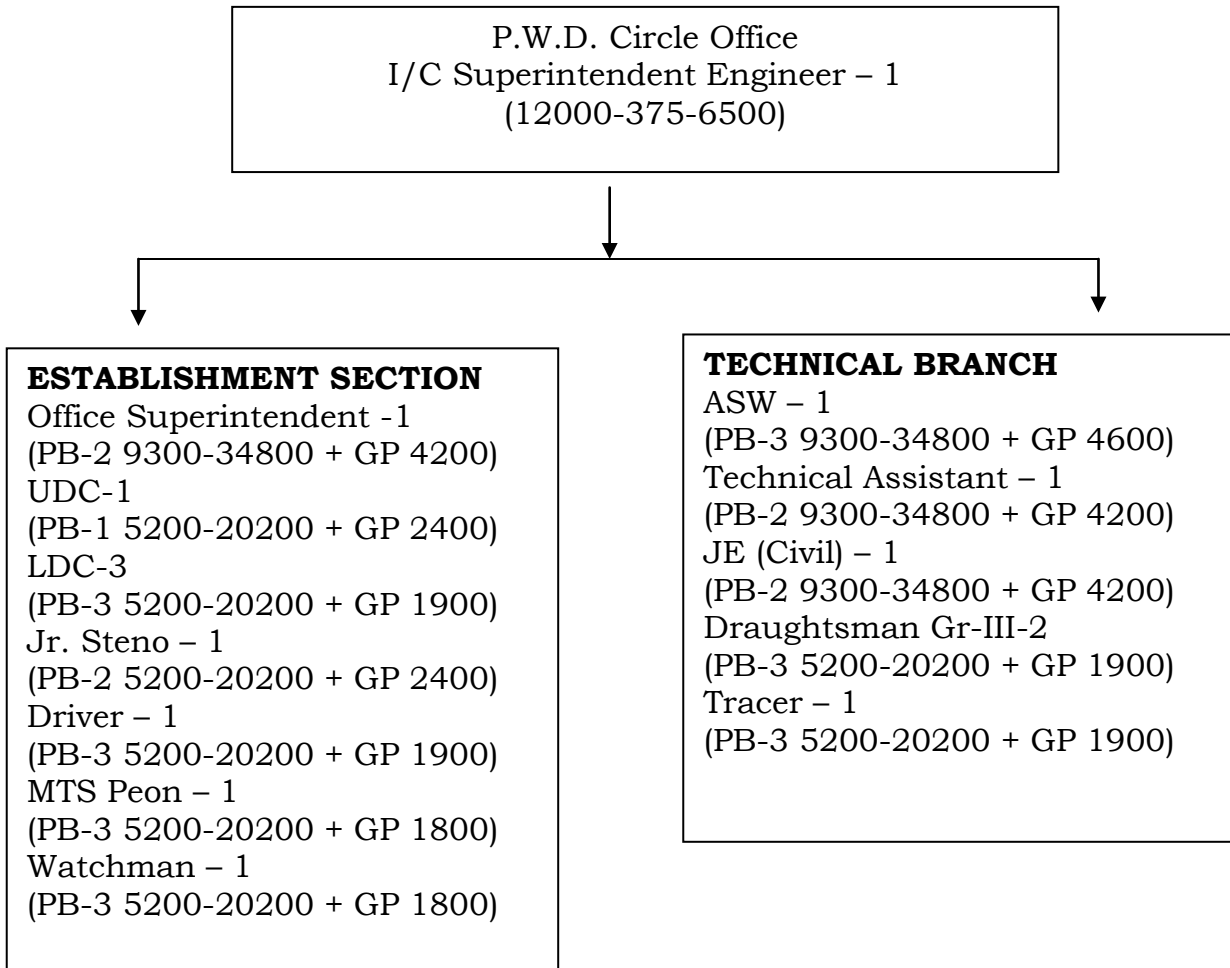
Works Allocation to Staffs

The Distribution of work among the staff office of the Superintending Engineer, PWD, are made as under :

Sl. No.	Name of the Official	Work to be entrusted
1.	Shri.P.D.Rana, ASW(additional charge)	1) To examine the proposal for execution of works/estimates/drawing submitted by Division office for technical sanction. Inspection of Irrigation Land for N.A. Permission. 2) Supervision of overall Circle Office. 3) Drawing & Design Officer of Circle Office.
2.	Shri Mayank R. Rana, Technical Assistant	Look after the Technical and other works pertaining to road, Bridges & Building of PWD, Daman & Diu and matters pertaining to land Acquisition. Correspondence work including VIP letters and important correspondences received from the Ministry pertaining to technical works.
3.	Shri Nilesh A. Patel , Junior Engineer (Civil)	Look after the Technical / other works pertaining to Water Supply, Sanitation, Irrigation & Ports of Daman & Diu District and all the works of District Panchayat, Daman & Diu, DMC, Daman & Diu and Work Division No. III (MPLAD Works) Daman. Correspondence work including D.O. letters and important correspondences received from the Ministry pertaining to technical works.
2.	Shri H.B. Jethwa, Supdt. (G)	Overall incharge of the Establishment. General Supervision, Scrutinize all the Establishment matter such as RR, Roster, Recruitment / Promotion Transfer etc.
3.	Smt. Zelia Remedios, Junior Stenographer.	1) Dictation and typing works assigned by the S.E/ASW/OS in the priority basis, 2) Maintenance of ACRs dossiers and correspondence related to ACRs of the Officers/Officials etc. 3) All Confidential and general correspondence pertaining to Steno Section of S.E. Office. Handling of Telephone calls and Fax. Other work entrusted by Superintending Engineer from time to time.
4.	Shri D. P. Davne, UDC	1) All Accounts works such as preparation of all kind of Bills/Budget matters/ all kind of reports pertaining to Accounts matter. 2) Maintenance of Accounts records/Dead Stock/Library/ Maintenance of Cash Book and reconciliation with Director of Accounts. Other work entrusted by Superintending Engineer from time to time.
5.	Shri L.A. Fernandes, LDC	Maintenance of Service record, leave account, C.L. and fixation promotion of the officials pertaining to the circle office. To assist UDC in the accounts works while preparation of pay bill/FVC bill and other correspondence related to account matter. Forwarding of M.A.C.P. of all PWD Staff. Other work entrusted by Superintending Engineer from time to time.

6.	Shri Manish B. Halpati, LDC	<p>All type of Establishment and Administrative works.</p> <p>Matter pertaining to Recruitment of all group A, B & C of Technical post of PWD.</p> <p>Maintenance of Reservation Roster, maintenance of all the files related to Recruitment. Other work entrusted by Superintending Engineer from time to time.</p>
7.	Shri Deepak C. Halpati, LDC	<p>Outward of all correspondence such as letters and files. Typing work as entrusted to him from time to time.</p> <p>Preparation and maintenance of files related to Establishment and Administrative matter. Other work entrusted by Superintending Engineer from time to time.</p>
8.	Smt. Jayshree Damania, Work charge Supervisor,	<ol style="list-style-type: none"> 1) Preparing of watercess Assessment Orders, outward and inward of watercess applications 2) Inward/Outward of all RTI matter under RTI, Act, 2005. 3) Typing and any other work as assigned by the S.E/ASW/Superintendent as well as typing work of Account Section. 4) Correspondence regarding N.A./Sale permission etc., Other work entrusted by Superintending Engineer from time to time.

**ORGANIZATION CHART OF CIRCLE OFFICE OF THE
SUPERINTENDING ENGINEER
PUBLIC WORKS DEPARTMENT, DAMAN**



Postal Address:

The Superintending Engineer
Public Works Department
Moti Daman.
Daman.
PIN CODE : 396220

Phone No. 0260- 2230468

Fax No. 0260- 2230484

WORKING HOURS :

Monday to Saturday (Except 2nd Saturday) : 10:00 A.M. TO 1:30 P.M.

1:30 P.M. TO 2:00 P.M. LUNCH BREAK

2:00 P.M. TO 5:00 P.M.

MANUAL - 2

Powers & Duties of Officers & Employees :

Technical Work :

1) Administrator :

Appointing Authority for the post & competent to transfer posting of Technical Officers as well as overall incharge of the work executed by the Administration under Plan & Non-Plan Works/Projects.

2) Development Commissioner/Secy.(PWD) :

Head of Department as well as Appointing Authority for Group 'C' & 'B' Non- Gazetted Technical Officers .

3) Superintending Engineer :

A circle office is an Administrative office under the charge of a Superintending Engineer. It co-ordinates and supervises the activities of three to five Divisions employed on construction and/or maintenance works. It maintains close liaison in regard to works and all technical matters and with the Central Office in regard to Administrative matters concerning Personnel of various categories. Central Design Office and the Office of the Superintending Engineer of Works for layout, designs and drawings and estimates of the works entrusted. The budgetary control of the Division under each Circle rests with the Superintending Engineer

The Superintending Engineer is required to examine the books of Divisional Office and Sub- Divisional Offices during his inspection and see that the concerned officers attend to the matters relating to Accounts personally. He has to keep a strict watch on expenditure to ensure that there is no excess and that the system of management prevailing in the units is sufficient and economical. Detailed information with regard to responsibilities of a Superintending Engineer is given in paragraph 34.41 of the Central PWD Code.

4) Assistant Surveyor of Works :

1) To examine the proposal for execution of works/estimates/drawing submitted by Division office for technical sanction. Inspection of Irrigation Land for N.A. Permission.

2) Supervision of overall Circle Office

3) Drawing & Design Officer of Circle Office.

MANUAL -3

The procedure followed in the decision making process, including channels Supervision and accountability.

Sr. No.	Activities	Level of Action	Time Frame
1.	To receive application and put dairy number	Counter Clerk	Same day
2.	To mark application/letter to concerned dealing assistant	Office Superintendent	1 to 2 days
3.	To examine the correspondence and to put up report	Dealing Assistant	3-5 days depending on urgency of the letter
4.	To examine the note put up	Office Superintendent	3 to 5 days
5.	To Supervise and examine correctness of notes/letters from branches	CE/SE	5 to 6 days
6.	To approve action proposed	DC/Secy. (PWD)	5 to 8 days
7.	To approve specific matters and VVIP references	--do--	5 to 8 days
8.	To approve seniority, promotion, appointment and other specific cases	--do--	10 to 15 days

MANUAL – 5

The rules, regulation, instruction, manuals and records held by as per CPWD Manual

- 1) The circle office of the PWD , UT of Daman & Diu functions & Accordance with the CPWD Works Manual – Codes, Rules GFR, CTR, DFPR & Instructions & Guidelines issued by the Govt. of India, Ministry of Finance, Ministry of Home Affairs, Urban & Rural Development Planning Commission & the duty of UT Administration from time to time.

- 2) The Service Rules prescribed by the Central Govt. called as Central civil service Rules in respect of Group ‘A’, ‘B’, ‘C’ local recruitment. The Proposals regarding Recruitment/Promotion is required approval of the Appointing Authority of the Administration is necessary.
 - (a) CPWD Vol. - I
 - (b) CPWD Vol. – II
 - (c) CPWD Vol. – III – Establishment of Work Charged Employee.
 - (d) Service Rules
 - (i) The CCS (CCA) Rules
 - (ii) The CCS (Leave Rules)
 - (iii) F. R. S. R.
 - (iv) CCS (Temporary Service) Rules
 - (v) CCS (Conduct) Rules
 - (vi) LTC Rules

MANUAL – 6

A statement of the categories of documents that are held by it or under its control:

- 1) Proposing the transfer posting of Technical Post.
- 2) Preparation of Grant of upgradations under MACP/ ACP, Probation/Promotion, Recruitment etc.
- 3) Personnel Files & Service Book of staff of Circle office as well as its sub- ordinate staff.
- 4) ACR's/APAR of Technical Officers of Group 'A', 'B', 'C' .
- 5) Cash Book Register
- 6) Pay Bill Register, Bill Register
- 7) BCR Register
- 8) Dead stock Register
- 9) Cheque Register
- 10) Monthly/Quarterly Report File
- 11) Pay Bill File
- 12) Contingency Bill File
- 13) Budget File
- 14) Acceptance of Tender Register
- 15) Security Deposit Register
- 16) N. I. T. Register
- 17) Technical Sanction Register
- 18) Acceptance of Quotation Register

The Circle Office is function in accordance with the Central Public Works Department Manuals prescribed by the Central Govt. called as CPWD Manuals & Service Rule prescribed therein.

MANUAL – 7

The particulars of any arrangement that exists for consultation with, or Representation by the members of the public in relation to the formulation of its policy or implementation thereof;

The Circle Office handling by the Superintending Engineer/Chief Engineer has no direct dealing with the public & its dealt with the Division Office as well as Sub Division relating to Technical Sanction for execution of works/projects etc.

MANUAL – 8

A statement of the boards, councils, committees and other bodies consisting two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

1) **As Chairman – Nil**

2) **As Member**

a) Superintending Engineer, Member, Pollution Control Committee, Daman, Diu and Dadra & Nagar Haveli under Assessment order under the water (Prevention and Control of Pollution) Cess act, 1977.

b) Superintending Engineer, Member, for implementation of 15 point programme.

c) Superintending Engineer, Member, for ensuring completion of all preparatory works for the measures/initiatives approved under the phase – II of Coastal Security Scheme (CSS), Daman, Diu and DNH.

d) Superintending Engineer, Member, for purpose of overseeing the implementation of Centrally Sponsored Scheme of Rashtriya Krishi Vikas Yojana (RKVY), Daman & Diu.

e) Superintending Engineer, Member, Nodal Committee for improvement of Daman District.

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A directory of its officers and employees :

The directory of its officer and employees of the Superintending Engineer, Daman.

Sr. No.	Designation	Nos.
1.	Assistant Surveyor of Works	1
2.	Superintendent	1
3.	Technical Assistant	1
4.	Draught Man , Grade-II	1
5.	Draught Man , Grade-III	1
6.	Junior Steno	1
7.	Junior Engineer	1
8.	Tracer	1
9.	UDC	1
9.	LDC	3
10.	Driver	1
11.	Peon	1
12.	Watchman	1

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The monthly remuneration received by the each of its Officers & Employees including the system of compensation as provided in its regulations :

Sr. No.	Name	Designation	Amount	Month & Year
1.	Shri P.D. Rana	Assistant Surveyor of Works (addl.charge)	24360	Jan, 2014
2.	Shri G. V. Rathod	Superintendent (NG)	21560	Jan, 2014
3.	Shri M. R. Rana	Technical Assistant	27500	Jan, 2014
4.	Shri M. A. Momin	Draught Man, Grade-II	12300	Jan, 2014
5.	Shri H. N. Gohil	Draught Man, Grade-III	27310	Jan, 2014
6.	Kum.Maria .F.Pereira	Junior Steno	20290	Jan, 2014
7.	Kum. K. B. Vaishiya	Junior Engineer	21540	Jan, 2014
8.	Shri Manish C. Kapadia	Tracer	30060	Jan, 2014
9.	Shri Devchandra P. Davne	UDC	21630	Jan, 2014
10.	Shri L.A. Fernandes	LDC	16910	Jan, 2014
11.	Shri Manish B. Halpati	LDC	15590	Jan, 2014
12.	Shri Deepak C. Halpati	LDC	15590	Jan, 2014
13.	Shri Dhiru A. Contractor	Driver	13145	Jan, 2014
14.	Shri Kantibhai R. Halpati	Peon	16753	Jan, 2014
15.	Shri Dipak G. Patel	Watchman	13780	Jan, 2014

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The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursements made :

Year of Allocatioin : 2013-14

(Rs. In Thousand)

3054 - Major Head	
Roads & Bridges	--
04 - District & Other Roads	--
337 - Road Works	--
06 - Daman & Diu	--
06.00.01 - Salaries	6000
06.00.02 - Wages	--
06.00.06 - Medical Treatment	30
06.00.11 - Domestic Travel Expenses	140
06.00.13 - Office Expenses	500
06.00.50 - Other Charges	--
800 - Other Expenditure	0
06 - Maintenance and Repairs	--
06.00.27 - Minor Works	--

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The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

NIL

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Particulars of recipient of concessions permits or authorizations granted by it

There are no such concessions, permits granted by this Department.

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Details in respect of the information available to or held by it, reduced in an Electronic form.

Sr. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	It is available on website or is being used as a back end data base.
1	Transfer / Posting	Name & Designation of Employees / Official transferred	Yes	Available on website
2	Circulars	All circulars issued by department from time to time	No it is an internal issues	No
3	Seniority list	Seniority of all common cadre staff	Yes	Yes, it will be place as and when its circulation.
4	Tender	Various tender	No	No
5	Telephone Directory	Directory of Name and Address of all officers	Yes	Yes

MANUAL - 15

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

There is no library or reading room facilities available in the office of the Superintending Engineer.

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The Names, Designations and other particulars of the Public Information Officers.

1) Chief Engineer (Shir Sudhir Chawda) :

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The Superintending Engineer is required to examine the books of Divisional Office and Sub Divisional Offices during his inspection and see that the concerned officers attend to the matters relating to Accounts personally. He has to keep a strict watch on expenditure to ensure that there is no excess and that the system of management prevailing in the units is sufficient and economical. Detailed information with regard to responsibilities of a Superintending Engineer is given in paragraph 34.41 of the Central PWD Code.

Assistant Surveyor of Works (Shri P.D. Rana)

- 1) To examine the proposal for execution of Works/estimates/drawing submitted by Division office for technical sanction. Inspection of irrigation land for N.A. Permission.
- 2) Supervision of overall Circle Office.
- 3) Drawing & Design Officer of Circle Office.

The name designation of CPIO

Chief Engineer

Appellate Authority

Development Commission / Secretary (PWD)

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Such other information as may be prescribed and thereafter update these publication every year

----- NIL -----