

## **Section 4 (1) (b) (ii)**

### **Power and duties of Secretary**

- Administrative head of the department
- Financial Management /Budget controlling

### **Power and duties of Engineer-In-Chief**

The Engineer-In-Chief is the administrative and professional head of that branch of the Department of which he is in charge, and is responsible and answerable to Government for the proper and efficient working of that branch. Each Engineer-In-Chief is also the responsible professional adviser of Government in all matters relating to his branch.

### **Power and duties of Additional Secretary/Joint Secretary**

- Administrative works of the department
- Works related internal vigilance
- Compliance of A.G. audits
- Parliamentary affairs
- Cadre management

### **Power and duties of Chief Engineer**

The Chief Engineer is the administrative and professional head of Zone of the department of which he is in charge, and is responsible and answerable to Engineer-In-Chief and efficient working of that Zone. Each Chief Engineer is also the responsible professional adviser of Engineer-In-Chief in all matters relating to his branch.

### **Power and duties of Under Secretary**

- Controlling of different section works
- PIO
- Establishment works related J.Es.

## The power of officers & employees in the office of P.H.E.D

### a) Financial Powers

Sr. No.	Designation	Powers - Financial	Under which legislation/ rules/orders/GRs./ circulars	Remark
1	Executive Engineer	Any amount duly sanctioned and allotted.	Bihar Public works Accounts code.	
2	Assistant Engineer	Amount designated by Executive Engineer & disbursement of all kinds of petty amount	Do	
3	Junior Engineer	Only disbursement of passed amount to the worker / mates employed by them.	Do	
4	Section- Officer	Nil	-	
5	Assistant	Nil	-	
6	Personal Assistant	Nil	-	
7	Head Typist	Nil	-	
8	Typist	Nil	-	
9	Routine Clerk	Nil	-	

### b) Administrative Powers

Sr. No.	Designation	Powers - Administrative	Under which legislation/ rules/orders/GRs./ circulars	Remark
1	Executive Engineer P.H. Division, Jehanabad.	Transfer & Posting of Grade – IV staffs.	Govt. Rules	
2	Section – Officer	Supervision of the work allotted to Section	Bihar Secretariat Instruction	
3	Assistant	Nil	-	
4	Personal Assistant	Nil	-	
5	Head Typist	Supervision of Typing / issue Section	Bihar Secretariat Instruction	
6	Typist	Nil	-	
7	Routine Clerk	Nil	-	

## The duties of officers & employees in the office of P.H.E.D

Sr. No.	Designation	Duties	Under which Act/rules	Remark
1	Executive Engineer	(i) <u>Financial</u> (a) Passing the pay bill & Drawal & disbursement (b) Passing the work bill & Drawal and Disbursement.	Bihar Public Work Code.	
2	Assistant Engineer	Passing of Work related petty bills and disbursement of amounts to the workers.	Bihar Public Works Code	
3	Junior Engineer	Disbursement of amount to workers and mates under them works.	Bihar Public Works Code.	
4	Executive Engineer	(ii) <u>Administrative</u> Transfer and Posting to Grade- IV Staffs.	Bihar Public Works Code.	

Sr. No.	Designation	Duties	Under which Act/rules	Remark
1	2	3	4	5
1	Section officer	i). To have control over Section. ii) To give instruction to assistants of the section for disposal of the works efficiently and in time. iii) To mark name of the assistants of the section on paper / letter receive and send it for diary to routine clerk. iv) To make arrangement for disposal of work of absent assistant. v) To check files put up by the assistants of the section and putup it to superior officer after necessary correction and amendment.	Bihar Secretariat Instructions.	
2	Assistant	i) To put up letter – papers in relevant files to section officer within prescribed time recored through log book and to maintain log book properly. ii) To examine the matter in the light of instruction given by section officer/ higher officers. iii) To keep on account for pending matters and put up	Bihar Secretariat Instructions.	

		reminder periodically.		
3	Assistant – V.D.A. Table	i) To receive all dark including files. ii) To send, <b>alter</b> sorting the received <b>dok</b> (files) to concern officers/ sections.	Bihar Secretariat Instructions.	
4	Personal Assistant	i) To take dictation form his officer and comply with the instruction. ii) To send perused paper to concerned officers/ sections. iii) To put receive files etc to his officer and to send/ return to proper officials after order / perusal of his officer.	Bihar Secretariat Instructions.	
5	Head Typist	i) To distribute Typing work among the Typists and have it compared. ii) To ensure that the Typists keep their log books in order. iii) To obtain typing stationary and distribute among typists for the daily works.	Bihar Secretariat Instructions.	
6	Typist	i) To maintain log- book in prescribed format. ii) To do typing work allotted to him. iii) To take proper care of thior Type writing machines.	Bihar Secretariat Instructions.	
7	Computer-Programmer	i) To compile and install data regarding different programmer. Programming and <b>disignika</b>	Bihar Secretariat Instructions	
8	Routine – Clerk	1) To enter all received and issued / letters/ papers in proper prescribed registers. ii) To enter received letters etc in the log – books of Assistants concerned. iii) To maintain all registers in his charge. iv) To do the dispatch work of issued letters.	Bihar Secretariat Instructions.	
9	Bill Clerk	i) To prepare bills and sent it to treasury. ii) To maintain prescribed registers properly		
10	Record Supplier	i) To keep records arranged in prescribed manner. ii) To take care of records. iii) To Supply records to dealing assistants iv) To arrange to send record	Bihar Secretariat Instructions	

		from departments to Archive.		
11	Driver	To drive and look after the vehicle allotted to him		
12	Treasury Sarkar	i) to produce department at bills to treasury and to deposit passed bills with bank		
13	Peon	i) To bear files papers from section to officers.		

**The duties of officers & employees in the office of Engineer in Chief cum Special Secretary, Public Health Engineering Department, Bihar, Patna**

Sl. No.	Designation	Duties	Under which Act/rules	Remark
1	Junior Engineer	<p>The water supply works and Sanitation Work is being done in this department.</p> <p>i. To Prepare estimate as per direction of H.Q.</p> <p>ii. Checking work of estimate received from Divisional office.</p> <p>iii. Monitoring is being done for Financial and Physical status.</p> <p>iv. To assist in purchase of materials as per requirement of Divisional office as per direction of H.Q.</p> <p>v. To prepare the estimate for project work and small works as per direction of Executive Engineer.</p> <p>vi. To execute the work in field as per work order given by the Executive Engineer and doing the measurement of work done in field &amp; entered in Measurement Book.</p> <p>vii. To Monitoring the work</p> <p>viii. To keep the account of materials work wise.</p> <p>ix. Finally to assist the superior officer such as sub-division officer, Executive Engineer in all kinds of work.</p> <p>(i) Financial – No</p> <p>(ii) Administrative – No</p> <p>(iii) Magistrate – No</p> <p>(iv) Quasi Judicial – No</p>	<p>Bihar Public Work Code.</p> <p>As per P.W.D. works Code.</p>	<p>Sl. No. (i) to (iv) related for H.Q.</p> <p>Sl. No. (v) to (ix) related for Divisional Office.</p>