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BHARAT SANCHAR NIGAM LTD
 (A Govt. of India Enterprise)
BW Unit: Corporate Office
 10th Floor, Chandralok Bldg., 36 Janpath, N Delhi-110001

File No. Duties/AD(BW-II)

Dated: 02-02-06

To

All PCE@s/CE@s, BSNL

Sub: Compilation of duties of various levels in Civil Engineering Stream

Recently a case under RTI Act 2005 has been received in this office in which Distinct Powers, Duties and Accountabilities of the following levels in Civil Engineering Stream have been asked.

- 1) Chief Engineer (Civil)
- 2) SuperIntending Engineer (Civil)
- 3) Executive Engineer (Civil)
- 4) Sub Divisional Engineer (Civil)
- 5) Sub Divisional Engineer (P&D)
- 6) Junior Telecom Officer
- 7) Draughtsman in BSNL (Civil Division)
- 8) Senior /Auditors in BSNL (Civil Division)
- 9) TO/ALDC in BSNL (Civil Division)

Accordingly, compilation of Salient features of the duties of above mentioned levels were prepared and have been furnished after the approval of the competent authority.

A copy of the same containing seven pages is enclosed herewith for its wide circulation among the various units. It may also be ensured that the duties mentioned therein should be followed strictly by the office bearers of the post. It is also necessary from the point of view that no complaint by any organisation/person could be made against the people working in Civil Wing.

C. B.
(CHANDRA BHUSHAN)
Jt.DDG(BW-I)

Encl: as stated above

Copy to:

SE@, P&D, SE@-II, Mohan Singh Place, New Delhi, is requested to kindly arrange to place the same alongwith duties on the web site <http://civil.bsnl.co.in> for wider information under open category "about us"

P.T.O.

Duties of various Executives/Non-Executives in Civil Engineering stream of BSNL.

1) CHIEF ENGINEER(C)

CE(C) acts as head of BSNL Civil zone. He Works under Administrative control of CGM Telecom Circle and Technical control of Sr.DDG(BW). He is assisted by BSNL Civil Circles headed by Superintending Engineers(C) In fields and by Superintending Engineer(P&A) in his office for technical and administrative work and by Financial Officer for Accounts matters. His office also does the coordination functions pertaining to all non technical group C & D staff of Electrical and Architectural Streams in his zone. Broadly he has the following duties and responsibilities:

- Day to day liaison with CGM Telecom Circle pertaining to Civil Infrastructure in the Telecom Circle.
- To observe and carryout orders / instructions Issued by the higher authorities.
- Overall responsible for upkeep/maintainance of Civil Infrastructure within his zone.
- To make policies and programmes for various civil projects within his zone.
- To exercise over all control on the functioning of BSNL Civil Circles.
- To carry out inspection of the works and issue Inspection notes for implementation of the instructions.
- To carry out annual administrative Inspection of Civil Circles and Civil Divisions.
- To approve PE/DE/draft NIT of works within his financial/ technical power.
- To accept tenders of the works within his financial power.
- To recommend tenders to higher authority beyond his powers.
- To liaison with Architectural and Electrical Counterparts.
- He is responsible for the structural design of the works within his powers.
- He is responsible for administration of the staff in his zone.
- Monitor the quality of work & conduct quality assurance inspections.
- To prepare & exercise control on budget allocated for Civil works.
- To approve new materials, new construction practices and specifications in his zone.

- To carry out coordination functions of non technical Group C & D staff.
- To approve extra items, deviation statements, extension of time cases within his powers.
- To appoint Arbitrator for any disputes arising between the contractors and the Company.
- To monitor and approve arbitration cases, court cases and reconciliation cases.
- To deal with audit paras.
- To undertake the works related to commercial utilization of Civil Infrastructure.
- To submit various returns to higher offices.
- To enlist contractors within his powers.
- Any other work/duty assigned by higher authority.

2) SUPERINTENDING ENGINEER(C):

He heads BSNL Civil Circle and reports to CE(C). He functions as project manager for all the works related to Civil Infrastructure within his jurisdiction. He is assisted by Executive Engineers(C) and a planning unit in his office. He is mainly responsible :

- For overall administration of staff under his jurisdiction.
- To Liaison with SSA's Heads for day to day need of Civil Infrastructure.
- To observe and carryout all administrative orders/instructions issued by the higher authority from time to time.
- To liaison with Electrical and Architect counterparts for planning and construction / modification / maintenance of the Civil Infrastructure.
- Planning and design of civil works within his financial powers.
- To approve PE / DE / NIT of works within his financial powers.
- To accept tenders of the works within his powers.
- To recommend tenders to higher authority beyond his powers.
- Monitoring progress and quality of works related to Civil Infrastructure in his jurisdiction.
- Taking day to day instructions from CE(C)
- Reporting progress of major and important works to higher authorities.
- Inspection of the works and issuance of inspection notes for Implementation of instructions.
- Annual administrative Inspection of Civil Divisions and Civil sub divisions.
- Preparing Budgets for Civil works.

- Monitoring expenditure on the works.
- Responsible for upkeeping / maintainance of Civil Infrastructure within his jurisdiction.
- Responsible for monitoring local and state taxes on Civil Infrastructure within his jurisdiction.
- Providing day to day directions to all the units under his control.
- Rent assessment cases of rent within his financial powers.
- Sanction the extra/substituted items, deviation statements within his financial powers.
- Sanction extension of time cases within his powers.
- To issue completion certificates of the works within his powers.
- To liaison with local authorities for the works related to Civil Infrastructure.
- To recommend higher authorities for appointment of Arbitrator in the cases of disputes between contractors and the company.
- To monitor and approve arbitration cases, court cases, reconciliation cases.
- To submit various returns to higher office.
- To enlist contractors within his financial powers.
- Any other work/duty assigned by higher authorities.

3) EXECUTIVE ENGINEER(CIVIL)

He heads a Civil Division. He reports to SE(C). He is assisted by Assistant Engineers(C). In office he is assisted by drawing / account branches. He is principal employer of the labours on behalf of the company. He is responsible:

- To observe and carryout orders / Instructions issued by the higher authority.
- To draw and administer contract of Civil works on behalf of the company.
- To carry out the works in accordance with departmental procedures and specifications.
- For overall supervision, quality control and monitoring of progress of the works of Civil Infrastructure.
- To ensure enforcement of labour laws in the works.
- To liaison with Telecom / Electrical / Architecture / Local bodies and various other agencies for the works of Civil Infrastructure.
- To defend arbitration/court cases on behalf of company. He is also responsible for processing of Arbitration/Court awards.
- To keep control on the expenditure on the works in accordance with financial limit / budget allotment of the works.
- To make payment to the agencies of Civil works.

- To conduct annual administrative inspection of office of AE(C)s.
- Liaison with SSAs to identify and meet their requirement for the Civil Infrastructure.
- To approve PE/DE/draft NIT of works within his financial/ technical power.
- To prepare survey report.
- To prepare cost indices periodically.
- To prepare justification for tenders under his powers and beyond that.
- To call tenders for Civil Works.
- To accept tenders of the works within his powers.
- To recommend tenders to higher authority beyond his powers.
- To take guidance from SE(C) on complex matters.
- Reporting progress of the works to higher authorities.
- Annual administrative inspection of Civil sub divisions.
- Providing guidance to the AEs(C) in discharge of their duties.
- To act member of Fair Rent Assessment Committee.
- Sanction the extra/substituted items, deviation statements, for the works within his powers and recommend the same beyond his power to higher authority.
- Sanction extension of time for the works within his powers and recommend the same beyond his power to higher authority.
- To issue completion certificates/reports of the works.
- Any other work/duty assigned by higher authorities.

4) SUB DIVISIONAL ENGINEER(C)

He is in-charge of Civil Sub-division. He assists the Executive Engineer(C) to carry out the works. He is in-charge of the site of the work. He is mainly responsible:-

- To supervise works of Civil Infrastructure in accordance with the approved drawings, specifications and estimates.
- To prepare and submit surveyed site plan and site particulars.
- To prepare survey reports.
- To prepare Estimates.
- To prepare market rate analysis.
- To prepare market rate justification for tender of the works.
- To maintain the existing civil infrastructure in accordance with laid down standards and work procedures.
- To make periodical inspection of Civil Infrastructure to ensure soundness of the structures.

- Record measurements of the works.
- Test check the measurements.
- To prepare extra item/substituted item and deviation statement of the works.
- To prepare cost indices periodically.
- To maintain imprest.
- To maintain various site/office registers.
- To prepare bills of the works.
- Preparation of work accounts and store accounts.
- To liaise with Architect, Electrical Engineer, state and local bodies in connection with the works.
- To assess rent of the hired accommodation.
- To ensure enforcement of labour laws in the works.
- Any other work/duty assigned by higher authority.

5) SUB DIVISIONAL ENGINEER(C) P&D:

He is responsible for basic work in Planning and Design unit in the office of SE(C)/CE(C), to enable head of unit for taking decisions on the matters. He is mainly responsible:

- To prepare/scrutinise Estimates.
- To do Structural analysis and structural design of the works.
- To scrutinise market rate analyses and market rate justification of tenders.
- To scrutinise extra/substituted items.
- To scrutinise extension of time cases.
- To scrutinise cost indices.
- To circulate all the technical circulars to all the subordinate units.
- Any other work/duty assigned by higher authorities.

6) JUNIOR TELECOM OFFICER(C):

He constitutes as the first level of Technical manpower. He assists SDE(C) in his day to day functioning. He is mainly responsible:

- To prepare surveyed site plan and site particulars.
- To prepare survey reports.
- To prepare estimate of the works.
- To collect market rates and prepare market rate analyses.
- To assist SDE(C) to exercise technical control on the works.
- To record measurements of the works.
- To maintain all the site registers and drawings of the works.
- To prepare extra /substituted items and deviation statements.

- To maintain accounts for temporary advances, Imprest accounts, standard MB's
- To maintain register of inspection of buildings.
- To prepare estimates.
- To prepare inventory of the surplus/unserviceable materials, T&P, empties etc.
- To ensure enforcement of labour laws in the works.
- To liaise with Architect/Electrical Engineer/ state and local bodies in connection with the works.
- To ensure safety of the materials on which secured advance has been paid.
- Prepare Level books.
- Any other work/duty assigned by higher authorities.

7) DRAFTSMAN IN CIVIL DIVISION:

He is in-charge of the drawing branch. He assists Executive Engineer(C) in scrutiny of the technical matters received from sub divisions.

8) AUDITOR IN CIVIL DIVISION:

Auditor is part of Account branch of Civil Division. He assist Account Officer/JAO in various account matters including scrutiny of the bills of the works and the imprests. He is mainly responsible:

- To compile monthly accounts.
- To check bills of the works.
- To facilitate audit inspections and preparation of Replies.
- To maintain work registers, contractors ledger, estimate registers, sanction register, agreement register etc.
- To assist Accounts officer in scrutiny of tenders and preparation of statements etc.
- Any other work/duty assigned by higher authorities.

9) SUB DIVISIONAL CLERKS:

He assists SDE(C) in all the office matter of Civil sub division. He is mainly responsible :

- To check the bills of the works received in Sub division.
- To prepare Contractors bill.
- To facilitate audit inspections and preparation of Replies.
- To maintain various registers like measurement book register, MB movement register, tender sale register, tender opening register, agreement register etc.
- To prepare progress reports of the works.

- To receive and despatch all DAK.
- To maintain and up-keep files.
- To assist SDE(C) all other office matters.
- Any other duty assigned.
- To observe and carryout all administrative orders/instructions issued by the Govt./department from time to time.
- Any other duties assigned by higher authorities.