

JOB PROFILE

DUTIES AND RESPONSIBILITIES

OF

VARIOUS POSTS IN IRRIGATION

AND

PUBLIC HEALTH DEPARTMENT

HIMACHAL PRADESH

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DUTIES AND RESPONSIBILITIES OF VARIOUS POSTS IN I&PH DEPARTMENT HIMACHAL PRADESH.

TECHNICAL WING

1. ENGINEER-IN-CHIEF

1. Engineer-in-Chief, Irrigation & Public Health Department, is the administrative and technical/professional head of the Department in the State is responsible for efficient working of his Department, shall exercise all administrative and financial powers as adjoined upon the heads of the Department in the Himachal Pradesh, Government from time to time.
2. He shall Control all Water Supply Schemes, Irrigation Schemes, Flood Control Works, Sewerage Schemes, Projects and other affairs in IPH Department in the State and allied activities for which any special instructions considered necessary for administrative and technical/ professional reason shall be issued by him from time to time to his subordinated staff.
3. He shall submit the budget and appropriation proposals in consolidated for the whole of the department to the Government for consideration and approval.
4. He shall exercise all the powers delegated to him by the State Government from time to time and shall be directly answerable to the Government .
5. He shall be responsible for coordination amongst the Chief Engineers/ Superintending Engineers. He shall be in overall in-charge of entire planning and budgeting of various wings of the Department.
6. He shall deal with all matters concerning the policy of the department including creation of posts and offices, recruitment and promotion Rules etc.
7. He will be the Chairman of Departmental Promotion Committee (DPC's) held at HOD level for promotion, confirmation and regularization etc.

2. CHIEF ENGINEERS (ZONAL OFFICE)

1. The Chief Engineer, Irrigation & Public Health Department, shall assist the Engineer-in-Chief in the performance of duties and responsibilities of the department.
2. He is the overall Incharge/ controlling Officer of his Zone and exercise all the administrative/ financial powers attached to the post. He shall also be responsible for co-ordination amongst all the Superintending Engineers under his superintendence.
3. He shall be required to inspect the various works of IPH department falling under his jurisdictions from time to time.
4. Any other jobs assigned by the Engineer-in-Chief.

3. CHIEF ENGINEER (DESIGN & MONITORING) SHIMLA

The Chief Engineer (Design & Monitoring) Shimla will be assigned to the works as noted below:-

1. Monitoring of Irrigation, Flood Control and Water Supply Schemes.
2. Formulation and processing of the following projects and liaison / coordination with State /Central Government and Donor agencies for securing approvals:-
 - a) Irrigation line of credit of project under Federal Republic Germany Government assistance.
 - b) Ground Water Development Project (Externally Aided Project).
 - c) Shah Nehar Major Irrigation Project.
 - d) Medium Irrigation Project.
 - e) Flood Protection Project for Swan River in Una District.
3. Preparation and updating of Departmental Codes, Specifications Manual of orders and Scheduled of Rates etc.

4. SUPERINTENDING ENGINEER

1. The Superintending Engineers is responsible to the Engineer-in Chief/ Chief Engineer for the Administration & General Professional /technical control of IPH Department in-charge of Officers of the Department within his Circle.
2. He will transfer and post all members of establishment within his Circle, except Divisional office, Assistant Engineers Circle office Superintendent, Circle Head Draughtsman & Accountants. Superintending Engineers may, however arrange among themselves for transfer of non Gazetted establishment not born on Circle Cadres between their respective Circles and submit mature proposals to the Chief Engineer for approval such proposal may be made in respect of Gazetted officers also .
3. Superintending Engineer shall exercise close supervision over the works of the officers subordinate to him and shall impart ,from time to time, instructions and guidance to them kin the discharge their duties.
4. Superintending Engineer should ensure that all the periodical reports and returns due to Engineer-in-Chief/Chief Engineer are submitted well in time.
5. Superintending Engineers is required to write annual reports of the Divisional officers working in his Circle and his own office Establishment & to Submit the former alongwith the R.R. of the Technical staff and his office Superintendent to the Headquarter office.
6. Superintending Engineer shall see that the instructions in regard to matter of general Administration issued by him or by the Chief Engineer /Government from time to time is faithfully complied with by the officers and offices under him.
7. During his stay at the headquarters of a Division, the Superintending Engineer should with the Executive Engineer concerned , review the position of the

divisional Accounts . He should examine whether the divisional Accounts are being kept in good order, or are being allowed to fall in arrears. He should pay particular attention to the items under various suspense heads like purchases , stock , miscellaneous advances ,etc and should also examine the Contractors ledger to see if sufficient effort is being made to clear items as quickly as possible .In case he notices any serious delay or negligence on the part of the Divisional staff, he should send a report to the Chief Engineer .

8. The superintending Engineer should call a meeting of the representatives of the Contractors and labour Co-operative Societies ,working in a particular divisions at the Divisional Headquarters once in every six months . In this meeting he should ascertain the up to date position of running and final bills of the Contractors and Societies and should give patient hearing to their difficulties which he should try to solve .If any serious point come to the notice of the Superintending Engineer during these meetings , he should send a self contained report to the Chief Engineer.

5. EXECUTIVE ENGINEER

1. The Executive Engineer, has a right to seek the advice of the Accountant-General in all matters connected with the Accounts of his Divisions or the application of financial rules and orders concerning which there may be any doubt it will usually be desirable that he should first obtain the advice of the Divisional accountant who is specially trained for this duty , and this should be done in writing in all cases of importance . To enable the Divisional Accountant to discharge his duties efficiently and Executive Engineer, should see that the former is allowed access to all relevant records.
2. The Executive Engineer is responsible to prepare lists of all the Water Supply Schemes, Irrigation Schemes, Flood Control Works, Sewerage Schemes, Projects and other affairs in the Department fall under his Division.
3. The list, which should be kept upto date and reprinted when necessary should be printed and supplied by the Executive Engineer, to his Sub- Divisional Officers, and by the latter to their Subordinates for guidance. Copies of these lists should also be supplied to the Deputy Commissioners concerned and hung up, in all the IPH officers.
4. The Executive Engineer is responsible to inspect each Sub-Division least once a year and submit his report to the Superintending Engineer, concerned. This form which is a Memorandum to assist the Divisional Officer , is not sufficiently extensive to cater for all possible variations in the circumstances of Sub-Divisions . The Inspecting officer should therefore , expand it when necessary if convenient inspecting officers remarks may

be written on papers instead of the form itself and in such cases a blank space should be reserved each sheet for the orders of the Superintending Engineers .The inspecting officer should also refer to the previous inspection report and prominently to notice items on

which instructions have been issued, but not attached to. The inspection report should also, as a rule, show briefly what steps have been taken to remedy the defects previously noticed. A Sub-Division in which laxity of Supervision on the part of the SDO comes to his notice should be inspected more frequently

5. The Executive Engineer, is responsible to see that the instructions contained in Appendix 10-B in regard to the use and upkeep of measurement books are strictly observed. In the course of his inspection he should himself see that these rules are being strictly followed by the S.D.O. and others.
6. The Executive Engineer, shall test check a reasonable quantity of work, measured and checked by his subordinates.
7. Executive Engineer is responsible that proper arrangements are made through out his division for proper custody of public property. He must be careful to keep all the tools and plant in efficient order, arrange to protect surplus stock from deterioration, and must take proper precautions to prevent the loss of public stores.
8. The Executive Engineer should exercise close supervision over his Sub Divisional Officer and should impart, from time to time, instructions and guidance to them in the discharge of their duties.
9. The Executive Engineer is responsible to achieve co-ordination with the Executive Engineer Electrical concerned in the execution of Building of Pump House, Projects etc. under his charge. While submitting an estimate for sanction to Superintending Engineer, he should endorse one copy of his letter to Executive Electrical Engineer concerned in whose jurisdiction the work falls supplying copies of plans to enable these officers to prepare their estimates and to get them sanctioned them in time. While commencing the actual constructions, the Executive Engineer IPH should again inform the concerned Executive Engineer Electrical about the probable date of completion of the Pump House building requesting them to plan their work in such a manner that the electrical and sanitary installations are provided ahead of the scheduled date.

6. ASSISTANT ENGINEER

1. The Assistant Engineer is responsible to the Executive Engineer for the management and execution of works i.e. Water Supply Schemes, Irrigation Schemes, & Projects etc. within his Sub-Division and he is his Divisional Officers' Assistant. His main functions are summarized below:-
2. To arrange and supervise the actual execution of all works in the Sub-Division in accordance with sanctioned estimates, specifications and Drawings. In case of original works, he should invariably check all nishans himself and see that they have been correctly given in accordance with sanctioned plans.
3. To check the property in his charge including buildings of Pump Houses and keep them in a proper state of repairs by timely action and wise utilization of Government funds, with the sanction of competent authority.

4. To maintain all initial accounts for expenditure in respect of works in his charge and submit them every month to the Divisional Office punctually. To take measurements of the works and to check measure works, measured by his Junior Engineer according to provision made in para 10.55 (vii) of the PWD Manual. The Sub-Divisional Officers should remain in constant and close touch with day to day work of the Sectional Officers and should see that measurements are taken in due time and got checked. To ensure measurement being checked at the proper time each measurement book should be installed and dated by the Sub- Divisional Officers at intervals not exceeding 3 months.
5. The Assistant Engineer is responsible to check the muster-roll carefully in respect of labour employed on works executed departmentally , as per instructions contained in para 10.9 of the PWD manual and to make payment to the labour in his presence.
6. The Assistant Engineer is responsible to see that their subordinates thoroughly understand and strictly adhere to the details of the estimates for work on which they are engaged. Detailed instructions should be freely and patiently imparted on all points regarding which a subordinate has any doubts and he should be encouraged to ask for information on such points.
7. The Assistant Engineer shall report immediately to the Executive Engineer any serious accident or unusual occurrence resulting in serious injury to or death of any person or damage to any work or crop in his charge.
8. To keep a vigilant control over expenditure and to report progress of work periodically as same may be ordered by Divisional Officer, or higher authorities.
9. To personally examine all the standard measurement books of the sub-Divisional, once a year as laid down in paragraph 5 (a) of Appendix 10-C of the PWD manual.
10. Assistant Engineer will personally check all the stores in his Sub-Division twice a year and the T&P articles once a year. The provision under paras 4.31 and 4.35 of PWD Code should be carefully borne in mind for compliance. He will also carry out the check of all the materials at least once a year and record his check in the Measurement Book.
11. To exercise proper care over safe custody of Government cash, lying in the Government chest.

7. JUNIOR ENGINEER

The smallest working unit in IPH/ B&R Department is known as 'Section' in the charge of a Section Officer/ Junior Engineer whose principal functions, duties and responsibilities are as under:-

1. Junior Engineer is responsible to prepare petty requisitions and plans and estimates for special repairs and additions and alterations of works/ schemes under his section.
2. To give Nishans for works to be done in his section and to carry out survey and leveling work when required to do so.
3. To supervise the actual execution of Water Supply Schemes, Irrigation Schemes, Flood Control Works, Sewerage Schemes, Projects works and other affairs in IPH Department and repairs in his section done through the contractors or by daily labour and to see that they are executed in accordance with the plans and specifications approved by the competent authority for the said work with sound materials. He shall also maintain the Register of progress and instructions on all major works and present them to all inspecting their orders, if any.
4. To make arrangement for adequate strength of labour at economical rates within the sanctioned rates when a work is required to be done departmentally.
5. To maintain accounts of all the stock and T&P in his charge, their receipts and issues and to maintain register of materials at site.
6. To take measurements of works and to assist the Sub-Divisional Officer or Executive Engineer in measurement or check measurement of works. To record, in time, the measurements of small works below foundations. In case of large work, to get the work measured up in time, from the Sub-Divisional office, before such works get covered over.
7. To prepare running bills of all works and final bills of such work as cost less than one lakh of rupees and to submit them to the S.D.O.
8. To put up measurement Books regularly to his Sub-Divisional Officer for order of payment at least twice a month.
9. To supervise labour employed on daily wages and to submit labour reports daily to the S.D.O. and to supervise the regular gangs and to check their attendance on his visits to works/ schemes under his charge.
10. To prepare, maintain and submit in time all rolls of work-charged establishment and to make payments to work-charged establishments and to permanent gangs on behalf of and under the instructions of the Sub-Divisional Officer when required to do so.
11. To keep a vigilant control over expenditure and report progress of work to his S.D.O. either daily or periodically as may be ordered.
12. To report to the S.D.O. immediately occurrence of any serious accident, etc. in his section and to ensure that no damage takes place to the government property in his charge.

13. To check the Visitors register of all rest- houses in his charge at least once a month and to receive collections of rent, etc, from Chowkidar of rest houses depositing them in the Sub- Divisional Office.
14. To keep Government land property free from encroachments and to promptly bring to the notice of his Sub-Divisional officer in writing when any encroachment temporary or permanent is threatened or actually takes place.
15. To check (count weight or measure, as the case may be) each half year, all the store in his charge and to prepare half yearly distribution list for stock and yearly T&P showing the closing balances and to certify distinctly hat the has checked the store, recording the result of such a check.
16. To check, measure all the works/ schemes side materials at lest once in six months and record his check in the measurement books.
17. To submit every report for all unserviceable stock and T&P.
18. When holding an imprest, the Junior Engineer is responsible for exercise of proper care in the custody of cash and in case of loss the onus of proof that proper care was exercised will be on him.
19. To carry out annual inspection of Schemes/ works/ Projects etc. under his section and report the result to S.D.O. He shall, in addition, be answerable for the general condition of all Schemes/ works under his charge & for bringing to notice structural weaknesses, if any.
20. The Sectional Officers, instead to keeping a separate Diary showing their visits to various workers in their charge should show all their journeys with in or beyond five miles areas of their head quarters in their monthly T.A. bills.

8. SENIOR TECHNICAL ASSISTANT

- 1 Senior Technical Assistant is responsible to for Hydrogeological studies of catchments with a view to assess the water bearing potential of the rock formations.
2. He is responsible to Selection of hydrogeologically favorable sites for construction of above mentioned ground water winning structures.
3. He is responsible to attending drilling of boreholes at the approved sites for studying the samples of the sub-surface strata encountered within various depth ranges for assessing the hydrogeological characteristics and preparation of lithologs of each borehole drilled in connection with development of ground water resource of the Pradesh .
4. He is responsible for designing assembly for the deep bore hand pumps and after lowering of the same in the bore holes drilled, to ensure the development to the optimum level.

5. He is responsible to assist the Junior hydrogeologist in carrying out of the Geophysical logging of the boreholes drilled for the construction of tube well by using open hole technology .
6. He is responsible to monitor the function performance of the constructed ground water winning structure and in case of problematic ones ,to analyse the probable cause so that the appropriate rectification measures for restoring their trouble free function can be decided .

9. SENIOR HYDROGEOLOGIST

1. Senior Hydrogeologist will responsible to recommend of hydrogeologically favorable sites ,recommendations of tube well assemblies and guide the staff and impart knowledge and technical know how to junior officers.
2. He will responsible to providing technical guidance and supervision of the officers in respect of field assignments.
3. He will responsible to process and preparation of briefs, notes& material and appraising the same to the concerned authority. He will also responsible to ensure achievements of targets in the field ,both in terms of quantity and quality and providing guidance ground water component under hydrology project phase-II being member Secretary of this component .

10. JUNIOR GEOPHYSICIST

1. He will responsible to the selection of techniques, areas and equipments for field surveyors including special study and R & D experimentation. He has to plan the field surveys and check the data processing and interpretation.
2. He will responsible to carry out vertical electrical sounding, Magnetic /Emprofiling and well logging.
3. He will responsible to maintain of geophysical equipments, interpretation, and synthesis of result checking of maps, plates and tabulation.
4. He will responsible to finalized of technical reports, maintenance and updated of geophysical record and data. Any other work assigned by the higher authority.

11. JUNIOR GEOLOGIST

1. Junior Geologist will responsible to select/ search the sites regarding the possibilities of Ground Water resources, its depth and period etc.
2. He will responsible to assist the department regarding to provide technical Assistance in connection with carrying out of hydrogeological investigation relating to the tapping of ground water resource through the installation of deep bore hand pumps and sub-surface water resource through construction of percolation wells and infiltration glories.

3. He will responsible to finalized of technical reports, maintenance and updated of record and data. Any other work assigned by the higher authority.

12. JUNIOE HYDROGEOLOGIST

1. Junior Hydrogeologist will be responsible for selection of hydrogeologically favour sites .He will also responsible to collect the data; analysis and preparation relevant note and report.
2. He will responsible for various scientific studies related to ground water resource estimation , availability and impacts of increased ground water draws for maintaining the health of this vital resource .
3. He is responsible to maintain the main cash book of the organization .He is also responsible to assist the senior officers in all technical matters.
4. He is responsible for boreholes drilled with Japanese Rigs/openhole technology, in which case the bore hole being drilled is always kept filled with lay.
6. He will also responsible to provide technical Assistant to the senior technical Assistant in connection with carrying out of hydrogeological investigation relating to the tapping of ground water resource through the installation of deep bore hand pumps and sub-surface water resource through construction of percolation wells and infiltration glories.

13. AGRICULTURE DEVELOPMENT OFFICER.

He will responsible to:-

1. Adoption of suitable cropping system based on location specific characteristics.
2. Conduct crop cutting experiments assigned to Agricultural staff for estimation of crop yield and maintained linkages with various agencies and gram panchyat / farmers.
3. Organise and conduct farmers fair, Kisan mela and to conduct farm trials and demonstration of new technology.
4. Reporting the initiating plan for different items and coordinate activities of field level extension work.
5. Assessment of input requirements requirement from Circles and submitting consolidated requirement. Preparation of seasonal/ annual accounts and ensuring timely remittance into Govt. treasury on account of sale proceed of Agricultural inputs.
6. Ensuring timely availability of required inputs to the Agricultural sale centers. Arranging storage and transport facilities for input and monitoring input distribution system.

7. Render necessary assistance to Financial institutions in preparing Block level credit Plan and help in providing timely credit to the Farmers .Ensure better linkage between farmers and extension staff .
8. Plan soiling testing works .collection of soil samples foe analysis and to help farmers for improvement of soil fertility as per the soil testing results.

ACCOUNTS WING

14. JOINT CONTROLLER (F&A)

1. The Joint Controller shall assist the Engineer-in-Chief and Chief Engineers, as well as other field staff of I&PH Department regarding PAC matters, Audit Paras, Drafts Paras, CAG reports, Inspection reports and other accounts matter.
2. He is the liaison with the A.G. Office as well as Vidhan Sabha.
3. He shall deal with all tender cases State level enlistment of Contractor, Class- A & B of the IPH Department.

15. ASSISTANT CONTROLLER (F&A)

1. He is the Financial Advisor of the Engineer-in-Chief in Head Office and control over the Budget and Expenditure of IPH Department in the State
2. He is the liaison with the Finance Department as well as A.G. Office.
3. He is the financial Advisor of the Chief Engineers at Zonal Office and also to advise the reply of Para's like CAG, PAC & Audit Para's etc. and other financial activities in the Department.
4. He is responsible to prepare the budget and appropriation proposals in consolidated for whole of the department and to assist the Engineer-in-Chief for submitting the same to Government for consideration and approval.
5. He is responsible to allocate the Budget amongst all the Zonal Offices with the directions/consultation of H.O.D. and distribute the LOC as per their requirement.
7. He is responsible to reconcile the budget and expenditure figures with A.G. Office.

16. DIVISIONAL ACCOUNTANT

1. He is the Financial Advisor of the Executive Engineer of the concerned division.
2. He is the liaison with the Accountant General Office.
3. He is responsible to pre audit of monthly account submitted by the Sub-Divisional offices under his division.

4. He is responsible to prepare the budget, reconciliation and appropriation proposals to assist the Executive Engineer and submitting the same to higher office/ Accountant General office.
5. He is responsible to the Divisional officer for the work of his section which includes correspondence concerning accounts etc. The Accountant i.e. as the compiler of the account of the Division in accordance with prescribed rules.
6. In the discharge of the duties enumerated, he is to keep himself dully conversant will all sanctions and orders, passing through the office and his subordinates which may affect that estimates or accounts of actual or anticipated receipts and charges.
8. He shall be responsible to bring the Divisional Officer's notice all instances in which subordinate officers exceed the financial limitations on their powers placed by the Divisional officer or higher authorities. He is also to see that expenditure which is within the competency of the Divisional Officer to sanction or regularize is not incurred as a matter of course under the orders of subordinate disbursing officer without his knowledge. All such items of expenditure should at once be brought to the notice of the Executive Engineer and his orders obtained and placed on record.
9. He is responsible for preparation of Paras, draft para as well as CAG report and timely submission of these reports to Govt. as well as to quarter concerned. He is also responsible for the settlement of paras. He is fully responsible for any financial lapse. He is also responsible for the timely submission of monthly account in AG office and also fully responsible for the preparation of this account.

LEGAL WING

17. DEPUTY DIRECTOR (LAW)

1. The Deputy Director, Law shall assist to Engineer-in-Chief, IPH in all court cases as well as others legal opinion as required from time to time.
2. He is responsible to examine /prepare the reply of all court matters of whole of the State on behalf of the H.O.D. and get the same vetted from the office of Ld. Advocate General.
3. He will assist to H.O.D. as well as all field offices regarding review of order passed by the Hon'ble Court and also responsible to give his legal opinion to challenge the same in the next higher Hon'ble court against the decision delivered by the Lower court.
4. He is responsible to give his legal opinion about recruitments, promotions, confirmations, seniorities as well as transfer cases of the department from time to time.

18. LAW OFFICER

1. He shall be responsible for examining the draft replies to various court cases as received from Superintending Engineers falling under the Zone and vet/ re-draft/ recast the same in consultation with the concerned Superintending Engineer, Executive Engineer, and Assistant Engineers as the case may be.
2. He shall also be responsible for preparing the fresh cases/appeals in various court matters on behalf of the Govt./ Department besides rendering legal opinion in all such cases that are referred by the Superintending Engineers to the Chief Engineer.
3. He shall also be responsible for having discussion and rendering all assistance to the Ld. Advocate General /Additional./ Deputy/ Assistant Advocate General H.P. and Ld. District Attorney/ Deputy/Assistant District Attorney H.P. in order to defend the interests of the Govt. in Court matters.

DRAWING WING
19. PLANNING ASSISTANT

1. The Planning Assistant will assist the H.O.D./Superintending Engineers P& I-I & II for preparation, checking of preliminary working, detailed and revise estimates, structural drawing and standard plans, checking and approval/acceptance of tenders.
2. He will responsible to work out technical nature connected with preparation, revision and mentoring of annual /five years and other plan of the department. Preparation/updating of all type of master plan, inventories .Work of Technical nature connected with the Finance Commission, NABARD, AIBP as well as deposit work
3. He will be responsible to compile, processes, maintain and supply statistical data in the desired form concerning periodic and cumulative achievement under various activities of the department
4. He shall responsible to preparation and revision of manuals ,standing instruction, standards ,codes ,specification ,schedule of rate , analysis of rates , yard sticks and cost indices .He will also responsible to check all types of claims of Contractors received from the Subordinate offices.

20. CIRCLE HEAD DRAUGHTSMAN

1. In all Circle offices there is a drawing branch headed by Circle Draughts man attached to planning and designation Section.
2. The Circle Head Draughtsman will assists the Superintending Engineers of the concerned Circle to deal with cases /references, representation, estimates etc received from the Executive Engineers under the superintendence of their respective circles.

3. He will responsible to maintain proper files of all technical circulars as well as standing instructions issued by the Govt. of India/ H.P./Engineer-in-Chief/Chief Engineer.

21. DIVISIONAL HEAD DRAUGHTSMAN

1. In all divisions of the department there is a drawing branch headed by the Divisional Head Draughtsman and he will assist the Executive Engineer to preparation of all preliminary and detailed estimates of all original works under the charge of the concerned division on the basis of site data received from the Sub-Divisional Offices.
2. He will responsible to prepare/checking of special/annual repairs or other related estimates for all type of works in the Division.
3. He will responsible to prepare of schedule of quantities, comparative statements, justification for call/processing of tender cases. Processing of

Extra/substituted items deviation statements and claims of all type of contracts. Checking of works orders and consumption of materials issued from the stores for execution of works both done departmentally or contract basis.
4. He will also responsible to timely action to initiate revision indices and yard sticks for construction and maintenance of buildings, water supply schemes, Irrigation schemes and projects etc.
5. He shall maintain building register of the Division on the prescribed form with the completion plan of the building. He will also responsible to maintain the registers of A/A &E/S, Technical Sanction and submitted estimates for all type of works. He will also responsible to prepare of all simple and sketches. Being a Head of Branch he will supervise and check all works done by the subordinate staff. He will himself deal with all urgent/important and complicated cases.

22. DRAUGHTSMAN

1. Draughtsman will assist Planning Assistant in Head Office, Circle Head Draughtsman in circle office and Divisional Head Draughtsman in Divisional Office as the case may be to maintain proper files of all technical circulars as well as standing instructions issued by the Govt. of India/ H.P./Engineer-in-Chief/Chief Engineer.
2. He will responsible to check all estimates received from the subordinate offices. He will responsible to prepare/checking of special/annual repairs or other related estimates for all type of works.
3. He will responsible to prepare of schedule of quantities, comparative statements, justification for call/processing of tender cases. Processing of extra/substituted items deviation statements and claims of all type of contracts. Checking of works

orders and consumption of materials issued from the stores for execution of works both done departmentally or contract basis.

4. He will also responsible to timely action to initiate revision indices and yard sticks for construction and maintenance of buildings, water supply schemes, Irrigation schemes and projects etc.
5. He shall maintain building register of the Division on the prescribed form with the completion plan of the building. He will also responsible to maintain the registers of A/A &E/S, Technical Sanction and submitted estimates for all type of works.

23. JUNIOR DRAUGHTSMAN

Junior Draughtsman is the junior most members of the drawing staff. He is generally entrusted with the work of tracing maintenance of record and registers and other routine jobs of checking etc. while other cases are dealt with by the Draughtsman who are more experienced.

MINISTERIAL WING.

24. REGISTRAR.

1. The Registrar is overall in- charge of Establishment matters in whole of the Department.
2. He will be responsible for getting finalized all the establishment matters i.e. finalization of seniority lists and promotion of all categories State level.
3. The Registrar shall assist the Engineer-in-Chief and Chief Engineers, as well as other field staff of I&PH Department in the performance of their duties and responsibilities
4. He shall deal with all matters concerning the policy of the department including creation of posts and offices, recruitment and promotion Rules, ACRs, transfers etc.
5. He will be the Chairman of Departmental Promotion Committee (DPC's) held at HOD level for promotion, confirmation and regularization etc.
6. Any other job assigned by the Head of Department from time to time.

25. SUPERINTENDENT GRADE-I

1. The Superintendent Gr.I will assist to HOD in head office level, Chief Engineer at Zonal level and Superintending Engineer Circle level to comply with all rules and regulations, standing instructions received from Govt.

2. He will responsible to distribute all work of branch amongst all dealing hands under his section. He will responsible to open the dak promptly on its receipt and distribute it to the various concerned sections for its disposal.
3. He will responsible to up-dated all seniority lists of all categories State level as well as Circle levels and also responsible to convene the D.P.Cs of all categories for their promotion well in time at Head Office/Circle level. He will responsible appointment orders, transfers, termination of services dismissal etc.
4. He will responsible to proper maintenance of service record, receipt and consumption of service postage stamps.
5. He will also sign routine letters in Head Office/Circle office during the absence of HOD/Superintending Engineer. He is responsible for promptly acknowledging receipt of letters of documents requiring acknowledgment independent any action which may be necessary on them.
6. He is responsible to examine immediate cases of the dealing hands under his section before submitting the same to the HOD/Superintending Engineer for decision/approval.

26. SUPERINTENDENT GR.-II.

1. The Superintendent, Gr-II being a Head of Branch will distribute work amongst all dealing Assistant under his section and responsible to maintain discipline and to mark the attendance of that branch. He will responsible to open the dak promptly on its receipt and distribute it to the various concerned sections for its disposal.
2. He will assist to Head of Department/ Chief Engineers/ Superintending Engineers/Executive Engineers as the case may be to comply with all rules and regulations, standing instructions received from Govt. from time to time.
3. He will responsible to distribute all work of branch amongst all dealing hands under his section. He will responsible to up-dated all seniority lists of all categories State level as well as Circle levels and also responsible to convene the D.P.Cs of all categories for their promotion well in time at Head Office/Circle level. He will responsible appointment orders, transfers, termination of services dismissal etc.
4. He will responsible to write cash book and for handling the cash in the Divisional office and to keep one key of the locks of the cash chest in his custody.
5. He will responsible to keep the tenders in his custody & to get the notice inviting tenders & contract agreements prepared & to scrutinized the same personally & issue them to the applicants when required after making the necessary entries in the tender forms in the Divisional office.

6. He will responsible to examine each measurement book on receipt & to see that each page is correctly numbered & the check certificate recorded on inside of the cover.
7. He will responsible to write the ACRs. of all staff under his section well in time.

27. SENIOR ASSISTANT.

1. Senior Assistant will assist to his head of branch in Head office/Zonal office/ Circle office/ Divisional office & Sub-Divisional office to deal with all Establishment/ Budget/ Vigilance cases & Accounts matter as the case may be.
2. He will responsible to deal with for the works entrusted to him by Head of branch well in time. Each dealing Assistant in a section is allotted certain number of headings/subjects for which he will responsible to timely dispose off all important cases through his head of branch.

28. JUNIOR ASSISTANT/ CLERKS

1. The Junior Assistant/ Clerks are entrusted with the routine work & mechanical nature such as maintenance of Diary, file register, Indexing & recording of files, preparation of arrear statements, supervision of correcting to reference book, typing, comparing & dispatch work.
2. He will responsible to deal with all cases/work assigned to him by head of office or head of section in the public interest.

PERSONAL STAFF

29. PRIVATE SECRETARY.

1. The Private Secretary will assist to Engineer-in-Chief IPH in all important matters of the Department, he will take dictation from Head of Department in urgent/ confidential matters for timely disposal.
2. He will attend the telephone received from the Higher authorities/ subordinate offices & general public.

30 PERSONAL ASSISTANT.

1. The Personal Assistant will assist to Chief Engineer in all important matters of the Department, he will take dictation from in urgent/ confidential matters for timely disposal.
2. He will attend the telephone received from the higher authorities/ subordinate offices & general public. He will also responsible to do other any work assigned by the Chief Engineer.

31. SENIOR SCALE STENOGRAPHER

1. The Senior Scale Stenographer will assist to Superintending Engineer in all important matters of the Department, he will take dictation from in urgent/ confidential matters for timely disposal.
2. He will attend the telephone received from the higher authorities/ subordinate offices & general public.
3. He will responsible to handle files/ record of confidential or secret nature He will also responsible to process the annual confidential reports from subordinate offices well in time and retained the same in his custody after receipt from them.

32. STENOTYPIST

1. The Steno typist will assist to Executive Engineer in all important matters of the Department, he will take dictation from in urgent/ confidential matters for timely disposal and any other work assigned by the Executive Engineer concerned.
2. He will attend the telephone received from the higher authorities/ subordinate offices & general public.
3. He will responsible to handle files/ record of confidential or secret nature He will also responsible to process the annual confidential reports from subordinate offices well in time and submit the same to Circle office on receipt from them after doing the needful.

MISCELLANEOUS WING

33. DRIVER

1. The Driver will ply the light and heavy departmentally vehicle as the case may be. He will also maintain the log book of the vehicle properly and responsible to repair and maintenance of the vehicle from time to time.
2. He will responsible to keep the vehicle neat and clean.

34. RESTORER

1. The Restorer is responsible to maintain all old record of Head office properly year-wise /date –wise in the Almirahs and racks in the record room. Being a custodian of all record he will also responsible to give any old file/ record when required by any Sections/ Units of Head office.
2. He will also responsible to sort out and properly keep the record room.

CLASS - IV WING

35. DAFTRI

1. Daftri will responsible to mend, trim stitch and bind etc, old records/ files in the record room in the Section.

2. He will responsible to paste correction slips in the officials references books of various officers and those of branches / Sections.

36. GESTETNER OPERTOR/PHOTOSTAT MACHINE OPERTOR

- 1 Gestetner Operator/Photostat operator is responsible to operate the gestetner/Photostat Machine and make out desired number of copies.
2. He will responsible to procure paper, ink, toner etc or ensuring proper operation of the machine. He will responsible to arrange timely repair of the machine.
3. He will responsible to maintain proper account in a register with requisition slips for paper used and consumption of ink / toner.

37. JAMADAR

1. Jamadar will perform the duty with Superintending Engineers in Head office / Zonal offices as well Circle offices.
2. He will responsible to ensure the cleanliness and general keep up of room and the furniture, fixture and equipment.
3. He will responsible to carry and distribute the office file/ dak amongst all concerned Sections.

38. PEON

1. Peon will responsible to carry and deliver the dak within & outside the office. He will also responsible to perform miscellaneous and odd jobs for officers/ officials and other work assigned by the officer.
2. He will responsible to ensure the cleanliness and general keep up of the Section/ Office wherein posted and of the furniture, fixture and equipment.
3. He will responsible to attend the officers at Headquarters and while on tour.

39. CHOWKIDAR

1. Chowkidar is responsible to keep and watch and ward during and after office hours.
2. He will responsible to take precautionary measures relating to prevention of fire and damage to Govt. property.

40. SWEEPER

1. Sweeper is responsible to sweep, clean and mope the rooms, corridors, verandahs and compound.
2. He will responsible to clean the lavatories, Urinals, Bath, Wash basins etc daily and properly.

3. He will also responsible to collect and dispose off all waste in the office.
4. He is responsible to light the stoves / Angithies and to perform the allied work relating to this job.

REVENUE WING

41. ZILADAR.

1. Ziladar / Naib Tehsildar will responsible to check the initial record of Irrigation in the shudkar to see that the areas irrigated are recorded at time. He will also responsible to check the Abina charges record maintained by the field Patwaris from time to time.
2. He will responsible to check on the ground the entries recorded in the final measurement book (Khasrah).
3. He will responsible to check the demand slips (Parchas), and seeing that they are made over by the Canal Patwari to the Lambardar as soon as the final measurements of the village or patti are completed and are distributed by the Lambardar to the cultivators with in four days of the receipt thereof by him as per rules.
4. He will responsible to check the demand statements (Khataunis) and seeing that all entries in the filed measurement book (Khasrah) are correctly charged for. He will also responsible to inspect the “Tanazas” (claims for remission of occupier’s rates).
5. He will responsible to watch the State demand for water and indenting for supplies required for channels in his charge. He will also responsible for seeing that Canal Patwaris keep their copies of the field books correct in accordance with the authenticated lists prepared by them with the help of the Revenue Patwaries in January, each year and to sign the mutual report made by both the Patwaries.
6. It is the duty of the Ziladar to receive and to enquire into all cases of unauthorized Irrigation waste of water and doubtful Irrigation. He will investigate and report to the Divisional Officers upon all cases of objections to the assessments sent to him for the purpose. When required to do so, he will collect items of miscellaneous revenue and amounts due on account of Deposit Works.

42. NAIB TEHSILDAR

1. The Naib-Tehsildar will assist the Land Acquisition Officer to finalize the papers of land acquired by the department received from the Executive Engineer under Land Acquisition Act, 1894 Section-4.

2. He shall responsible to scrutinize the papers of land acquired by the department received from the Executive Engineer under Land Acquisition Act, 1894 Section-4. He is also responsible to send these papers after proper scrutiny to Superintending Engineer concerned to issue notification under Section-4.
3. He is responsible to check the relevant record properly to issue notification of land acquired under Land Acquisition Act, 1894 Section 6 & 7 by the Superintending Engineer concerned. He is also responsible to prepare the record of acquired land measure by the concerned Patwari and after that notices are issued to the Land lords under Section-9. If there is any objection in area, kind or part of acquired land then it is the duty of Naib Tehsildar to scrutinize the same on spot and correct the record after the proper orders of the Land Acquisition Officer.
4. After completed the proceedings under Section-9 (2) & 11, the compensation of acquired land prepared by the concerned Patwari will scrutinize by the Naib Tehsildar and the compensation amount so awarded to the land lords is also distributed amongst the land lords in presence of Naib Tehsildar by the Land Acquisition Officer.

43. KANUNGO

- 1 Kanungo will assist the Ziladar/ Naib Tehsildar to the demand statements (Khataunis) as well as State demand for water. He will also responsible to assist his senior officers for checking the initial record of Irrigation in the Shudkar to see that the areas irrigated are recorded at the time.
2. He will guide/ direct to the Patwaris under his charge to collect Abhiana charges well in time and maintain the record for the same properly.
4. The Kanungo will assist the Naib Tehsildar to finalize the papers of land acquired by the department received from the Executive Engineer under Land Acquisition Act, 1894 Section-4.
5. He is responsible to assist the Naib Tehsildar to check the relevant record properly to issue notification of land acquired under Land Acquisition Act, 1894 Section 6 & 7 by the Superintending Engineer concerned. He is also responsible to prepare the record of acquired land measure by the concerned Patwari and after that notices are issued to the Land lords under Section-9. If there is any objection in area, kind or part of acquired land then it is the duty of Kanungo to scrutinize the same on spot and assist Naib Tehsildar to correct the record after the proper orders of the Land Acquisition Officer.
6. He shall responsible to assist the Naib Tehsildar to scrutinize the papers of land acquired by the department received from the Executive Engineer under Land Acquisition Act, 1894 Section-4. He is also responsible to assist Naib Tehsildar to send these papers after proper scrutiny to Superintending Engineer concerned to issue notification under Section-4.

INDUSTRIAL AND NON INDUSTRIAL CATEGORY

INDUSTRIAL CATEGORY-CLASS-III

1. PUMP OPERATOR

1. As per service rules of regular WC Establishment of Punjab Public Health branch the pump operator is overall incharge of the installations operation and maintenance of Pumps /Electric Motor internal Combustion Engine, Generating sets etc .
- 2 He shall be responsible for cleanness up keep of machinery and Pump chamber filter beds & other structures as well as the total area of installations .He shall also responsible to Promptly reporting the leakage of pipe lines water supply complaints and unauthorized tempering of pipe lines to the junior Engineer .
5. He shall be responsible for sitting inside the pump chamber during duty hours and maintaining the proper quality of water being supplied to the Village /Towns
6. He shall be responsible for proper and adequate storage of raw water Nothing down the spring level and depression of tube wells and supplying water supply to village /Towns as per time schedule fixed by the department He shall also responsible for getting the filter media washed from his subordinate and recover the same into filter beds at appropriate intervals.
7. He shall be responsible to control and supervision works ,work of Beldar& Chowkidar etc being incharge of the installation and also mark their attendance.
8. Any other duty assigned by the Junior Engineer.

2. DRIVERS, TRUCK /JEEP & CAR

- 1 He shall be responsible to driving motor vehicles of all descriptions both light and heavy including running repairs and adjustments

3. FITTER

1. He shall be responsible for Assembly , fittings ,installations ,maintenance and repair of plumbing pipe fixtures fittings for water supply or sanitary, drainage systems and any other duties assigned by the Junior Engineer.
2. He shall be responsible for laying, jointing all kind of pipes and special i.e. C.I., G.I. ,HCI,PVC lead pipes etc making ferrule connections repair to leakages etc and other miscellaneous works /jobs at treatment plan /water works and pumping stations etc .He shall also be responsible be reporting and assisting the Junior Engineer for detection and connection and other duty assigned by the Junior Engineer.

4. MASON

1. He shall be responsible to carry out ordinary works in connection with sanitary fixtures, sewerage and stone water drainage.
2. He shall be responsible to all type of RCC concrete masonry works including plastering, painting and flooring etc.
3. Any other duty assigned by the Junior Engineer.

5. BLACK SMITH

1. He shall be responsible to shape handle and mould wrought iron or mild steel to required sizes and shapes, to fire-weld iron or mild steel pieces and to attend to repairs and or renewals of iron mongery and articles made of mild steel etc. to greater degree of precision.
2. Any other duty assigned by the Junior Engineer.

6. ELECTRICIAN GR. I

1. He shall be responsible to assist the JE/Foreman electrical for creation and maintenance of electrical equipment and installation.
2. To attend the complicated repairs of machinery and shall be responsible for quality of workmanship of work/job done.
3. Any other duty assigned by the Junior Engineer.

7. ELECTRICIAN GR.II

- a. He shall be responsible to carry out maintenance & repair etc. of Electric motors/Generator and other electrical appliances. To do electric wiring of various installations.
- b. To assist the Junior Engineer/Foreman Electrical for erection & maintenance of electrical equipment and installation.
3. Any other duty assigned by the Junior Engineer.

8. FOREMAN/ASSISTANT FOREMAN

1. He shall be responsible to control the overall working of the rig. To ensure proper drilling operation and to help the officers in selection of strainer and its location.
2. To maintain logbook of the tubewells and supervisions of all operations upto drilling and developing of the tubewells. To maintain the rig in proper working order.
3. To maintain proper verticality of tubewells during lowering and after wards.
4. To supervise, instruct and guide Mechanics, Sr. Mechanics and other skilled mechanical staff in the workshop.
5. He shall attend to complicated nature of work in connection with installation, operation and maintenance of Mechanical plants such as trucks, Rollers, Jeeps, Concrete mixer, asphalt mixture etc. and earth moving Plants such as bull dozers, motor graders etc.

6. He shall have to guide in setting rigs and fixtures, besides this different processes and other machines to turn out different jobs and assess the time, raw materials required etc. He shall have to guide mechanical staff in repairs and overhauling of different type of mechanical plants.

7. Any other duty assigned by the Junior Engineer.

8. For electrical: To assist the JE for the erection and maintenance of electrical equipment and installation at water works treatment plants, disposal works and boosters stations etc. He shall also carryout rewinding of electrical equipments/motor etc. with his subordinate staff. He shall also be responsible for the quality and workmanship of work/Job. Any other duty assigned by the JE.

9. TURNER

1. He shall be responsible general turning work on lathes of standard precision.

10. STONE DRESSES

1. He shall be responsible to replacing damaged stones in building, floors, cutting and dressing of stones, pointing stone work.

11. ASSISTANT CHEMIST

1. He is responsible to carryout chemical, Physical, Bacteriological sewage sample proper maintenance of test equipment, salt and preparation of chemical solutions.

2. Any other duty assigned by the Chemist.

12. DATA OPERATOR

1. He is responsible to maintain the data of pumps, electric motors, internal combustion engine driver, machinery, generating sets, plants like shovel loader, bulldozer, tractor and cranes etc. and any duty assigned by the Junior Engineer.

13. OPERATOR

(i) Air Compressor Operator

1. He is responsible to assist the HJE and to guide their skilled staff and repair to Air conditioning, refrigeration units and aid in their testing and commissioning and installation.

2. To take independent charge of air conditioning refrigeration plant and to supervise their overall working to carry out repairs etc. and shall be responsible for quality and workmanship of work job done.

3. To attend to complicated nature work i.e. setting, adjustments and repairs of control alignment of compressors etc. and to attend to serious and frequent complaints.
9. To prepare report of jobs to be done by mechanics and other skilled staff and to enter them in a register.
10. To take independent charge of plants with reciprocating compressor.
11. To carry out senior Mechanics works independently. And other duty assigned by the Junior Engineer.

(ii) **Rig Operator**

(iii) **Generator Operator**

(iv) **Crane operator**

1. To control the overall working of the rig.
2. To ensure proper drilling operation and to help the officers in selection of strainer and its location.
3. To maintain log of the tubewells and supervision of all operations upto drilling and developing of the tubewells.
4. To maintain the Rig in proper working order.
5. To maintain proper verticality of Tubewells during lowering and afterwards.
6. Any other duty assigned by the J.E. to drive vehicle and to maintain the same properly.

14. **MECHANIC-CUM-FITTER GR.II**

(i) **Mechanic.**

(ii) **Instrument mechanic.**

(iii) **Pump mechanic.**

(iv) **Mechanic Fitter.**

(v) **Heavy Vehicle Fitter.**

1. To assist superior in carrying minor repairs, opening and assembly of Mechanical plants and to operate stationery plant in workshop and shall also be responsible for the quality and workmanship of work/job done.
2. Servicing, repairs and overhead adjustment to controls, opening, inspection and assembly of Mechanical plants.
3. To do the work as guided by foreman.

15. **PAINTER**

1. To paint woodwork, Iron and steel works and walls etc. to the required color and should varnish and polish wood works.
2. To write sign bards etc. and any other duty assigned by Junior Engineer.

16. CARPENTER

1. To construct and put into position doors, windows, frame stairs, trusses etc. and to attend all type of furniture repairs.
2. To prepare and repair of wood in fixtures.
3. Can prepare and assembly timer trusses and join timber pieces in treason and compressing numbers thereof.
4. Should be capable of preparing estimate of materials for different jobs.
5. Any other duty assigned by the Junior Engineer.

17. CHEMIST

1. He is responsible to carry out test and prepare report of chemical. Physical, Bacteriological sewage samples and chemical solutions etc. And also control over the staff deployed in Laboratory such as Assistant Chemist, Lab Technical, Lab Assistant and Lab Attendant etc.

18. WELDER

1. He is responsible to carrying out various welding works and operations with electric or oxyacetylene, running maintenance of welding apparatus.
2. Any other duty assigned by the Junior Engineer.

19. DRILLER.

1. He is responsible to operate the rig for drilling in tube well.
2. To keep a log of the strata met with during drilling.
3. To prepare assembly and to install the tube well.
4. To maintain proper verticality of tube well during lowering.
5. Any other duty assigned by the Junior Engineer.

20. WIREMAN.

1. He shall be responsible to carry out maintenance and repair etc. of Electrical Motors/ Generator and other electrical appliance. To do electric wiring og various installations.

21. ASSISTANT MECHANIC.

1. He shall be responsible to assist mechanics in the servicing minor repairs opening of assembly or mechanical plants.

22. BODY BUILDER.

1. He shall be responsible to carry out repair, maintenance and framing body of departmental vehicles.

23. MECHANIC.

1. He shall be responsible to assist superior in carrying minor repairs, opening and assembly of mechanical plans and to operate stationary plants in workshop and shall also the responsible for the quality and workmanship of work/ job done.

24. LOADER OPERATOR.

1. He shall be responsible to drive vehicle and to maintain the same properly

25. ASSISTANT DRILLER.

1. He shall be responsible to operate the ring of drilling the tube wells and to keep a log of the strata met with during drilling
2. He shall also be responsible to prepare assembly and to install the tube well and to maintain proper verticality of tube well during lowering.
3. Any other duty assigned by the Junior Engineer.

26. LAB TECHNICIAN

1. He shall be responsible to carryout the following duties:-
 - i) Sample taking.
 - ii) Sterilization of glass ware.
 - iii) Prepare chemical for physical and chemical tests.
 - iv) Prepare media for bacteriological test and Bacteriological analysis of water.
 - v) Help with Chemists for physical and chemical tests and other techniques.

27. LAB ASSISTANT

1. He is responsible to do all type of water testing reports in IPH Laboratories and furnish reports to Assistant Chemist/Chemist and also to assist the Assistant Chemist/Chemist. Any other duty assigned by the Assistant Chemist/Chemist. He will get help from Lab Attendant to upkeep the Laboratory. To carryout chemical, Physical, Bacteriological sewage samples proper maintenance of test equipments salt and preparation of chemical solutions. Any other duties assigned by the Assistant Chemist/Chemist.

28. ASSISTANT DOZER DRIVER

1. He is responsible to up keep including running repair and adjustment of Dozer vehicle.

29. DOZER DRIVER

1. He is responsible to Driving Dozer vehicle including running repair and adjustment of vehicle.

**30. MECH-CUM-FITTER GR.I.
(DIESEL AUTO MECH.)**

1. He is responsible to assist Foreman (Mech) Assistant Foreman/Charge man/Junior Engineer and also to attend the complaints machinery (Mechanical) and assemble mechanical plant in the workshop as well as in the field and shall be responsible for the quality and workmanship of the work/job done. And any other duty assigned by the Junior Engineer.

NON INDUSTRIAL CATEGORY

1. WORK INSPECTOR (OTHER CLUBBED CATEGORIES.

- i) MORTAR MATE
- ii) ROAD INSPECTOR
- iii) WORK SUPERVISOR
- iv) FERRY INSPECTOR
- v) WORK MISTRY

In pursuance of the approval accorded by the Govt. the duties and responsibilities of Work Inspectors working in Irrigation & P.H. Department had been fixed as under:-

1. He will be responsible for proper execution of the schemes in the field in his area according to the specifications including exercising due supervision on the execution of pump houses, sump well, storage tanks and other structures relating to IPH schemes etc. The cement consumption register shall also be maintained by the Work Inspector and he will keep a proper record of all the materials issued to the works. He will also exercise a check on the proper mixing of cement concrete during the execution of the work. He will also

maintain liaison between the department and the public. Any defect noticed in the execution of the work in his area shall be brought to the notice of h is Junior Engineer. The consumption of all the materials on a particular work shall also be certified by the Work Inspector.

2. He is authorized to exercise check on the attendance of the daily paid labour/Work Charged staff engaged in his section.

3. Periodic and breakdown maintenance of pump houses/field channels, sump wells, rising main, proper upkeep of suction and delivery pipe, other equipments installed at pump houses etc.
4. To maintain proper record of maintenance of the pumps and motors and other equipments, accessories installed in the pump houses.
5. To ensure regular and proper maintenance of the log book kept at the pump houses of the lift schemes.
6. To ensure upkeep of the premises of the water work and other structures within its premises.
7. To ensure safety and stability of the structures.
8. To supervise and ensure proper chlorinating of the work. For this purpose, the Work Inspector will have to be provided with water chlorinating kit and other materials such as bleaching powder etc.
9. To ensure periodical repairs and cleanliness of the Main and Sectoral and storage tanks.
10. To check and keep a proper record of the authorized water connections/public stands posts and inform the concerned JE about any pilferage. He is the representative of the department at the site of work and is expected to conduct himself with humility and dignity when dealing with the public at large or officers of other departments.
11. To have a vigil over the leakage and water waste in the water distribution lines and to plug the same in a prompt manner.
12. The field officers should take into confidence the presence of the Work Inspector while making the payments to the work charged/daily paid staff. The pay bills of the daily paid/work charged staff should be prepared on the verification of the attendance by the Work Inspector.
13. The T&P articles required for the maintenance of the sachems shall also remain under the charge of Work Inspector. Any loss to Government or danger to Government property by fraud, accident or any natural calamity should be reported by the concerned supervisory staff to the Junior Engineer.

HAND PUMPS

1. To ensure the routine maintenance of the hand pumps under his charge.
2. To maintain the history card of each hand pump under his charge on the prescribed format.

3. To intimate the location of the Hand Pumps requiring breakdown maintenance to the Junior Engineer and the Assistant Engineer as per prescribed format.

IRRIGATION SCHEMES

1. In addition to the duties assigned to the Work Inspector in proceeding paras, they will also be responsible to ensure the equitable distribution of water to the farmers in accordance with the Warabandi agreed to by the KVSs of the schemes.
2. To assist the revenue authorities in preparation of Khatonies for releasing the abiana charges. They will also be responsible to ensure proper upkeep and maintenance and distribution network and field channels of the schemes.
3. He will also be responsible to carry out any other duties assigned by the Assistant Engineer/Departmental Officers.

GENERAL DUTIES

1. He will ensure safety and storage of the materials of the department carted to the site of work so as to avoid any pilferage or loss of the department.
2. He will keep a vigil so as to ensure that no land/property assets of the department are encroached upon or damaged.
3. He will observe safety measures so as to avoid any injury to the workmen and to case of any injury to workmen, he will ensure immediate first aid by all possible means.

2. STORE CLERK

i) STORE MUNSHI

ii) STORE KEEPER

iii) ASSISTANT STORE KEEPER

1. He is responsible to assist the Junior Engineer in Charge in issue and receipt of material and maintenance of the store accounts and any other duty assigned by the junior Engineer as such preparation of completion plans , field books and maintenance of cement consumption register at works site.

3. SUREVEYOR

1. He is responsible to carry out surveying leveling plotting prepare contour plans and survey sheets and any other duty assigned by the Junior Engineer.

4. WATER WORKS CLERK

(OTHER CLUBBED CATEGORIES)

i) METER READER

ii) METER LEDGER CLERK

iii) BILL CLERK

1. He is responsible to make the reading of water meter and to prepare the bills and to maintain ledger.
2. He is also responsible to recover cash against bills. Any other duty assigned by the Junior Engineer.

5. IBC/PATWARI

- 1 He is responsible for booking of Irrigation demand and to prepare revenue papers and Khatonies for the collection of Abiana charges . Any other duty relating to revenue matter assigned by the Executive Engineer/ Assistant Engineer.

**6. COMPLAINT ATTENDANT
TELEPHONE ATTENDENT**

1. He is responsible to note down the Public Complaints and pass on the same to the concerned staff for compliance
2. He is also to responsible to maintain the register of complaints regarding water supply sewerage sanitary installations received on telephone otherwise and direct concerned staff to remove the complaints and to keep proper account of the receipt and disposal of the complaints.
3. He is responsible to submit the details to his Junior Engineer for review and further action to be taken .Any other duty assigned by the Junior Engineer..
4. He is responsible to attend the telephone and note down the Public complaints and pass on the same to the concerned staff for compliance.

7. FERRO PRINTER.

1. He is responsible to printout the drawings from the printing Machine.

INDUSTRIAL CLASS-IV POSTS

1. BELDAR (OTHER CLUBBED CATEGORIES)

Any of duties assigned by Junior Engineer .Miscellaneous unskilled jobs such as earth work , carriage of material , desalting of channels, washing and replacing of filter media , patrolling of pipe lines etc as assigned cleaning and up-keep of

installation area , treatment plants and pump chamber etc .The employment of this category should be confined to constructions and maintenance of various IPH Schemes.

i) SURVEY KHALASI (RE DESIGNATED AS BELDAR.

To keep the surveyor in carrying out the survey work and to carry the surveying instruments from store to site of survey and vice versa. To Keep the surveying instruments in neat and clean condition. Any other duty assigned by the surveyor or Junior Engineer.

ii) Bill Distributor (Re-designated as Beldar)

To distribute the water charges bills notice and other letters to the consumers and to keep proper account of their acknowledgement.

iii) Water Works Peon

To help/ assist the water works clerk and also to work as assigned to Bill distributors.

iv) Lab Attendent (Re-designated as Beldar)

To up-keep the Laboratory and to help the Chemist Assistant Chemist/ Research Assistant in water testing laboratories in I&PH Department. Any other duty assigned by the Research Assistant/ Chemist/ Assistant Chemist.

2. PUMP ATTENDENT

1. He is responsible to do miscellaneous jobs and to attend the running the Pumping machinery in short absence of the Pump Operator and to assist him in operation of the pumping machinery. Any other duty assigned by the Junior Engineer.

3. HELPER

(OTHER CLUBBED CATEGORIES)

1. To do miscellaneous unskilled job and to do manual work and to render help in operation and maintenance of IPH Schemes /Projects. To assist the electrician /Plumber/Fitter/ Masson etc. in the performance of his duties properly and to keep various tools in proper manner in neat and clean position. To carry tools and other required materials. Any other duty assigned by the Junior Engineer.

i) Pipelineman

To do miscellaneous unskilled jobs ,earth work making in walls and floor to operate the valves on various water supply /lines for the supply of drinking water to respective posts of the City/ Villages .

To petrol the water supply/ Irrigation lines. Any other duty assigned by the Junior Engineer.

ii) Patrolmen/Water Guard

As per-1 above duties to Beldar. Watch and ward of small water works and up-keep of area of water works/ disposal works etc .Any other duty assigned by the Junior Engineer.

iii) Keyman

To do miscellaneous unskilled jobs ,earth work making niche in walls and floor to operate the valves on various water supply /Irrigation lines for the supply of drinking water to respective posts of the City/ Villages .

To petrol the water supply/ Irrigation lines. Any other duty assigned by the Junior Engineer.

iv) Oilman

To do miscellaneous unskilled jobs of oil and grease of pumping machinery to help the Pump operator in operating of pumping machinery and maintaining cleanness in the pump chamber. Any other duty assigned by the Junior Engineer.

v) Fitter collie

To assist the respective artisans in the respective artisans in performance of his duties properly and to keep the various tools in proper manner in neat and clean position. To carry tools and other required materials for respective jobs. To do miscellaneous unskilled jobs earth work, making niche walls and floor. Any other duty assigned by the Junior Engineer.

vi) Valveman

To do miscellaneous unskilled jobs of oil and grease of pumping machinery to help the Pump operator in operating of pumping machinery and maintaining cleanness in the pump chamber. Any other duty assigned by the Junior Engineer.

vii) Regulator Jamadar

To do miscellaneous unskilled jobs ,earth work making niche in walls and floor to operate the valves on various water supply /Irrigation lines for the supply of drinking water to respective posts of the City/ Villages .

To petrol the water supply/ Irrigation lines. Any other duty assigned by the Junior Engineer.

viii) Pipe layer

To do miscellaneous unskilled jobs ,earth work making in walls and floor to operate the valves on various water supply /lines for the supply of drinking water to respective posts of the City/ Villages .

To petrol the water supply/ Irrigation lines. Any other duty assigned by the Junior Engineer.

ix) Assistant Fitter

To do miscellaneous unskilled jobs ,earth work making in walls and floor to operate the valves on various water supply /lines for the supply of drinking water to respective posts of the City/ Villages .

To petrol the water supply/ Irrigation lines. Any other duty assigned by the Junior Engineer.

4. MATE

1. He shall be responsible to help the Junior Engineer in the supervision quality control of works and other jobs relating to works, completion plan, Field Book, cement consumption register.
2. He shall also be responsible for workmanship of mortar and quality of work being done at site. Any other duty assigned by the Junior Engineer.

5. MALI

1. He shall be responsible to all garden operations including maintenance and take care of permanent feature of gardens such as Flowers, shrubs, hedges and trees including sweeping of and litter etc. from garden. Any other duty assigned by the Junior Engineer.

6. CLEANER

1. He shall be responsible to do the miscellaneous unskilled jobs to clear and grease the truck etc. to take care of material loaded in the truck and to assist the driver in proper maintenance of the struck. Any other duty assigned by the Junior Engineer.

7. COOK

1. He shall be responsible to prepare meals at Govt. Rest Houses and to serve the same to officers on tour. Any other duty assigned by the Junior Engineer.

8. LUSKER

1. He shall be responsible to watch and control for any tempering of Irrigation water in Command Area according to Barabandi. Any other duty assigned by the Junior Engineer.

9. BOAT OPERATOR

1. He shall be responsible to upkeep and operate the Boat and also to carry the Machines/material and laborers from one place to another through Boat. Any other duty assigned by the Junior Engineer.

10. UPHOLSTER

1. He shall be responsible to make cushion for sofa sets, chairs, mattresses for beds. App. Springs, padding, covers from materials such as cloth, silk leathers, Rexene etc. to articles of furniture to cut and make exterior cover, teak webbing insert padding, council the edges of materials by beading etc. To stitch curtains of any design whether fixed on rails or running on rollers, frilled or plain with or without lining.

11. FERRO KHALASI

He shall be responsible to do unskilled jobs and general assistance to workman on the Civil/Mechanical and electrical side. Any other duty assigned by the Junior Engineer.

12. FITTER ATTENDANT

1. He shall be responsible to assist the respective artisans in performance of his duties properly and to keep the various tools in proper manner in neat and clean position. To carry tools and other required material for the respective job.
2. To do miscellaneous unskilled jobs, earth work, making niches in walls and floor. Any other duty assigned by the Junior Engineer.

NON INDUSTRIAL CLASS-IV

1. CHOWKIDAR, WATCHMAN(CLUBBED WITH CHOWKIDAR)

1. He shall be responsible to watch and ward of small works, office and stores and up keep the area of water works/disposal works etc.

2. SWEEPER

1. He is responsible to clean the sewers and public lavatories.
2. To sweep Govt. office and Public place and to clean Govt. lavatories. Any other duty assigned by the Junior Engineer.

3. STORE ATTENDANT

1. He is responsible unskilled jobs such as carriage, re-handling and stacking of material. Any other duty assigned by the Junior Engineer.