



# **Role and Job chart of Assistant Executive Engineers and Role of Different Supervising Officers**



# Session objectives

- **Distinguish Job & Role**
- **Identify various units of I & CAD Dept.**
- **Explain the job chart of AEE working in designs**
- **Describe the job of QC AEE**
- **State the role of AEE as a Competent Authority of WUA**
- **Describe the role of Dy.EE in general**

# Job

- A Job is a **regular activity** performed in exchange for payment.
- A person usually begins a job by becoming an **employee** of an organization.
- If a person is trained for a certain type of job then he may become a **professional of that job**.
- **Job Chart** is a set of tasks to be performed
- The series of jobs a person holds in his life is called his **career**.



# Role

- **Role** is the duty to be delivered for completing the **assigned job**, Independently, or in coordination with other members of the team.
- In a given **job**, there may be many **roles**
- In case of formal information systems, where a rigid hierarchical structure exists, specific tasks are to be performed according to the level of the member.



# Job Chart of AEE-General

The job chart of A.E.Es **varies** depending on **the units** in which they are working.

Unit	Example
<b>Investigation</b>	<b>Inv. Circles, Hydrology circles,</b>
<b>Designs</b>	<b>CDO, Spl.Designs Circle, Designs circles of specific projects</b>
<b>Construction</b>	<b>jalayagnam, modernisation of projects etc.,</b>
<b>O &amp; M</b>	<b>Water regulation in Irrigation circles, FOs</b>
<b>L.I Schemes</b>	<b>Pump houses, Control systems, Captive sub-stations, transmission lines, Social Engineering</b>
<b>Mechanical units</b>	<b>Stores, Workshops, Maintenance of vehicles, etc.,</b>
<b>Other special units</b>	<b>WALAMTARI, APERL,</b>



# Job Chart- Investigation wing

- Plan for reconnaissance
- Collect project details, Topo sheets, Maps, Plans, Drawings etc., local data on general enquiry, details of materials, leads, etc.,
- Conduct preliminary investigation
- Soils, Hydrological, Geological
- Submit the field data for further analysis at appropriate level
- Conduct detailed field surveys
- Prepare line estimates/detailed estimates



# Job Chart of AEE-Designs wing

- **Design** the hydraulic structures based on the field data and prepare appropriate drawings.
- Put up designs and drawings for sanction with all documents such as an **office note, detailed design report etc.**, discussing briefly the design issues duly highlighting the guide lines and references followed.



# Job Chart AEEs-Constn.

- Prepare estimates
- Initiate action to commence the work by the agency as per agreement
- Monitor **progress** of work as per mile stones, APDSS, Agreement conditions, and QA&QC standards.
- Conduct QC related tests on soils, concrete etc.,
- Maintain different registers/records on site
- Submit progress reports
- Report any extraordinary events/accidents occur on site
- Coordinate with quality control staff
- Monitor safety and other amenities to workforce on site
- Recording **measurements** for the **works executed** in M-Books
- **Prepare of work bills**





# Job Chart of AEE-Operation & Maintenance

- Help FOs in preparation of estimates, canal operation plans and system maintenance plans and maintenance of other records in FOs
- Attend all meeting of FOs under his jurisdiction as CA
- Participate in walk through surveys to assess health of irrigation system along with FO, office bearers
- Attend to the irrigated area assessment work
- Maintain water tax accounts
- Coordinate with other line departments, viz Revenue, Agriculture
- Supervise water distribution among farmers
- Take certificatory measures incase of violations
- In [water regulation](#) the AEE has to monitor water supply and ensure entitlements to tail end.
- [Ensure](#) patrolling of canals and up keep of canals as per APFMIS Act
- [Protection](#) during natural disasters such as cyclones, floods and heavy rains/breaches.
- Act as flood conservancy staff of the concerned river basin in monsoon seasons (Flood Conservancy Act)



# Job Chart- QA & QC

- **Inspect** works executed by O&M and Project wings and ensure quality
- Conduct appropriate **field tests** during the execution of work.
- **Materials are to be tested** in prescribed laboratory and **certify** the results.



# Job chart of AEEs-Unit Offices

- The AEEs working in different offices of technical wings are basically called **case workers**.
- **Attend technical correspondence work**
- **Initiate files** on the proposals received from lower field offices and superior offices and put up the same for sanction.
- **Scrutiny of** Estimates and put up for sanction



# WALAMTARI & APERL

- The AEE working in WALAMTARI will be a in-house resource person and help in planning, designing and conducting trainings to Engineers and WUAs.
- Take up research work related to land and water management
- The AEEs working in APERL have to conduct laboratory tests and inspect sites to conduct Field tests and give certification.



# Job Chart AEEs-General-other aspects

- Custodian of
  - All records in the section
  - T&P
  - Machinery like vehicles etc.
- Render accounts & periodical returns regarding;
  - T & P
  - M.Book
  - Major and Minor 7F
- Correspondence with superior officers, peers and other departments as per empowerment.



# Job Chart of Supervising Officers-DEE

- Sub-divisional officer is an immediate superior to AEE. He **supervises** the work of 4-5 AEEs and report to EE.
- DEE **check measures** the measurements of all works irrespective of value, recorded by AEE and **recommends** the bills for payment by EE.
- DEE **evaluate the performance** of AEE and **review FNPRs**. Writes the **confidential reports** (CR) of AEE.
- DEE **writes B-Form PR** of all original works executed in sub division



# Job Chart of EE

## Administration

- Division Head, Drawing & Disbursing officer
- In-charge of works in the division
- Writes CRs of DEEs in the Division and counter signs the CRs of AEEs.
- Looks after the establishment matters of AEEs & DEEs and staff of division

## Works

- Powers to accord Technical **Sanction and fix** agencies up to a value of Rs.10 lakhs
- **Conclude & Operate the agreements** and penalize the contractor for delay in works.



# Job Chart of EE

- Pass or order to redo the work if not complying with the specifications and standards.
- Check measures the works costing more than Rs. 10 lakhs or as stipulated
- Bills passing authority and send bills for payment by PAO.
- Writes BFPR of all works costing more than Rs. 10 lakhs and send for review of SE.





# Job Chart of SE

- SE is immediate superior of EE and controls **circle** administration.
- Is competent to accord technical sanction for estimates valued up to **Rs. 50 lakhs**.
- Agreement **Concluding authority** for works above Rs.10 lakhs and no upper limit subject to approval by superior authority.
- He **super checks** works above Rs. 50 Lakhs and agreements concluded by him.



# Job Chart of SE

- Appointing authority for circle scale estt.,
- SE is competent to take administrative decisions in respect of **circle scale** establishment.
- Sanctions the **claims** of DEEs and EEs.
- Writes **confidential reports** of EEs and counter signs CRs of DEEs.
- **Review** the work of EEs and below cadre.
- Powers to **approve deviations** of works up to 10% over sanctioned value.
- **Reports** to CE/ENC.
- **Mentor** to all the staff within the Circle and is in-charge of **capacity building** through Field Training Centers



# Job Chart of CE/ENC

- The CE/ENC is the **project or unit head** and controls all circles in his/her jurisdiction.
- For all technical purposes, he/she is the HOD and reports to Government.
- Technical sanction powers **of Rs. 50 Lakhs and above** with out any upper limit, subject to administrative sanction by Govt.
- He controls administration with in the project and settle personal **claims of EEs and SEs** to extent of powers delegated.
- He **writes the CRs** of SEs and counter signing authority of CRs of EEs.
- He is over all in charge of all works with in the project and can **approve deviations** up to 15% over the sanction value.



# ENC,ADMN

- Designated HOD of I&CAD dept and full administrative control on establishment matters with in the State and reports to govt.
- Proposes for recruitment and allotment of AEEs
- Disciplinary authority up to the EE cadre. Transferring authority up to DEEs.
- All Administrative correspondence from Govt will be routed through ENC, ADMN.
- All representations from AEE to SE cadre, transfer requests and explanations on service matters will be processed through ENC office before sending to Govt.



# CONCLUSIONS

- The Assistant Executive Engineers joined in the I&CAD dept have the primary responsibility **to seek and know** their role and Job chart to begin the career in a sound platform and deliver effective services.
- It is also essential that they ought to know the role and job chart of their supervising officers for proper reporting and also **seek guidance** in discharging their duties
- If job chart and role is well understood, then there are **less chances** of committing **mistakes**
- In case of any doubt in discharge of duties, always seek guidance from immediate **senior colleague** (DEE)
- Always be guided by the **rule book/procedures** and not practices, however longer they might have been in vogue



# CONCLUSIONS

- When once you step in to **actual work** of AEE ,you will get much more clarity about your job chart, job role and job description.
- **Turn the page and learn the work** is a good saying in the department.
- Be positive, Think Positive and Act positive which leads to **Positive career** in I&CAD.
- The Govt, WUAs, and Society at large is eagerly awaiting **your service** to them. GO..Ahead





# Thank You

