QUALITY CONTROL AND TECHNICAL AUDIT
Manual-2
Powers and duties of officers and employees
{Section 4(1) b(ii)

S.No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1.	SE(QC&TA)	1. Supervision and control over the functioning of Quality Control and Technical Audit Unit.	Nil	Nil	To approve Inspection Programe of the month, Inspection Reports before communicating to field units and subsequent action for settlement of observations	To approve Inspection Programme of the month, Inspection Reports before communicating to field units and subsequent action for settlement of observations.
2.	Executive Engineer (QC&TA),Unit-I&II	1. Supervision and control over the functioning of Quality Control and Technical Audit Unit under respective jurisdiction.	Nil	Nil	-Submission of draft list of works for inspection and inspection reports for approval of SE(QC&TA). -To issue tests results of materials. -Submission of total material tests conducted whether passed/failed. Value addition for testing facilities to SE(QC&TA).	
3.	Asstt. Engineers(QC&TA) Unit-I	--	Nil	Nil	- Submission of draft list of works proposed to be inspected and draft observations. - To issue material testing reports to various divisions in r/o material received for testing. Also testing of building /road materials and submission of test results.	Submission of draft list of works proposed to be inspected and draft observations. - To issue material testing reports to various divisions in r/o material received for testing. Also testing of building /road materials and submission of test results.

	Asstt. Engineer(QC&TA) Unit-II	--	Nil	Nil	Submission of draft list of works proposed to be inspected and draft observations.	Submission of draft list of works proposed to be inspected and draft observations.
4.	Jr. Engineer(QC&TA) Unit-I, for Material Testing Laboratory at Vidyut Bhawan, Delhi	--	--	--	Testing of building/road materials and submitting test results	Testing of building/road materials and submitting test results.
5.	Sr. Assistant, SE(QC&TA) Office	--	--	--	As per post	Diary & Dispatch & procurement of stationery etc.