

# MANUAL-II CE(C-III)

## POWERS AND DUTIES OF OFFICER AND EMPLOYEES

### [SECTION 4(1)(B)(II)]

#### Powers and Duties of Officers and Staff

S. No.	Designation of Post					Duties attached
		Administrative	Financial	Statutory	Others	
1.	CE(C-III)	As per delegated powers by the Chairman under NDMC Act-1994	As per delegated powers by the Chairman under NDMC Act-1994	---	---	Smooth functioning of department controlled by CE(C-III)
2.	Addl. Chief Engineer(C)			---	---	Smooth functioning of department controlled by ACE(C)
3.	SE(PH)	-do-	-do-	---	---	Smooth functioning of department controlled by SE(PH)
4.	SE(Planning & Design)	-do-	-do-	--	---	Smooth functioning of department controlled by SE(P)

# MANUAL-II ACE

## POWERS AND DUTIES OF OFFICER AND EMPLOYEES

### [SECTION 4(1)(B)(II)]

#### Powers and Duties of Officers and Staff

S. No.	Designation of Post					Duties attached
		Administrative	Financial	Statutory	Others	
1.	ACE(C)	As per delegated powers by the Chairman under NDMC Act-1994	As per delegated powers by the Chairman under NDMC Act-1994	---	---	Smooth functioning of department controlled by ACE(C)
2.	SE(Planning & Design)	-do-	-do-	--	---	Smooth functioning of department controlled by SE(P)

# MANUAL-II SE(P)

## POWERS AND DUTIES OF OFFICER AND EMPLOYEES

### [SECTION 4(1)(B)(II)]

#### Powers and Duties of Officers and Staff

S. No.	Designation of Post					Duties attached
		Administrative	Financial	Statutory	Others	
1.	SE(P)	As per delegated powers by the Chairman under NDMC Act-1994	As per delegated powers by the Chairman under NDMC Act-1994	---	---	Smooth functioning of department controlled by SE(P)
2.	PA	Nil	Nil	Nil	Nil	To take dictation and typing and to maintain the record

# MANUAL-II SE(PH)

## POWERS AND DUTIES OF OFFICER AND EMPLOYEES

### [SECTION 4(1)(B)(II)]

#### Powers and Duties of Officers and Staff

S.No.	Designation of Post					Duties attached
		Administrative	Financial	Statutory	Others	
1.	SE(PH)	As per delegated powers by the Chairman under NDMC Act-1994	As per delegated powers by the Chairman under NDMC Act-1994	---	---	Smooth functioning of department controlled by SE(PH)
2.	PA	Nil	Nil	Nil	Nil	To take dictation and typing and to maintain the record

# MANUAL-II (Water Supply)

## POWERS AND DUTIES OF OFFICER AND EMPLOYEES

### [SECTION 4(1)(B)(II)]

#### Powers and Duties of Officers and Staff

S. No	Designation						Duties
		Administrative		Financial	Statutory	Others	
1	Ex. Engineer	-		Award of work against Tender			Maintenance of water supply system in NDMC area
	(Water Supply)						
			1	Upto Rs. 2 Lac for Maint. Work.			
			2	Upto Rs. 5 Lacs for original works			
			3	Upto Rs. 25 thousand for work/supply			
				Order against the sanctioned budget estimate			

# MANUAL-II (Sewerage Maintenance)

## POWERS AND DUTIES OF OFFICER AND EMPLOYEES

### [SECTION 4(1)(B)(II)]

#### Powers and Duties of Officers and Staff

S. No	Designation	Powers			Duties Attached	
		Administrative	Financial	Statutory	Others	
1.	<b>Executive Engineer (SM)</b>	As per delegation of powers circulated by NDMC.			Overall control of the sewerage maintenance division.	
2.	<b>Assistant Engineer (SM)</b>	----Nil----			Overall control of the sub-division including service centers for attending sewerage complaints/maintenance.	
3.	<b>Junior Engineer (SM)</b>	----Nil----			Control of the service centre and its staff deputed for attending sewerage complaint and regular cleaning of manholes etc.	
4.	<b>AAO (SM)</b>	----Nil----			Overall control on accounts matter and Preparation of NIT's, tender related functions and passing of bills, muster roll etc.	
5.	<b>HA(SM)</b>	----Nil----			Receipt and dispatch of dak in the division, arrangement of stationary, T&P records, issue of livery (Uniform) to the staff etc.	
6.	<b>H/D Man</b>	----Nil----			Checking of all the estimates, NIT's, Justifications etc. of the division.	
7.	<b>Sr. Assistant</b>	----Nil----			Working in the Accounts Branch/HA Branch of the division and performing various duties as assigned.	

8.	<b>Jr. Assistant/ Clerical Assistant</b>	----Nil----	Diary dispatch of the dak of the division/sub-division and maintaining all relevant records.
9.	<b>Sewer man</b>	----Nil----	Attending the day to day sewer complaints as per direction of JE-in-Chhare of the area under jurisdiction of (SM) Division.
10.	<b>Pump Operator</b>	----Nil----	Operating the boosting pumps at the Water stagnation Area and dewatering pumps at service centre of the division.
11.	<b>Mate</b>	----Nil----	Supervision of the Sewer complaints and material in the enquiry and site .
12.	<b>Beldar</b>	----Nil----	Attending the day to day sewer complaints as per direction of JE-in-Charge of the area under jurisdiction of (SM) Division.
13	<b>Driver</b>	----Nil----	Driving vehicles provided at service centers/control room for attending the all kind of complaints

# MANUAL -II (Sewerage Project)

## POWERS AND DUTIES OF OFFICER AND EMPLOYEES

### [SECTION 4(1)(B)(II)]

#### Powers and Duties of Officers and Staff

S. No	Designation	Power				Duties
		Administrative	Financial	Statutory	Others	
1.	E.E. ( S.P.)	Nil	Power given by Chairperson & Change time to time			
2.	AAO/S.P.	Nil	Power given by Chairperson & Change time to time			
3.	AE's	Nil	Nil			
4.	JE's	Nil	Nil			
5.	Jr Asstt.	Nil	Nil			
6.	Sr. Asstt.	Nil	Nil			
7.	Draft Man	Nil	Nil			
8.	Steno	Nil	Nil			

**Note : Substantive powers and duties for each position may be defined.**



# MANUAL-II EE(P-I)

## POWERS AND DUTIES OF OFFICER AND EMPLOYEES

### [SECTION 4(1)(B)(II)]

#### Powers and Duties of Officers and Staff

S.No.	Designation of Post					Duties attached
		Administrative	Financial	Statutory	Others	
1.	Executive Engineer P-I (Civil)	Sanction of CL subordinate staff  Internal arrangement of subordinate to achieve better results	NIL	---	---	Checking & scrutiny of estimates, NIT, tenders and work order etc. as per CPWD works manual and power delegated by competent authority under NDMC Act 1994
2.	Assistant Engineers (Civil)	Internal arrangement of subordinate to achieve better results	---	---	---	-do-
3.	Junior Engineers (Civil)	---	---	---	---	-do-
4.	Junior clerk	---	---	---	---	Diary/dispatch, procurement of stationery and to maintains the record
5.	Peon /Beldar	-	-	-	-	To delivered the dak and circulars and general work

# MANUAL-II EE(P-II)

## POWERS AND DUTIES OF OFFICER AND EMPLOYEES

### [SECTION 4(1)(B)(II)]

#### Powers and Duties of Officers and Staff

S. No.	Designation of Post					Duties attached
		Administrative	Financial	Statutory	Others	
1.	Executive Engineer P-II (Civil)	Sanction of CL subordinate staff  Internal arrangement of subordinate to achieve better results	NIL	---	---	Checking & scrutiny of estimates, NIT, tenders and work order etc. as per CPWD works manual and power delegated by competent authority under NDMC Act 1994
2.	Assistant Engineers (Civil)	Internal arrangement of subordinate to achieve better results	---	---	---	-do-
3.	Junior Engineers (Civil)	---	---	---	---	-do-
4.	senior clerk	---	---	---	---	Diary/dispatch, procurement of stationery and to maintains the record
5.	Peon/Beldar	-	-	-	-	To delivered the dak and circulars and general work

# MANUAL-II EE(P-III)

## POWERS AND DUTIES OF OFFICER AND EMPLOYEES

### [SECTION 4(1)(B)(II)]

#### Powers and Duties of Officers and Staff

S. No.	Designation of Post					Duties attached
		Administrative	Financial	Statutory	Others	
1.	Executive Engineer P-III (Civil)	---	NIL	---	---	Overall planning work of roads circle
2.	Assistant Engineers (Civil)	---	---	---	---	Overall planning work of roads circle
3.	Junior Engineers (Civil)	---	---	---	---	To assist in checking of estimates etc. of concerned Assistant Engineers (Civil)
6.	Junior clerk	---	---	---	---	Diary/dispatch, procurement of stationery

# MANUAL II (DESIGN)

## POWERS AND DUTIES OF OFFICER AND EMPLOYEES

### [SECTION 4(1)(B)(II)]

#### Powers and Duties of Officers and Staff

S. No.	Designation of post	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
1.	S.E.(Civil)	Sanction of CL of subordinate staff	Delegated vide No.Fin/2003/DP-II/1196/D dated 20.11.04	Nil	Nil	As per CPWD manual
2.	E.E. (Civil)	-do-	-do-	Nil	Nil	As per CPWD manual
3.	A.E.(Civil)	Nil	Nil	Nil	Nil	As per CPWD manual
4.	J.E. (Civil)	Nil	Nil	Nil	Nil	As per CPWD manual
5.	Clerical Assistant	Nil	Nil	Nil	Nil	Diary Dispatch & to maintain registers.
6.	Head D/Man Grade -I	Nil	Nil	Nil	Nil	To maintain records of old drawings and design files.
7.	D/Man	Nil	Nil	Nil	Nil	Prepare drawings
8.	Ferro Printer	Nil	Nil	Nil	Nil	Preparation of blue prints
9.	Peon/Beldar	Nil	Nil	Nil	Nil	To deliver the letters and files.