EE(ROADS-I) DIVISION

POWERS AND DUTIES OF OFFICER AND EMPLOYEES

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

S.	Designation of	Administrative	Financial	Statutory	Other	Duties
No	Post					Attached
1.	Executive Engineer (Road-I) (Civil)	To supervise the functioning and working of all the staff posted in the division/ sub division/ accounts branch/ HA branch etc. and to sanction casual leaves.	AS per delegatio ns of powers circulated by NDMC			Overall control of Road-I Division
2.	Assistant Engineers (Road-I)(Civil)	To supervise the functioning and working of all the staff posted in the sub division etc. and to sanction casual leaves of the workers.				Overall supervision of the area falling under the jurisdiction of concerned sub division including functioning of Junior Engineers posted under their control and supervision of execution of works, maintenance of records at sub division as well as service centers and distribution of workers judiciously for attending the complaints/ maintenance of roads/lanes/stre et furniture/ drainage
3.	Junior Engineers (Road-I)(Civil)					system etc. Control of service

					,
					centers and the
					staff posted their under and
					to attend
					complaints
					regarding/
					maintenance of
					roads/ lanes/
					street
					furniture/
					drainage system etc. and
					supervision of
					execution of
					works,
					maintenance of
					records thereof
					as
					well as of
					service center and
					distribution of
					workers
					judiciously.
4.	AAO		 	Budgetary	Overall control
	(Road-I)(Civil)			Control at	on accounts
				Overall	branch of
				control on	S.No.
				accounts branch of	Designation of Post Duties
				S.No.	attached
				Designation	Administrative
				of Post Duties	Financial
				attached	Statutory
				Administrative	Others
				Financial	divisional
				Statutory	level and
				Others divisional	to audit, scrutiny
				level and	and recommen
				to audit,	d to pass
				scrutiny	the bills/
				and	vouchers
				recommen	etc. including
				d to pass	accounting
				the bills/	thereof
				vouchers	the division
				etc. including accounting	including preparation of
				thereof	NIT's,
				_	tender and
					scrutiny of
					bill/vouchers
					etc. and
					other related functions
					related to
					accounts
					matters.
5.	JAO		 	Budgetary	Overall control
	(Road-I) Civil			Control at	on accounts
				divisional	branch of the
				level and to	division
				audit,	including
				scrutiny and recommend to	preparation of NIT's, tender
				pass the bills/	and scrutiny
				vouchers	of bill/vouchers
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			etc. including accounting thereof	etc. and other related functions related to accounts matters.
6.	H/D Man (Road-I)Civil	 	 	Checking of all estimates, NIT's, justifications etc. of the division and maintenance of RHR Records.
7.	H.A. (Road-I) Civil	 	 	Supervision of H.A. Branch including diary/ dispatch, procurement of stationery/Live ry and its disbursement to staff.

EE(ROADS-II) DIVISION

POWERS AND DUTIES OF OFFICER AND EMPLOYEES

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

S.	Designation of	Administrativ	Financial	Statutory	Other	Duties
No	Post	e				Attached
1.	Executive Engineer (Road-II) (Civil)	To supervise the functioning and working of all the staff posted in the division/ sub division/ accounts branch/ HA branch etc. and to sanction casual leaves.	AS per delegatio ns of powers circulated by NDMC			Overall control of R-II Division
2.	Assistant Engineers (Road-II)(Civil)	To supervise the functioning and working of all the staff posted in the sub division etc. and to sanction casual leaves of the workers.				Overall supervision of the area falling under the jurisdiction of concerned sub division including functioning of Junior Engineers posted

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					under their
					control
					and supervision
					of
					execution of
					works,
					maintenance of
					records at sub
					division as well
					as as
					service centers and
					distribution of
					workers
					judiciously
					for attending
					the
					complaints/
					maintenance of
					roads/lanes/stre
					et
					furniture/
					drainage
					system etc.
3.	Junior Engineers			 	Control of
	(Road-II)(Civil)				service
	(centers and the
					staff posted
					their under and
					to attend
					complaints
					regarding/
					maintenance of
					roads/ lanes/
					street
					furniture/
					drainage
					system etc. and
					supervision of
					execution of
					works,
					maintenance of
					records thereof
					as
					well as of
					service
					center and
					distribution of
					workers
4.	AAO			Budgotony	judiciously. Overall control
4.				 Budgetary Control at	on accounts
	(Road-II)(Civil)			Overall	branch of
				control on	S.No.
				accounts	Designation
				branch of	of Post Duties
				S.No.	attached
				Designation	Administrative
				of Post Duties	Financial
				attached	Statutory
				Administrative	Others
				Financial	divisional
				Statutory	level and
				Others	to audit,
				divisional	scrutiny
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				to audit,	d to pass
				scrutiny	the bills/
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					and	vouchers
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					d to pass	accounting
					the bills/	thereof
					vouchers	the division
					etc. including	including
					accounting	preparation of
					thereof	NIT's,
						tender and
						scrutiny of
						bill/vouchers
						etc. and
						other related
						functions
						related to
						accounts
						matters.
5.	JAO				Budgetary	Overall control
	(Road-II) Civil				Control at	on accounts
					divisional	branch of the
					level and to	division
					audit,	including
					scrutiny and	preparation of
					recommend to	NIT's, tender
					pass the bills/	and scrutiny
					vouchers	of bill/vouchers
					etc.	etc. and other
					including	related
					accounting	functions
					thereof	related to
						accounts
6						matters.
6.	H/D Man					Checking of all
	(Road-II)Civil					estimates,
						NIT's,
						justifications
						etc. of the
						division and
						maintenance of
						RHR Records.
7.	H.A.					Supervision of
	(Road-II) Civil					H.A. Branch
						including diary/
						dispatch,
						procurement of
						stationery/Live
						ry
						and its
						disbursement
						to staff.
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EE(ROADS-III) DIVISION

POWERS AND DUTIES OF OFFICER AND EMPLOYEES

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

S.	Designation of	Administrative	Financial	Statutory	Other	Duties
No	Post					Attached
1.	Executive Engineer (Road-III) (Civil)	To supervise the functioning and working of all the staff posted in the division/ sub division/ accounts branch/ HA branch etc. and to sanction casual leaves.	AS per delegatio ns of powers circulated by NDMC			Overall control of R-III Division
2.	Assistant Engineers (Road-III)(Civil)	To supervise the functioning and working of all the staff posted in the sub division etc. and to sanction casual leaves of the workers.				Overall supervision of the area falling under the jurisdiction of concerned sub division including functioning of Junior Engineers posted under their control and supervision of execution of works, maintenance of records at sub division as well as service centers and distribution of workers judiciously for attending the complaints/ maintenance of roads/lanes/stre et furniture/ drainage
3.	Junior Engineers (Road-III)(Civil)					system etc. Control of service

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5. JAO Budgetary Control at divisional level and to audit, scrutiny and recommend to pass the bills/ Overall control on accounts division preparation of NIT's, tender and scrutiny					
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pass the bills/ and scrutiny					
vouchers of bill/vouchers					
				vouchers	of bill/vouchers

			etc. including accounting thereof	etc. and other related functions related to accounts matters.
6.	H/D Man (Road-III)Civil	 	 	Checking of all estimates, NIT's, justifications etc. of the division and maintenance of RHR Records.
7.	H.A. (Road-III) Civil	 	 	Supervision of H.A. Branch including diary/ dispatch, procurement of stationery/Live ry and its disbursement to staff.

EE(ROADS-IV) DIVISION

POWERS AND DUTIES OF OFFICER AND EMPLOYEES

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

S.	Designation of	Administrative	Financial	Statutory	Other	Duties
No	Post					Attached
1.	Executive Engineer (Road-IV) (Civil)	To supervise the functioning and working of all the staff posted in the division/ sub division/ accounts branch/ HA branch etc. and to sanction casual leaves.	AS per delegatio ns of powers circulated by NDMC			Overall control of R-IV Division
2.	Assistant Engineers (Road-IV)(Civil)	To supervise the functioning and working of all the staff posted in the sub division etc. and to sanction casual leaves of the workers.				Overall supervision of the area falling under the jurisdiction of concerned sub division including functioning of Junior Engineers posted

		1	1	
				under their
				control
				and supervision
				of
				execution of
				works,
				maintenance of
				records at sub
				division as well
				as as
				service centers and
				distribution of
				workers
				judiciously
				for attending
				the
				complaints/
				maintenance of
				roads/lanes/stre
				et
				furniture/
				drainage
				system etc.
3.	Junior Engineers	 	 	Control of
	(Road-IV)(Civil)			service
	(10000 11)(0111)			centers and the
				staff posted
				their under and
				to attend
				complaints
				regarding/
				maintenance of
				roads/ lanes/
				street
				furniture/
				drainage
				system etc. and
				supervision of
				execution of
				works,
				maintenance of
				records thereof
				as
				well as of
				service
				center and
				distribution of
				workers
4.	AAO		Budgotony	judiciously. Overall control
4.		 	 Budgetary Control at	
	(Road-IV)(Civil)		Overall	on accounts branch of
			control on	S.No.
			accounts	Designation
			branch of	of Post Duties
			S.No.	attached
			Designation	Administrative
			of Post Duties	Financial
			attached	Statutory
			Administrative	Others
			Financial	divisional
			Statutory	level and
			Others	to audit,
			divisional	scrutiny
			level and	and recommen
			to audit,	d to pass
			scrutiny	the bills/
		1	Sciutify	

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				and	vouchers
				recommen	etc. including
				d to pass	accounting
				the bills/	thereof
				vouchers	the division
				etc. including	including
				accounting	preparation of
				thereof	NIT's,
					tender and
					scrutiny of
					bill/vouchers
					etc. and
					other related
					functions
					related to
					accounts
5.	JAO			Budgetary	matters. Overall control
٦.			 	Control at	on accounts
	(Road-IV) Civil			divisional	branch of the
				level and to	division
				audit,	including
				scrutiny and	preparation of
				recommend to	NIT's, tender
				pass the bills/	and scrutiny
				vouchers	of bill/vouchers
				etc.	etc. and other
				including	related
				accounting	functions
				thereof	related to
					accounts
			 		matters.
6.	H/D Man		 		Checking of all
	(Road-IV)Civil				estimates,
					NIT's,
					justifications
					etc. of the
					division and
					maintenance of
			 		RHR Records.
7.	H.A.		 		Supervision of
	(Road-IV) Civil				H.A. Branch
					including diary/
					dispatch,
					procurement of
					stationery/Live
					ry and its
					and its
					disbursement
					to staff.

EE(ROADS-V) DIVISION

POWERS AND DUTIES OF OFFICER AND EMPLOYEES

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

S.	Designation of	Administrative	Financial	Statutory	Other	Duties
No	Post					Attached
1.	Executive Engineer (Road-V) (Civil)	To supervise the functioning and working of all the staff posted in the division/ sub division/ accounts branch/ HA branch etc. and to sanction casual leaves.	AS per delegatio ns of powers circulated by NDMC			Overall control of R-V Division
2.	Assistant Engineers (Road-V)(Civil)	To supervise the functioning and working of all the staff posted in the sub division etc. and to sanction casual leaves of the workers.				Overall supervision of the area falling under the jurisdiction of concerned sub division including functioning of Junior Engineers posted under their control and supervision of execution of works, maintenance of records at sub division as well as service centers and distribution of workers judiciously for attending the complaints/ maintenance of roads/lanes/stre et furniture/ drainage
3.	Junior Engineers (Road-V)(Civil)					system etc. Control of service

				centers and the staff posted
				their under and
				to attend
				complaints
				regarding/
				maintenance of
				roads/ lanes/
				street
				furniture/ drainage
				system etc. and
				supervision of
				execution of
				works,
				maintenance of
				records thereof
				as well as of
				service
				center and
				distribution of
				workers
			-	judiciously.
4.	AAO	 	 Budgetary	Overall control
	(Road-V)(Civil)		Control at Overall	on accounts branch of
			control on	S.No.
			accounts	Designation
			branch of	of Post Duties
			S.No.	attached
			Designation	Administrative
			of Post Duties	Financial
			attached	Statutory
			Administrative Financial	Others divisional
			Statutory	level and
			Others	to audit,
			divisional	scrutiny
			level and	and recommen
			to audit,	d to pass
			scrutiny	the bills/
			and recommen	vouchers etc. including
			d to pass	accounting
			the bills/	thereof
			vouchers	the division
			etc. including	including
			accounting	preparation of
			thereof	NIT's, tender and
				scrutiny of
				bill/vouchers
				etc. and
				other related
				functions
				related to
				accounts
5.	JAO	 	 Budgetary	matters. Overall control
5.	(Road-V) Civil	 	 Control at	on accounts
			divisional	branch of the
			level and to	division
			audit,	including
			scrutiny and	preparation of
			recommend to	NIT's, tender
			pass the bills/	and scrutiny
1			vouchers	of bill/vouchers

			etc. including accounting thereof	etc. and other related functions related to accounts matters.
6.	H/D Man (Road-V)Civil	 	 	Checking of all estimates, NIT's, justifications etc. of the division and maintenance of RHR Records.
7.	H.A. (Road-V) Civil	 	 	Supervision of H.A. Branch including diary/ dispatch, procurement of stationery/Live ry and its disbursement to staff.

EE(CP) DIVISION

POWERS AND DUTIES OF OFFICER AND EMPLOYEES

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

S.	Designation of	Administrative	Financial	Statutory	Other	Duties
No	Post					Attached
1.	Executive Engineer (CP Division)	As per delegat	Overall control of (CP Division)			
2.	Assistant Engineers (CP Division)		Ni	Overall control of the sub-division including work assigned by the EE & Chief Engineer for the redevelopment of Connaught place.		
3.	Junior Engineers (CP Division)		Ni	Ι		Overall inspection of site, and work assigned by AE, EE & CE for the redevelopment of Connaught place.
4.	AAO (CP Divsion)				Budgetary Control at	Overall control on accounts

			- ·· ·	· · · · · · · · · · · · · · · · · · ·
			Overall control on accounts branch of S.No. Designation of Post Duties attached Administrative Financial Statutory Others divisional level and to audit, scrutiny and recommen d to pass the bills/ vouchers etc. including accounting thereof	branch of S.No. Designation of Post Duties attached Administrative Financial Statutory Others divisional level and to audit, scrutiny and recommen d to pass the bills/ vouchers etc. including accounting thereof the division including preparation of NIT's, tender and scrutiny of bill/vouchers
				etc. and other related functions related to accounts matters.
5.	JAO (CP Divsion)	 	 Budgetary Control at divisional level and to audit, scrutiny and recommend to pass the bills/ vouchers etc. including accounting thereof	Overall control on accounts matter and Preparation of NIT's, tender related functions and passing of bills, muster roll etc.
6.	H/D Man (CP Divison)	 	 	Checking of all the estimates, NIT's, Justifications etc. of the division.
7.	H.A. (CP DIvison)	 	 	Receipt and dispatch of dak in the division, arrangement of stationary, T&P records, issue of livery (Uniform) to the staff etc.
8.	Sr. Assistant (CP Divison)	Ni		Working in the Accounts Branch/HA Branch of the division and

EE(SWACHTA DIVISION)

POWERS AND DUTIES OF OFFICER AND EMPLOYEES [SECTION 4(1)(B)(II)]

S.	Designation of	Administrative	Financial	Statutory	Other	Duties Attached
No	Post					
1.	Executive Engineer (Swachta Division) (Civil)		AS per delegatio ns of powers circulated by NDMC (copy attached)			Overall control of (Swachta Division)
2.	Assistant Engineers (Swachta Division) (Civil)	To supervise the functioning and working of all the staff posted in the sub division etc. and to sanction casual leaves of the workers.				Overall supervision of Roads works
3.	Junior Engineers (Swachta Division) (Civil)					Overall in charge for supervision of Foot over Bridges, subways and underpass, procurement of mechanical road sweepers and road cycling event at central vista.
4.	AAO (Swachta Division) (Civil)				Control of divisional expenses and its accounting	Overall control on accounts including preparation of NIT's, tender related functions and all accounts matters.
5.	JAO (Swachta Division) (Civil)				Budgetary Control at divisional level and to audit, scrutiny and recommen d to pass the bills/ vouchers	Overall control on accounts branch of the division including preparation of NIT's, tender and scrutiny of bill/vouchers etc. and other related functions related to

			etc. including accounting thereof	accounts matters.
6.	H/D Man (Swachta Division) (Civil)	 	 	Checking of all estimates, NIT's, justifications etc. of the division and maintenance of RHR Records.
7.	H.A. (Swachta Division) (Civil)	 	 	Supervision of H.A. Branch including diary/ dispatch, procurement of stationery/Livery and its disbursement to staff.
8.	Sr. Assistant. (Swachta Division) (Civil)	 	 	To prepare and maintain all accounts including NIT's tender related functions and accounts matters.
9.	Clerical Assistant. (Swachta Division) (Civil)	 	 	Diary/Dispatch.

Manual-II (Road cutting)

Powers and duties of Officers and employees

Section 4(1) (b) (ii)

S. No.	Designation of Post	Powers	Duties attached
1.	Chief Engineer(Civil)-I	Overall Control of the zone/area falling under their jurisdiction	Approved the Road cutting and overall in-charges of Road Cutting Division.
2.	EE (Civil)(Road Cutting)	As per delegation of powers circulated by NDMC	Issue Road cut permission and overall in-charges of Road Cutting Division.
3.	AE (Civil) (Road Cutting)	NIL	Put-up the road cutting permission and other documents after completing all formalities.
4.	Sr. Assistant	NIL	Maintaining all record of road Cutting Division.

Manual-II

SE(R-South) to SE(R-North)

Powers and duties of officers and employees

{Section 4(I)(b)(ii)}

S.	Designation	Administrative	Financial	Statutory	Other	Duties Attached
No	of Post					
1.	E.E.	Sanction of Casual Leave of subordinate staff	Nil	Nil	Nil	Checking & scrutiny of estimates, NIT, tenders and work order etc. as per CPWD Works Manual
2.	A.E.	Nil	Nil	Nil	Nil	Do
3.	J.E	Nil	Nil	Nil	Nil	Do
4.	Daak Clerk	Nil	Nil	Nil	Nil	Diary Dispatch & to maintain registers.
5.	Peon	Nil	Nil	Nil	Nil	To deliver the daak

Manual II Sr. A.O. (W)-I

Powers and duties of officers and employees [Section 4 (I) (b) (ii)] Power and duties of officer and staff

S.	Designation of	Administrative	Financial	Statutory	Other	Duties Attached
No	Post					
1.	Chief Engineer(Civil-I)	As per delegation of Powers circulated by NDMC				
2.	S.E(Civil)					As per CPWD manual
3.	Sr. A.O.(W)					Do
4.	(a)AAO(W) in Sr.A.O. Office (b) AAO/JAO in divisional offices					Do
5.	EE (Civil)					
6.	AE(Civil)					
7.	JE(Civil)					
8.	Draftsman					

9.	Sr. Assistant	 	 	
10.	Junior Assistant	 	 	
11.	Daftry	 	 	
12.	Peon	 	 	

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

Manual II STORE(DIVISION)

Powers and duties of officers and employees [Section 4 (I) (b) (ii)] Power and duties of officer and staff

S.	Designation of	Administrative	Financial	Statutory	Other	Duties
No	Post					Attached
1.	E.E. (Stores)	Nil	Power given by			
			Chairperson &			
			Change time to time			
2.	AAO(Stores)	Nil	Power given by			
			Chairperson &			
			Change time to time			
3.	AE(Civil)					
4.	JE(Civil)					
5.	Draftsman					
6.	Sr. Assistant					
7.	Junior Assistant					
8.	Steno					

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