MANUAL-II

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

		Γ	T	1	
					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
	• • • •			D	judiciously.
4.	AAO	 		Budgetary	Overall control
	(Road-I)(Civil)			Control at	on accounts
				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
				level and	and recommen
				to audit,	d to pass
				scrutiny	the bills/
				and	vouchers
				recommen d to pass	etc. including 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-I) 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. 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.

MANUAL-II 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

exe v maint recor divisi servic distr w jud for a	der their control upervision of cution of cution of corks, tenance of cds at sub on as well as te centers and dibution of corkers dictiously attending the oplaints/
and s exe v maint recor divisi servic distr w jud for a con maint	upervision of cution of works, cenance of ds at sub on as well as ce centers and ibution of orkers iciously ottending the uplaints/
exe v maint recor divisi servic distr w jud for a	of cution of vorks, senance of rds at sub on as well as se centers and ibution of orkers iciously attending the applaints/
w maint record divisi service distress we just for a commaint	cution of vorks, senance of ods at sub on as well as ce centers and ibution of orkers iciously ottending the oplaints/
w maint record divisi service distress we just for a commaint	rorks, cenance of rds at sub on as well as ce centers and ibution of orkers iciously ottending the applaints/
maint recordivisi service distress we just for a commaint and commaint	tenance of ods at sub on as well as the centers and ibution of orkers iciously attending the applaints/
recordivisi service distr w jud for a	rds at sub on as well as ce centers and ibution of orkers iciously attending the aplaints/
divisi service distress of the service distribution of	on as well as ce centers and ibution of orkers iciously attending the uplaints/
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w jud for a commaint	ibution of orkers iciously attending the iplaints/
w jud for a commaint	orkers iciously ittending the iplaints/
jud for a con maint	iciously attending the aplaints/
con maint	nttending the nplaints/
con	the nplaints/
maint	nplaints/
maint	
	enance of
roads,	/lanes/stre
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	niture/
	ainage
	tem etc.
J	ntrol of
	ervice
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	f posted under and
	attend
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	arding/
	enance of
	s/ lanes/
	street
	niture/
	ainage
	m etc. and
	rvision of
	cution of
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	enance of
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	ell as of
	ervice
	iter and
	ibution of
	orkers iciously.
	all control
	accounts
	anch of
	S.No.
	ignation
	st Duties
	tached
	nistrative
	nancial
attached St	atutory
Administrative C	thers (
	/isional
	el and
	audit,
	crutiny
	ecommen
	to pass
scrutiny th	

				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
					matters.
5.	JAO	 		Budgetary	Overall control
	(Road-II) Civil			Control at	on accounts
	(Rodd II) CIVII			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-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.
		l	l		to stall.

MANUAL-II

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

		T		Γ	T	
						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
	•••				D	judiciously.
4.	AAO				Budgetary	Overall control
	(Road-III)(Civil)				Control at Overall	on accounts
						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	to audit,
					divisional	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	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-III) Civil				Control at	on accounts
					divisional	branch of the
					level and to	division
					audit,	including
					scrutiny and	preparation of
					recommend to pass the bills/	NIT's, tender
		İ	i e	l	i 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-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.

MANUAL-II 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

					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
					system etc.
3.	Junior Engineers		 		Control of
	(Road-IV)(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
					judiciously.
4.	AAO		 	Budgetary	Overall control
7.	(Road-IV)(Civil)		 = 	Control at	on accounts
	(NOGO IV)(CIVII)			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
				level and	and recommen
				to audit,	d to pass
		<u> </u>		scrutiny	the bills/

			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
				matters.
5.	JAO	 	 Budgetary	Overall control
	(Road-IV) Civil		Control at	on accounts
	(11044 17) 6.7		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
				disbursement
				to staff.

MANUAL-II

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

		•	T	1	
				 	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	440			Dudast	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	Others
				Financial	divisional
				Statutory	level and
				Others [']	to audit,
				divisional	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	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-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
				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.

MANUAL-II 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)		Nil			
3.	Junior Engineers (CP Division)	Nil				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	branch of
				control on	S.No.
				accounts	Designation
				branch of	of Post Duties
				S.No.	attached
				Designation	Administrative
				of Post Duties	Financial
				attached Administrative	Statutory Others
				Financial	divisional
				Statutory	level and
				Others	to audit,
				divisional	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	including
				accounting thereof	preparation of NIT's,
1					tender and
					scrutiny of
					bill/vouchers
					etc. and
					other related
					functions
					related to
					accounts
-	14.0			Decident	matters.
5.	JAO (CD Division)	 		Budgetary Control at	Overall control on accounts
	(CP Divsion)			divisional	matter and
				level and to	Preparation of
				audit,	NIT's, tender
				scrutiny and	related
				recommend to	functions
				pass the bills/	and passing of
				vouchers	bills, muster roll
				etc.	etc.
				including	
				accounting	
				thereof	
6.	H/D Man	 			Checking of all
	(CP Divison)				the estimates,
					NIT's,
1					Justifications etc. of the
					division.
7.	H.A.	 			Receipt and
/ .	(CP DIvison)				dispatch of
	(51 51413011)				dak in the
					division.
					division, arrangement of
					arrangement of
					arrangement of stationary, T&P
					arrangement of stationary, T&P records,
					arrangement of stationary, T&P records, issue of livery
8.	Sr. Assistant	Ni			arrangement of stationary, T&P records, issue of livery (Uniform)
8.	Sr. Assistant (CP Divison)	Ni	F		arrangement of stationary, T&P records, issue of livery (Uniform) to the staff etc.
8.		Ni			arrangement of stationary, T&P records, issue of livery (Uniform) to the staff etc. Working in the Accounts Branch/HA
8.		Ni			arrangement of stationary, T&P records, issue of livery (Uniform) to the staff etc. Working in the Accounts Branch/HA Branch of the
8.		Ni			arrangement of stationary, T&P records, issue of livery (Uniform) to the staff etc. Working in the Accounts Branch/HA

	performing various duties
	as assigned.

MANUAL-II 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.