

# MANUAL-II

## EE(ROADS-I) DIVISION

### POWERS AND DUTIES OF OFFICER AND EMPLOYEES

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

#### Powers and duties of officers and staff

| S. No | Designation of Post                 | Administrative                                                                                                                                                 | Financial                                       | Statutory | Other | Duties 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 delegations 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/street furniture/ drainage system etc. |
| 3.    | Junior Engineers (Road-I)(Civil)    | -----                                                                                                                                                          | -----                                           | -----     | ----- | 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<br>(Road-I)(Civil) | ----- | ----- | ----- | Budgetary Control at Overall control on accounts branch of S.No. Designation of Post Duties attached Administrative Financial Statutory Others divisional level and to audit, scrutiny and recommend to pass the bills/ vouchers etc. including accounting thereof | Overall control on accounts branch of S.No. Designation of Post Duties attached Administrative Financial Statutory Others divisional level and to audit, scrutiny and recommend 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<br>(Road-I) Civil  | ----- | ----- | ----- | Budgetary Control at divisional level and to audit, scrutiny and recommend 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.<br>including<br>accounting<br>thereof | etc. and other<br>related<br>functions<br>related to<br>accounts<br>matters.                                                                      |
| 6. | H/D Man<br>(Road-I) Civil | ----- | ----- | ----- | -----                                      | Checking of all<br>estimates,<br>NIT's,<br>justifications<br>etc. of the<br>division and<br>maintenance of<br>RHR Records.                        |
| 7. | H.A.<br>(Road-I) Civil    | ----- | ----- | ----- | -----                                      | Supervision of<br>H.A. Branch<br>including diary/<br>dispatch,<br>procurement of<br>stationery/Live<br>ry<br>and its<br>disbursement<br>to staff. |

## MANUAL-II

### EE(ROADS-II) DIVISION

#### POWERS AND DUTIES OF OFFICER AND EMPLOYEES

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

#### Powers and duties of officers and staff

| S.<br>No | Designation of<br>Post                  | Administrativ<br>e                                                                                                                                                                              | Financial                                                       | Statutory | Other | Duties<br>Attached                                                                                                                                                            |
|----------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | Executive Engineer<br>(Road-II) (Civil) | To supervise<br>the functioning<br>and working of<br>all the staff<br>posted in the<br>division/ sub<br>division/<br>accounts<br>branch/ HA<br>branch etc. and<br>to sanction<br>casual leaves. | AS per<br>delegatio<br>ns<br>of powers<br>circulated<br>by NDMC | -----     | ----- | Overall control<br>of R-II<br>Division                                                                                                                                        |
| 2.       | Assistant Engineers<br>(Road-II)(Civil) | To supervise<br>the<br>functioning<br>and working<br>of all the staff<br>posted in the<br>sub division<br>etc. and to<br>sanction<br>casual leaves<br>of the<br>workers.                        | -----                                                           | -----     | ----- | Overall<br>supervision<br>of the area<br>falling<br>under the<br>jurisdiction of<br>concerned sub<br>division<br>including<br>functioning of<br>Junior<br>Engineers<br>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/street furniture/ drainage system etc.                                            |
| 3. | Junior Engineers (Road-II)(Civil) | ----- | ----- | ----- | -----                                                                                                                                                                                  | 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 (Road-II)(Civil)              | ----- | ----- | ----- | Budgetary Control at Overall control on accounts branch of S.No. Designation of Post Duties attached Administrative Financial Statutory Others divisional level and to audit, scrutiny | Overall control on accounts branch of S.No. Designation of Post Duties attached Administrative Financial Statutory Others divisional level and to audit, scrutiny and recommended to pass the bills/                                                                                                            |

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

# MANUAL-II

## EE(ROADS-III) DIVISION

### POWERS AND DUTIES OF OFFICER AND EMPLOYEES

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

#### Powers and duties of officers and staff

| S. No | Designation of Post                   | Administrative                                                                                                                                                 | Financial                                       | Statutory | Other | Duties 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 delegations 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/street furniture/ drainage system etc. |
| 3.    | Junior Engineers (Road-III)(Civil)    | -----                                                                                                                                                          | -----                                           | -----     | ----- | 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<br>(Road-III)(Civil) | ----- | ----- | ----- | Budgetary Control at Overall control on accounts branch of S.No. Designation of Post Duties attached Administrative Financial Statutory Others divisional level and to audit, scrutiny and recommend to pass the bills/ vouchers etc. including accounting thereof | Overall control on accounts branch of S.No. Designation of Post Duties attached Administrative Financial Statutory Others divisional level and to audit, scrutiny and recommend 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<br>(Road-III) Civil  | ----- | ----- | ----- | Budgetary Control at divisional level and to audit, scrutiny and recommend 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.<br>including<br>accounting<br>thereof | etc. and other<br>related<br>functions<br>related to<br>accounts<br>matters.                                                                      |
| 6. | H/D Man<br>(Road-III) Civil | ----- | ----- | ----- | -----                                      | Checking of all<br>estimates,<br>NIT's,<br>justifications<br>etc. of the<br>division and<br>maintenance of<br>RHR Records.                        |
| 7. | H.A.<br>(Road-III) Civil    | ----- | ----- | ----- | -----                                      | Supervision of<br>H.A. Branch<br>including diary/<br>dispatch,<br>procurement of<br>stationery/Live<br>ry<br>and its<br>disbursement<br>to staff. |

**MANUAL-II**

**EE(ROADS-IV) DIVISION**

**POWERS AND DUTIES OF OFFICER AND EMPLOYEES**

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

**Powers and duties of officers and staff**

| <b>S.<br/>No</b> | <b>Designation of<br/>Post</b>             | <b>Administrative</b>                                                                                                                                                                           | <b>Financial</b>                                                | <b>Statutory</b> | <b>Other</b> | <b>Duties<br/>Attached</b>                                                                                                                                                    |
|------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.               | Executive Engineer<br>(Road-IV) (Civil)    | To supervise<br>the functioning<br>and working of<br>all the staff<br>posted in the<br>division/ sub<br>division/<br>accounts<br>branch/ HA<br>branch etc. and<br>to sanction<br>casual leaves. | AS per<br>delegatio<br>ns<br>of powers<br>circulated<br>by NDMC | -----            | -----        | Overall control<br>of R-IV<br>Division                                                                                                                                        |
| 2.               | Assistant<br>Engineers<br>(Road-IV)(Civil) | To supervise<br>the functioning<br>and working of<br>all the staff<br>posted in the<br>sub division<br>etc. and to<br>sanction<br>casual leaves<br>of the workers.                              | -----                                                           | -----            | -----        | Overall<br>supervision<br>of the area<br>falling<br>under the<br>jurisdiction of<br>concerned sub<br>division<br>including<br>functioning of<br>Junior<br>Engineers<br>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/street furniture/ drainage system etc.                                            |
| 3. | Junior Engineers (Road-IV)(Civil) | ----- | ----- | ----- | -----                                                                                                                                                                                  | 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 (Road-IV)(Civil)              | ----- | ----- | ----- | Budgetary Control at Overall control on accounts branch of S.No. Designation of Post Duties attached Administrative Financial Statutory Others divisional level and to audit, scrutiny | Overall control on accounts branch of S.No. Designation of Post Duties attached Administrative Financial Statutory Others divisional level and to audit, scrutiny and recommended to pass the bills/                                                                                                            |

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

# MANUAL-II

## EE(ROADS-V) DIVISION

### POWERS AND DUTIES OF OFFICER AND EMPLOYEES

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

#### Powers and duties of officers and staff

| S. No | Designation of Post                 | Administrative                                                                                                                                                 | Financial                                       | Statutory | Other | Duties 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 delegations 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/street furniture/ drainage system etc. |
| 3.    | Junior Engineers (Road-V)(Civil)    | -----                                                                                                                                                          | -----                                           | -----     | ----- | 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<br>(Road-V)(Civil) | ----- | ----- | ----- | Budgetary Control at Overall control on accounts branch of S.No. Designation of Post Duties attached Administrative Financial Statutory Others divisional level and to audit, scrutiny and recommend to pass the bills/ vouchers etc. including accounting thereof | Overall control on accounts branch of S.No. Designation of Post Duties attached Administrative Financial Statutory Others divisional level and to audit, scrutiny and recommend 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<br>(Road-V) Civil  | ----- | ----- | ----- | Budgetary Control at divisional level and to audit, scrutiny and recommend 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.<br>including<br>accounting<br>thereof | etc. and other<br>related<br>functions<br>related to<br>accounts<br>matters.                                                                      |
| 6. | H/D Man<br>(Road-V) Civil | ----- | ----- | ----- | -----                                      | Checking of all<br>estimates,<br>NIT's,<br>justifications<br>etc. of the<br>division and<br>maintenance of<br>RHR Records.                        |
| 7. | H.A.<br>(Road-V) Civil    | ----- | ----- | ----- | -----                                      | Supervision of<br>H.A. Branch<br>including diary/<br>dispatch,<br>procurement of<br>stationery/Live<br>ry<br>and its<br>disbursement<br>to staff. |

## MANUAL-II

### EE(CP) DIVISION

#### POWERS AND DUTIES OF OFFICER AND EMPLOYEES

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

#### Powers and duties of officers and staff

| S.<br>No | Designation of<br>Post                  | Administrative                                  | Financial | Statutory | Other                   | Duties<br>Attached                                                                                                                                             |
|----------|-----------------------------------------|-------------------------------------------------|-----------|-----------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | Executive Engineer<br>(CP Division)     | As per delegation of powers circulated by NDMC. |           |           |                         | Overall control<br>of (CP Division)                                                                                                                            |
| 2.       | Assistant<br>Engineers<br>(CP Division) | Nil                                             |           |           |                         | Overall control<br>of the<br>sub-division<br>including<br>work assigned<br>by the EE<br>& Chief<br>Engineer for the<br>redevelopment<br>of Connaught<br>place. |
| 3.       | Junior Engineers<br>(CP Division)       | Nil                                             |           |           |                         | Overall<br>inspection of<br>site, and work<br>assigned by AE,<br>EE & CE for the<br>redevelopment<br>of Connaught<br>place.                                    |
| 4.       | AAO<br>(CP Division)                    | -----                                           | -----     | -----     | Budgetary<br>Control at | Overall control<br>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 recommend 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 recommend 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<br>(CP Division)           | ----- | ----- | ----- | 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<br>(CP Division)       | ----- | ----- | ----- | -----                                                                                                                                                                                                                                         | Checking of all the estimates, NIT's, Justifications etc. of the division.                                                                                                                                                                                                                                                                                        |
| 7. | H.A.<br>(CP Division)          | ----- | ----- | ----- | -----                                                                                                                                                                                                                                         | 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<br>(CP Division) | Nil   |       |       |                                                                                                                                                                                                                                               | Working in the Accounts Branch/HA Branch of the division and                                                                                                                                                                                                                                                                                                      |

|  |  |  |                                        |
|--|--|--|----------------------------------------|
|  |  |  | performing various duties as assigned. |
|--|--|--|----------------------------------------|

# MANUAL-II

## EE(SWACHTA DIVISION)

### POWERS AND DUTIES OF OFFICER AND EMPLOYEES

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

#### Powers and duties of officers and staff

| S. No | Designation of Post                            | Administrative                                                                                                                          | Financial                                                       | Statutory | Other                                                                                                    | Duties Attached                                                                                                                                                     |
|-------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Executive Engineer (Swachta Division) (Civil)  | -----                                                                                                                                   | AS per delegations 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 recommended 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.<br>including<br>accounting<br>thereof | accounts matters.                                                                                                     |
| 6. | H/D Man<br>(Swachta Division)<br>(Civil)             | ----- | ----- | ----- | -----                                      | Checking of all estimates, NIT's, justifications etc. of the division and maintenance of RHR Records.                 |
| 7. | H.A.<br>(Swachta Division)<br>(Civil)                | ----- | ----- | ----- | -----                                      | Supervision of H.A. Branch including diary/ dispatch, procurement of stationery/Livery and its disbursement to staff. |
| 8. | Sr. Assistant.<br>(Swachta Division)<br>(Civil)      | ----- | ----- | ----- | -----                                      | To prepare and maintain all accounts including NIT's tender related functions and accounts matters.                   |
| 9. | Clerical Assistant.<br>(Swachta Division)<br>(Civil) | ----- | ----- | ----- | -----                                      | Diary/Dispatch.                                                                                                       |

## Manual-II (Road cutting)

### Powers and duties of Officers and employees

#### Section 4(1) (b) (ii)

#### Powers and duties of officers and staff.

| 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. No | Designation of Post | Administrative                                | Financial | Statutory | Other | Duties Attached                                                                             |
|-------|---------------------|-----------------------------------------------|-----------|-----------|-------|---------------------------------------------------------------------------------------------|
| 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. No | Designation of Post                                                  | Administrative                                 | Financial | Statutory | Other | Duties Attached    |
|-------|----------------------------------------------------------------------|------------------------------------------------|-----------|-----------|-------|--------------------|
| 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<br><br>(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**

| <b>S. No</b> | <b>Designation of Post</b> | <b>Administrative</b> | <b>Financial</b>                                 | <b>Statutory</b> | <b>Other</b> | <b>Duties Attached</b> |
|--------------|----------------------------|-----------------------|--------------------------------------------------|------------------|--------------|------------------------|
| 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.