210.2.3 Assistant Engineer, National highways

His duties shall be as per section 202.10

210.2.4 Assistant Executive Engineer, Quality control

In addition to duties as per section 202.8, he shall be responsible for the following.

- Ensure adherence to quality as per the IRC standards.
- Submit fortnightly Quality inspection reports of works to Superintending Engineer and concerned divisions.
- Any other duties assigned by the superior officers.

210.2.5 Assistant Engineer, Quality control

In addition to duties as per section 202.10, he shall assist the Assistant Executive Engineer, Quality Control, in all related activities as per IRC standards.

211 Projects

211.1 Chief Engineer, Projects

In addition to the duties as per section 202.1, he shall also have the following duties:

- 1. Manage any specialised projects as per agreement.
- Assign duties to his subordinate officers to manage Land Acquisition, Social Impacts, Quality Control, Environment, Safety and service procurement as per requirements.
- 3. Liaison with the external funding agencies for sanctions and payments.
- 4. Finalise Bid Documents for the project.

211.2 Superintending Engineer, Projects

In addition to the duties as per section 202.4, he shall also have the following duties:

- 1. Issuing direction and guidance of works as per agreement.
- Sanctioning bills and recommending for payment.
- 3. Reviewing Bid Documents for the project.

211.2.1 Executive Engineer, Projects

In addition to the duties as per section 202.6, he shall also have the following duties:

- 1. Overall supervision of works as per the agreement of KSTP.
- Timely transmission of bills and recommending for payment.
- 3. Scrutinizing preparation of Bid Documents for the project.

211.2.2 Assistant Executive Engineer, Projects

In addition to the duties as per section 202.8, he shall also have the following duties:

- Supervision of works as per the agreement.
- Timely checking of bills and recommending for payment.
- Assisting in preparation of Bid Documents for the project.

211.2.3 Assistant Engineer, Projects

In addition to the duties as per section 202.10, he shall also have the following duties:

- 1. Supervision of works as per the agreement.
- Timely verifying bills and recommending for payment.
- 3. Assisting in preparation of Bid Documents for the project.

212 Ministerial

212.1 Administrative Officer

He shall be under the direct control of Chief Engineer Administration & Designs Administration, and shall be responsible for all administrative matters in general. He shall also be responsible for the following:

- 1. The establishment matters including transfer and posting of all non-gazetted ministerial staff of PWD.
- To record opinion about members of the staff in their Confidential Reports, prepare the confidential reports of the Superintendents and Administrative Assistants and submit them direct to the Chief Engineer, Administration & Design.
- To sanction destruction of old records of the headquarters unit as laid down in the Manual of Office Procedure.
- To dispose off papers of routine nature.
- To address Government on poutine matters and to communicate with Government on all matters on the lines of the Chief Engineer's orders.
- To address the Accountant General direct in all matters except in cases where the provisions of the concerned Acts or Rules there under require that the orders and instruments have to be signed by the Chief Engineer himself.
- To organise and distribute work in the headquarters unit in respect of staff whom he in competent to appoint.

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SJ Ball

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