



Government of Punjab
Department of Water Supply and Sanitation
(B&R II Branch)

Office Order

National Policy on Rural Drinking Water programme aims to provide every rural person with adequate water for drinking, cooking and other domestic needs on a sustainable basis. The department of Water Supply & Sanitation (DWSS) endeavours to achieve this objective and ensure permanent drinking water security in rural Punjab by empowering the PRIs, particularly Gram Panchayats to plan, implement and manage their own water supply systems. DWSS has adopted a service delivery approach for ensuring the sustainability of rural drinking water services in the State of Punjab. DWSS has changed its role from construction-centric to a service-delivery oriented department.

Thus, the responsibility of Engineers has undergone a paradigm shift. With the advent of water sustainability, it is now realised that, development and economic progress cannot be the sole objective of Engineers. They have to now perform an additional role of securing the future water sector at large. The Engineers will have to undertake multifarious duties from construction engineering to social engineering including acting as HRD/IEC specialist in the changed scenario. The department needs to redefine a different set of roles and responsibilities for all Engineers to improve co-ordination and harmonization with social activities to be undertaken at village level and capacity building of community.

In view of the above, the revised Job Descriptions for Chief Engineers, Superintending Engineers, Executive Engineers, Sub Divisional Engineers are hereby notified. DWSS Engineers will now re-orient towards service delivery, with responsibility for monitoring service delivery in groups of villages located in their area of operation.

These orders shall come into force with immediate effect.

Dated, Chandigarh, the
14-09-2018

Jaspreet Talwar, IAS
Secretary to Government of Punjab
Department of Water Supply & Sanitation

Revised Job Descriptions

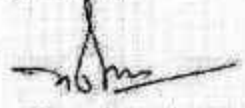
1. Annexure A- Rules and Responsibilities of Chief Engineers.
2. Annexure B- Rules and Responsibilities of Superintending Engineers.
3. Annexure C- Rules and Responsibilities of Executive Engineers.
4. Annexure D- Rules and Responsibilities of Sub Divisional Engineers.

Endst. No.1/83/2018-3b&R2/ 891-896

Dated: Chandigarh 14/09/2018

A copy is forwarded to the following for information and necessary action:-

1. Accountant General (A&E) (Audit) Punjab, Chandigarh
2. HOD, Department of Water Supply and Sanitation, Phase-2, SAS Nagar (Mohali)
3. Chief Engineer (North, Central, South), Department of Water Supply and Sanitation Patiala.
4. All Deputy Commissioners in the State of Punjab.
5. All the Superintending Engineers of Water Supply and Sanitation Circles.
6. All the Executive Engineers of Water Supply and Sanitation Divisions.


Superintendent

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Roles and Responsibilities of Chief Engineers

Role and Responsibilities:

1. The Chief Engineer will be responsible for preparing and implementing the water supply and sanitation (including sewerage) plans for all villages /allocated towns/NAC's in the zone in consultation with field officers, community and public representatives
2. Ensure optimal and cost effective designing of schemes .
3. Identify advanced treatment technologies and new materials in water supply and sanitation sector . Guide his/her/er team of officers and officials in the development and demonstration of identified technologies and materials at pilot and roll out stage .
4. Supervise and monitor the procurement , construction and up- gradation of water supply and sewerage schemes (managed by Department of Water Supply and Sanitation (DWSS) and Gram Panchayats (GP's) / Gram Panchayat Water and Sanitation Committees(GPWSC)) falling under the allocated zone .
5. The Chief Engineer shall ensure compliance with procurement guidelines in procurement of goods , services and works and ensure proper maintenance of records.
6. The Chief Engineers shall ensure compliance with quality standards in construction of schemes , supply of goods and providing of services.
7. The Chief Engineer shall work for achievement of specified service delivery parameters in all water supply and sewerage schemes (DWSS and GP/GPWSC managed) in the allocated zone .
8. Ensure regular water quality monitoring and compliance with water quality mitigation measures at all schemes .
9. Ensure sustainability of Open Defecation Free status of the villages falling under the allocated zone .
10. The Chief Engineer shall ensure proper operation& maintenance and sustainability of water supply , sewerage , Reverse Osmosis plants and retrofitted units in quality affected villages .
11. The Chief Engineer shall ensure proper operation and maintenance of large surface water supply schemes falling in the zone .

12. The Chief Engineer shall monitor revenue collection, deposit and ensure full recovery in the zone (for DWSS / GP/GPWSC managed schemes) and deposit of the same in a time bound manner as per financial rules.
13. The Chief Engineer shall ensure that O&M expenditure is made as per guidelines.
14. Ensure filing of timely replies to all legal notices and proper preparation of replies and follow up in all court cases and arbitration matters.
15. The Chief Engineer shall monitor electricity expenditure of schemes and analyze electricity charges viz-e-viz pumping hours of schemes and number of water supply connections and ensure optimum energy consumption for pumping of water and running of other services.
16. The Chief Engineer shall be responsible for managing, supervising and supporting all the social, technical, managerial and financial activities in all sectional/ sub divisional/divisional, circle offices of the zone as well as in the zonal office.
17. Promote water conservation and rain water harvesting in the zone.
18. Ensure training and skill up-gradation of staff based on sector challenges.
19. Ensure regular training and handholding of GPs/GPWSCs and other stake holders to ensure sustainable operation of water supply and sanitation services.
20. Ensure submission of all periodical reports and returns including regular updation of management information system (MIS).
21. Undertake social and IEC activities in their jurisdiction as devised by DWSS for various projects.
22. Ensure compliance with all environmental and social safeguards for all water supply and sewerage schemes.
23. Inspect water supply and sanitation schemes regularly including ongoing works.
24. Review and timely redressal of complaints relating to water supply and sanitation services received in the zone directly, or through Shikyat Nivaran Kendra
25. The Chief Engineer shall ensure submission of budget estimates, revised estimates and expenditure statements of all budget Heads of Accounts in respect of his/her Zone.
26. The Chief Engineer shall ensure timely submission of annotated reply of CAG/ PAC and IAO (R) Audit Paras in respect of his/her Zone and compliance with the observations of the auditing agencies.
27. The Chief Engineer shall ensure compliance with all financial, fiduciary and audit guidelines in respect of expenditure incurred in the zone.

28. To Ensure proper accounting and utilization of funds allocated , submission of utilization certificates and reconciliation of unspent funds .
29. Chief Engineer shall monitor progress of Deposit Works/ Govt Works regularly and ensure its completion in a time bound manner in accordance with guidelines.
30. To perform all other duties and functions mentioned in the PWD codal rules , manual of orders and other guidelines issued by Punjab Government from time to time .

Roles and Responsibilities of Superintending Engineers

Role and Responsibilities:

1. The Superintending Engineer will be responsible for preparing and implementing the water supply and sanitation (including sewerage) plans for all villages /allocated towns/NAC's in the circle in consultation with field officers, community and public representatives
2. Ensure optimal and cost effective designing of schemes .
3. Identify advanced treatment technologies and new materials in water supply and sanitation sector. Guide his/her/ her team of officers and officials in the development and demonstration of identified technologies and materials at pilot and roll out stage .
4. Supervise and monitor the procurement , construction and up- gradation of water supply and sewerage schemes (managed by Department of Water Supply and Sanitation (DWSS) and Gram Panchayats (GP's)/Gram Panchayat Water and Sanitation Committees(GPWSC)) falling under the allocated circle .
5. The Superintending Engineer shall ensure compliance with procurement guidelines In procurement of goods , services and works and ensure proper maintenance of records.
6. The Superintending Engineers shall ensure compliance with quality standards in construction of schemes , supply of goods and providing of services.
7. The Superintending Engineer shall work for achievement of specified service delivery parameters in all water supply and sewerage schemes (DWSS and GP/GPWSC managed) in the allocated circle .
8. Ensure regular water quality monitoring and compliance with water quality mitigation measures at all schemes .
9. Ensure sustainability of Open Defecation Free status of the villages falling under the allocated circle .
10. The Superintending Engineer shall ensure proper operation& maintenance and sustainability of water supply , sewerage , Reverse Osmosis plants and retrofitted units in quality affected villages .
11. The Superintending Engineer shall ensure proper operation and maintenance of large surface water supply schemes falling in the circle .

12. The Superintending Engineer shall monitor revenue collection, deposit and ensure full recovery in the circle (for DWSS / GP/GPWSC managed schemes) and deposit of the same in a time bound manner as per financial rules.
13. The Superintending Engineer shall ensure that O&M expenditure is made as per guidelines.
14. Ensure filing of timely replies to all legal notices and proper preparation of replies and follow up in all court cases and arbitration matters.
15. The Superintending Engineer shall monitor electricity expenditure of schemes and analyze electricity charges viz-e-viz pumping hours of schemes and number of water supply connections and ensure optimum energy consumption for pumping of water and running of other services.
16. The Superintending Engineer shall be responsible for managing, supervising and supporting all the social, technical, managerial and financial activities in all sectional/ sub divisional/divisional offices of the circle as well as in the circle office.
17. Promote water conservation and rain water harvesting in the circle .
18. Ensure training and skill up-gradation of staff based on sector challenges.
19. Ensure regular training and handholding of GPs/GPWSCs and other stake holders to ensure sustainable operation of water supply and sanitation services .
20. Ensure submission of all periodical reports and returns including regular updation of management information system (MIS).
21. Undertake social and IEC activities in their jurisdiction as devised by DWSS for various projects.
22. Ensure compliance with all environmental and social safeguards for all water supply and sewerage schemes .
23. Inspect water supply and sanitation schemes regularly including ongoing works.
24. Review and timely redressal of complaints relating to water supply and sanitation services received in the circle directly , or through Shikyat Nivaran Kendra
25. The Superintending Engineer shall ensure submission of budget estimates, revised estimates and expenditure statements of all budget Heads of Accounts in respect of his/her Circle.
26. The Superintending Engineer shall ensure timely submission of annotated reply of CAG/ PAC and IAO (R) Audit Paras in respect of his/her Circle and compliance with the observations of the auditing agencies .

27. The Superintending Engineer shall ensure compliance with all financial , fiduciary and audit guidelines in respect of expenditure incurred in the circle .
28. To Ensure proper accounting and utilization of funds allocated , submission of utilization certificates and reconciliation of unspent funds .
29. Superintending Engineer shall monitor progress of Deposit Works/ Govt Works regularly and ensure its completion in a time bound manner in accordance with guidelines.
30. To perform all other duties and functions mentioned in the PWD codal rules , manual of orders and other guidelines issued by Punjab Government from time to time .

Roles and Responsibilities of Executive Engineers

Role and Responsibilities:

1. The Executive Engineer will be responsible for preparing and implementing the water supply and sanitation (including sewerage) plans for all villages /allocated towns/NAC's in the division in consultation with field officers, community and public representatives
2. Ensure optimal and cost effective designing of schemes .
3. Supervise and monitor the procurement , construction and up- gradation of water supply and sewerage schemes (managed by Department of Water Supply and Sanitation (DWSS) and Gram Panchayats (GP's) / Gram Panchayat Water and Sanitation Committees(GPWSC)) falling under the allocated division .
4. The Executive Engineer shall ensure compliance with procurement guidelines in procurement of goods , services and works and ensure proper maintenance of records.
5. The Executive Engineers shall ensure compliance with quality standards in construction of schemes , supply of goods and providing of services.
6. The Executive Engineer shall work for achievement of specified service delivery parameters in all water supply and sewerage schemes (DWSS and GP/GPWSC managed) in the allocated division .
7. Ensure regular water quality monitoring and compliance with water quality mitigation measures at all schemes .
8. Ensure sustainability of Open Defecation Free status of the villages falling under the allocated division .
9. The Executive Engineer shall ensure proper operation& maintenance and sustainability of water supply , sewerage , Reverse Osmosis plants and retrofitted units in quality affected villages .
10. The Executive Engineer shall ensure proper operation and maintenance of large surface water supply schemes falling in the division .
11. The Executive Engineer shall monitor revenue collection, deposit and ensure full recovery in the division (for DWSS / GP/GPWSC managed schemes) and deposit of the same in a time bound manner as per financial rules.
12. The Executive Engineer shall ensure that O&M expenditure is made as per guidelines.

13. Ensure filing of timely replies to all legal notices and proper preparation of replies and follow up in all court cases and arbitration matters.
14. The Executive Engineer shall monitor electricity expenditure of schemes and analyze electricity charges viz-e-viz pumping hours of schemes and number of water supply connections and ensure optimum energy consumption for pumping of water and running of other services.
15. Ensure that electricity bills of water supply schemes are deposited on regular basis to avoid penalty and surcharge.
16. The Executive Engineer shall be responsible for managing, supervising and supporting all the social, technical, managerial and financial activities in all sectional/ sub divisional offices of the division as well as in the division office.
17. Promote water conservation and rain water harvesting in the division .
18. Ensure training and skill up-gradation of staff based on sector challenges in the division.
19. Ensure regular training and handholding of GPs/GPWSCs and other stake holders to ensure sustainable operation of water supply and sanitation services .
20. Ensure submission of all periodical reports and returns including regular updation of management information system (MIS).
21. Undertake social and IEC activities in their jurisdiction as devised by DWSS for various projects.
22. Ensure compliance with all environmental and social safeguards for all water supply and sewerage schemes .
23. Inspect water supply and sanitation schemes regularly including ongoing works.
24. Review and timely redressal of complaints relating to water supply and sanitation services received in the division directly , or through Shikyat Nivaran Kendra.
25. The Executive Engineer shall ensure submission of budget estimates, revised estimates and expenditure statements of all budget Heads of Accounts in respect of his/her Division .
26. The Executive Engineer shall ensure timely submission of annotated reply of CAG/ PAC and IAO (R) Audit Paras in respect of his/her Division and compliance with the observations of the auditing agencies .
27. The Executive Engineer shall ensure compliance with all financial , fiduciary and audit guidelines in respect of expenditure incurred in the division .

28. To Ensure proper accounting and utilization of funds allocated , submission of utilization certificates and reconciliation of unspent funds .
29. Executive Engineer shall monitor progress of Deposit Works/ Govt Works regularly and ensure its completion in a time bound manner in accordance with guidelines.
30. To perform all other duties and functions mentioned in the PWD codal rules , manual of orders and other guidelines issued by Punjab Government from time to time .

Roles and Responsibilities of Sub Divisional Engineers

Role and Responsibilities:

1. The Sub Divisional Engineer will be responsible for preparing and implementing the water supply and sanitation (including sewerage) plans for all villages /allocated towns/NAC's in the sub division in consultation with field officers, community and public representatives
2. Ensure optimal and cost effective designing of schemes .
3. Supervise and monitor the procurement , construction and up- gradation of water supply and sewerage schemes (managed by Department of Water Supply and Sanitation (DWSS) and Gram Panchayats (GP's) / Gram Panchayat Water and Sanitation Committees(GPWSC)) falling under the allocated sub division .
4. The Sub Divisional Engineer shall ensure compliance with procurement guidelines in procurement of goods , services and works and ensure proper maintenance of records.
5. The Sub Divisional Engineers shall ensure compliance with quality standards in construction of schemes , supply of goods and providing of services.
6. The Sub Divisional Engineer shall work for achievement of specified service delivery parameters in all water supply and sewerage schemes (DWSS and GP/GPWSC managed) in the allocated sub division .
7. Ensure regular water quality monitoring and compliance with water quality mitigation measures at all schemes .
8. Ensure sustainability of Open Defecation Free status of the villages falling under the allocated sub division .
9. The Sub Divisional Engineer shall ensure proper operation& maintenance and sustainability of water supply , sewerage , Reverse Osmosis plants and retrofitted units in quality affected villages .
10. The Sub Divisional Engineer shall ensure proper operation and maintenance of large surface water supply schemes falling in the sub division .
11. The Sub Divisional Engineer shall monitor revenue collection, deposit and ensure full recovery in the sub division (for DWSS / GP/GPWSC managed schemes) and deposit of the same in a time bound manner as per financial rules.

12. The Sub Divisional Engineer shall ensure that O&M expenditure is made as per guidelines.
13. Ensure filing of timely replies to all legal notices and proper preparation of replies and follow up in all court cases and arbitration matters.
14. The Sub Divisional Engineer shall monitor electricity expenditure of schemes and analyze electricity charges viz-e-viz pumping hours of schemes and number of water supply connections and ensure optimum energy consumption for pumping of water and running of other services.
15. Ensure that electricity bills of water supply schemes are deposited on regular basis to avoid penalty and surcharge.
16. The Sub Divisional Engineer shall be responsible for managing, supervising and supporting all the social, technical, managerial and financial activities in all sectional offices of the sub division as well as in the sub division office.
17. Promote water conservation and rain water harvesting in the sub division .
18. Ensure training and skill up-gradation of staff based on sector challenges in the sub division.
19. Ensure regular training and handholding of GPs/GPWSCs and other stake holders to ensure sustainable operation of water supply and sanitation services .
20. Ensure submission of all periodical reports and returns including regular updation of management information system (MIS).
21. Undertake social and IEC activities in their jurisdiction as devised by DWSS for various projects.
22. Ensure compliance with all environmental and social safeguards for all water supply and sewerage schemes .
23. Inspect water supply and sanitation schemes regularly including ongoing works.
24. Review and timely redressal of complaints relating to water supply and sanitation services received in the sub division directly , or through Shikyat Nivaran Kendra.
25. The Sub Divisional Engineer shall ensure submission of budget estimates, revised estimates and expenditure statements of all budget Heads of Accounts in respect of his/her Sub division .
26. The Sub Divisional Engineer shall ensure timely submission of annotated reply of CAG/ PAC and IAO (R) Audit Paras in respect of his/her Sub division and compliance with the observations of the auditing agencies .

27. The Sub Divisional Engineer shall ensure compliance with all financial, fiduciary and audit guidelines in respect of expenditure incurred in the sub division .
28. To Ensure proper accounting and utilization of funds allocated , submission of utilization certificates and reconciliation of unspent funds .
29. Sub Divisional Engineer shall monitor progress of Deposit Works/ Govt Works regularly and ensure its completion in a time bound manner in accordance with guidelines.
30. To perform all other duties and functions mentioned in the PWD codal rules , manual of orders and other guidelines issued by Punjab Government from time to time .
