



GOVERNMENT OF ASSAM  
PANCHAYAT AND RURAL DEVELOPMENT (B) DEPARTMENT, ASSAM  
DISPUR ::::::::::: GUWAHATI-06

Dated Dispur, the 18<sup>th</sup> November 2021

ORDERS BY THE GOVERNOR  
NOTIFICATION

**No.PR.D-12/52/2021-PRD(B)/8:** The Governor of Assam is pleased to notify the following job charts of Executive Engineer, Assistant Executive Engineer, Assistant Engineer, Junior Engineer and Accredited Engineer for proper implementation, supervision and monitoring of works of different programmes under Panchayat & Rural Development Department so as to ensure the time bound creation of durable, productive and quality assets:

**Job Chart of Executive Engineer:**

1. To be responsible as a technical head for design, implementation, quality monitoring and corrective steps for implementation of works under different programmes of Panchayat & Rural Development Department in the district;
2. To accord Technical Sanctions of original works and special repairs (exclusive departmental Charge) up to ₹ 50.00 Lakh, considering programme-wise permissible work lists, works/activities in the negative list and respective schematic guidelines only, as per the Notification of the Finance Department No. FEB.39/2021/1(U/O) Dated 18<sup>th</sup> June' 2021. It should be ensured that no technical sanction is issued without mentioning the estimated period of completion (maximum one year) and expected outcomes in it. Technical Sanction should not be given to the work which is split up. The technical standards must be strictly adhered to ensure durability and productivity. Vetting should be obtained on the estimate costing more than ₹ 20.00 lakh from the concerned competent department prior to accord technical sanction;
3. To visit the worksite at least once during execution or within one year of the completion of the work for which he/she has accorded technical sanction and submit a report on the work;
4. To act as a District Quality Monitor. He/She will advise/suggest corrective measures of the works and implementation of the same shall be ensured;
5. To monitor at least 3% of the ongoing works (Monitoring of ongoing work should be done in two stages i.e., during execution and after completion) and to evaluate at least 3% of the completed works under different programmes in each development block and submit a monthly detailed report to the Chief Executive Officer, Zilla Parishad / Project Director, District Rural Development Agency of the district with a copy to the Deputy Commissioner of the district;
6. To assist the Chief Executive Officer, Zilla Parishad / Project Director, District Rural Development Agency of the district in discharging his/her functions;
7. To provide technical assistance to Chief Executive Officer, Zilla Parishad / Project Director, District Rural Development Agency of the district in inviting of all quotations/tenders for leasing of assets such as Ghat, Bazar etc., for supplying of materials and/or services and for execution of works as per Assam Public Procurement Rules, 2020 and SOPs on procurement under different schemes if any;
8. To accept all tenders with value more than ₹ 10.00 Lakh and upto ₹ 50.00 Lakh as per Notification of the Finance Department No. FEB.39/2021/2(B/S) Dated 7<sup>th</sup> September'2021;
9. To conduct a monthly technical meeting with all Assistant Executive Engineers of the district on the 1st working day of the month on the issues in implementation of works, if any, including the status of the works in details and the minutes of the meeting will be shared with the Chief Executive Officer, Zilla Parishad / Project Director, District Rural Development Agency of the district and all the Block Development officers;
10. To coordinate Information, Education and Communication (IEC) campaigns for different programmes under Panchayat & Rural Development department within the district;



11. To train and build capacity of various technical staff in the context of implementation of different programmes within the district;
12. To provide technical guidance to various technical staff within the district;
13. To download the block-wise MIS reports of the programmes and analyze the performance parameters for further necessary actions and responsible for the MIS-based concurrent monitoring;
14. To ensure accountability and transparency in the programmes at all levels;
15. To perform such other functions as may be assigned to him by the Department from time to time.

**Job Chart of Assistant Executive Engineer:**

1. To accord Technical Sanction of original works and special repairs (exclusive departmental Charge) up to ₹ 10.00 Lakh, considering programme-wise permissible work lists, works/activities in the negative list and respective schematic guidelines only, as per the Notification of the Finance Department No. FEB.39/2021/1(U/O) Dated 18<sup>th</sup> June' 2021. It should be ensured that no technical sanction is issued without mentioning the estimated period of completion (maximum one year) and expected outcomes in it. Technical Sanction should not be given to the work which is split up. The technical standards must be strictly adhered to ensure durability and productivity;
2. To visit the worksite at least once during execution or within one year of the completion of the work for which he/she has accorded technical sanction and submit a report on the work;
3. To act as a Block Quality Monitor. He/She will advise/suggest corrective measures of the works and implementation of the same shall be ensured;
4. To monitor and evaluate at least 25% of the works executed under different programmes in each development block and submit a fortnightly detailed report with suggested corrective actions, if any, to the Block Development Officer with a copy to the Chief Executive Officer, Zilla Parishad / Project Director, District Rural Development Agency and Executive Engineer of the District. Monitoring of each work should be done in two stages i.e., during execution and after completion;
5. To assist the Block Development Officer in discharging his/her functions;
6. To provide technical assistance to Block Development Officer in inviting of all quotations/tenders for leasing of assets such as Ghat, Bazar etc., for supplying of materials and/or services, for execution of works as per Assam Public Procurement Rules, 2020 and SOPs on procurement under different schemes if any;
7. To accept all tenders with value more than ₹ 5.00 Lakh and upto ₹ 10.00 Lakh as per Notification of the Finance Department No. FEB.39/2021/2(B/S) Dated 7<sup>th</sup> September'2021;
8. To conduct a monthly technical meeting with all Assistant Engineers, Junior Engineers and Accredited Engineers of the block on the last working day of the month on the status of the availability of works, approval of works, works to be started, works to be completed and the minutes of the meeting will be shared with the Block Development officer;
9. To conduct and cause to be conducted periodic inspection of the works in progress;
10. To provide technical support in redressal of irregularities and malfeasance, including those identified during social audit;
11. To coordinate Information Education and Communication (IEC) campaigns for programmes under Panchayat & Rural Development department within the development block;
12. To issue all Measurement Books to the Assistant Engineers, Junior Engineers at block level and the Accredited Engineers at GP/VCDC/VDC level;
13. To be responsible for verification of requisitions & bills/MRs submitted by Assistant Engineers;
14. To review the performance of the Junior Engineers and Accredited Engineers of the block in relation to the execution of works under Panchayat & Rural Development Department;
15. To facilitate in preparation of the Annual Action plans including Convergence plans under different programmes;
16. To ensure that the assets to be created achieve the objectives i.e., the functionality of the asset in terms of location, design, operational management and maintenance is adequate;
17. To download the GP/VCDC/VDC-wise MIS reports of the programmes and analyze the performance parameters for further necessary actions and responsible for the MIS-based concurrent monitoring;
18. To ensure availability at least 10(ten) on-going works at any point of time under Mahatma Gandhi NREGA in each GP/VCDC/VDC of the block at any point of time;



19. To ensure the timely completion of the PMAY-G houses, the works under Mahatma Gandhi NREGA, Finance Commission Grants, etc.;
20. To monitor the progress of Mason Training under PMAY-G;
21. To be responsible for Project Completion Reports prepared by Junior Engineer/Accredited Engineer for further necessary actions;
22. To ensure accountability and transparency in the programmes at all levels;
23. To perform such other functions as may be assigned to him by the department from time to time.

**Job Chart of Assistant Engineer:**

1. To accord Technical Sanction of original works and special repairs (exclusive departmental Charge) up to ₹ 5.00 Lakh, considering programme-wise permissible work lists, works/activities in the negative list and respective schematic guidelines only, as per the Notification of the Finance Department No. FEB.39/2021/1(U/O) Dated 18<sup>th</sup> June' 2021. It should be ensured that no technical sanction is issued without mentioning the estimated period of completion (maximum one year) and expected outcomes in it. Technical Sanction should not be given to the work which is split up. The technical standards must be strictly adhered to ensure durability and productivity;
2. To visit the worksite at least once during execution or within one year of the completion of the work for which he/she has accorded technical sanction and submit a report on the work;
3. To supervise at least 50% of the works executed under different programmes in each development block. Supervision of each work should be done in two stages i.e., during execution and before completion. He/she will advise/suggest corrective measures of the work and implementation of the same shall be ensured and submit a weekly detailed report on the works to the Block Development Officer and Assistant Executive Engineer of the development block;
4. To prepare standard templates for preparation of estimates against permissible works under Mahatma Gandhi NREGA, Finance Commission Grants, SPMRM, etc.;
5. To be responsible for placing requisition of required materials through Assistant Executive Engineer in case of the work costing more than ₹ 10.00 Lakh on time as per estimated provisions for execution of works;
6. To execute the work costing more than ₹ 10.00 Lakh with concerned Accredited Engineer/ Junior Engineer as per prescribed procedures after obtaining necessary technical and administrative approvals and responsible for the work quality and quantity and to give layout of construction/civil works costing more than ₹ 10.00 Lakh under the programmes;
7. To be responsible for verification of requisitions & bills/MRs submitted by Junior Engineers and Accredited Engineers;
8. To assist the Assistant Executive Engineer in discharging his/her functions;
9. To provide support and technical supervision to the ongoing works at all level;
10. To provide technical assistance to G.P. Secretary in inviting of all quotations/tenders for leasing of assets such as Ghat, Bazar etc., for supplying of materials and/or services, for execution of works as per Assam Public Procurement Rules, 2020 and SOPs on procurement under different schemes if any;
11. To accept all tenders with value upto ₹ 5.00 Lakh as per Notification of the Finance Department No. FEB.39/2021/2(B/S) Dated 7<sup>th</sup> September'2021;
12. To conduct random checks of the measurements taken by the Junior Engineers and Accredited Engineers periodically;
13. To ensure that the asset to be created is durable, that it is constructed conforming to sound engineering standards in terms of design, materials and workmanship;
14. To monitor and provide guidance to the Accredited Engineers so that at least 10(ten) on-going works at any point of time under Mahatma Gandhi NREGA are always available in each GP/VCDC/VDC of the block;
15. To monitor and provide guidance to the Accredited Engineers for the timely completion of the PMAY-G houses, the works under Mahatma Gandhi NREGA / to the Junior Engineers for the works under Finance Commission Grants, SPMRM etc.;
16. To supervise the progress of Mason Training under PMAY-G;
17. To facilitate participatory identification of works and convergence planning of works as block resource person;



18. To ensure accountability and transparency in the implementation of the works at all levels and to play proactive role in IEC activities;
19. To perform such other functions as may assigned to him by the department from time to time.

**Job Chart of Junior Engineer:**

1. To facilitate participatory identification of works including convergence planning;
2. To facilitate spatial planning, if any;
3. To be responsible for surveying, planning, designing and costing of works;
4. To collect field data for preliminary design purpose, estimate purpose and prepare feasibility study and has to continuously follow up the proposals till approved by competent authorities;
5. To prepare estimates for the permissible works incorporated in the approved Annual Action Plan in standard prescribed templates under Finance Commission Grants, SPMRM etc.;
6. To execute the works under Finance Commission Grants on behalf of Implementing Agency/Construction Committee, SPMRM etc. as per prescribed procedures after obtaining necessary technical and administrative approvals and responsible for the work quality and quantity;
7. To assist concerned Assistant Engineer in executing the work costing more than ₹ 10.00 Lakh under Finance Commission Grants, SPMRM etc.;
8. To give layout of construction/civil works under the programmes;
9. To erect Information Board before start of work on behalf of Implementing Agency/Construction Committee;
10. To capture work done measurements periodically as per prescribed procedure, so as to record the same in the Measurement Books. Responsible for recording initial measurements with proper quality photographs;
11. To geo-tag of assets with proper quality photographs;
12. To maintain Material at Site Accounts, Work files (with initial measurements with proper quality photographs), Asset Registers and update periodically;
13. To be responsible for placing requisition of required materials through concerned Assistant Engineer in case of the work costing upto ₹ 10.00 Lakh on time as per estimated provisions for execution of works;
14. To prepare the material bills/MRs related to the works under Finance Commission Grants on behalf of Implementing Agency/Construction Committee, SPMRM etc. within 3 (Three) days of supply of materials with measurement book and to submit to the concerned Assistant Engineer in case of the work costing upto ₹ 10.00 Lakh and Assistant Executive Engineer in case of the work costing more than ₹ 10.00 Lakh duly signed by concerned Assistant Engineer with copy of Material at Site Accounts for verification before making payment;
15. To report to the Implementing Agency/Construction Committee of the works visited and observations made on day-to-day basis;
16. To be responsible for proper maintenance of the assets created under Finance Commission Grants, SPMRM etc. as per maintenance schedule;
17. To be responsible for starting of works on time/ completion of works within the estimated period;
18. To prepare 'Project Completion Report' of the scheme under Finance Commission Grants, SPMRM etc. to be signed by Assistant Executive Engineer and Block Development Officer for further necessary action;
19. To ensure accountability and transparency in the implementation of the works at all levels and to play proactive role in IEC activities;
20. To perform the tasks of an Accredited Engineer if he/she is entrusted;
21. To attend any other works as entrusted by the competent authorities from time to time.

**Job Chart of Accredited Engineer:**

1. To facilitate participatory identification of works including convergence planning;
2. To maintain data base on local natural resource endowment (viz. groundwater, rainfall, soils, etc.) including the assets created under different programmes, existing infrastructures, etc. needed for planning and also access maps/ topo-sheets of each habitation;
3. To do resource mapping, an assessment of quantitative and qualitative status of natural resources (topography, soil depth and quality, rainfall, water bodies, groundwater, vegetation);



4. To be responsible for GIS Based Planning considering Watershed / Command Area concept;
5. To collect field data for preliminary design purpose, estimate purpose and prepare feasibility study and has to continuously follow up the proposals till approved by competent authorities;
6. To be responsible for surveying, planning, designing and costing of works.;
7. To prepare estimates for the permissible works incorporated in the approved Annual Action Plan in standard prescribed templates under Mahatma Gandhi NREGA, etc.;
8. To be responsible for allocation of works to the workers who demanded for work considering maximum number of workers required for a day and to execute the works under Mahatma Gandhi NREGA, etc. as per prescribed procedures after obtaining necessary technical and administrative approvals and responsible for the work quality and quantity;
9. To assist concerned Assistant Engineer in executing the work costing more than ₹ 10.00 Lakh under Mahatma Gandhi NREGA, etc.;
10. To give layout of construction/civil works under the programmes;
11. To erect Information Board before start of work on behalf of Implementing Agency;
12. To ensure of holding Project Initiation Meetings by the Project Implementing Agencies with the help of G.P. Secretary or authorized person nominated by the Block Development Officer in case of Sixth Schedule Areas, GRS and Mates.
13. To capture work done measurements based on field measurements with daily group measurements taken by the mates on a weekly basis for all the works taken up within three days after muster rolls are closed. Responsible for recording initial measurements with proper quality photographs;
14. To be responsible for timely geo-tagging of assets in each stage of implementation with proper quality photographs;
15. To be responsible for maintenance of three MGNREGS-related registers, namely, Register IV- Register for Work, Register V- Fixed Asset Register & Register VII- Material Register including Material at Site Accounts and Work files (with initial measurements with proper quality photographs) and update periodically;
16. To be responsible for placing requisition of required materials through concerned Assistant Engineer in case of the work costing upto ₹ 10.00 Lakh on time as per estimated provisions for execution of works;
17. To prepare the material bills related to the works under Mahatma Gandhi NREGA, etc. within 3 (Three) days of supply of materials with measurement book and to submit to the concerned Assistant Engineer in case of the work costing upto ₹ 10.00 Lakh and Assistant Executive Engineer in case of the work costing more than ₹ 10.00 Lakh duly signed by concerned Assistant Engineer with copy of Material at Site Accounts for verification before making payment;
18. To ensure that all mates attend worksites on time;
19. To ensure that group mark-outs are given at work site for every group of workers, so that the workers know the output required to be given to earn wage rate every day;
20. To be responsible for implementation of Group Task Napi Payment System(GTNPS);
21. To be responsible for quality of works;
22. To be responsible for building technical capacities of mates;
23. To mentor mates on measurement and quality of works;
24. To be responsible for popularisation of the citizen-centric mobile application 'JANMANREGA';
25. To create awareness on low cost and eco-friendly models and suggest models for housing beneficiaries;
26. To report to the Implementing Agency of the works visited and observations made on day-to-day basis;
27. To be responsible for proper maintenance of the public assets created under Mahatma Gandhi NREGA, etc. as per maintenance schedule;
28. To be responsible for starting of works on time/completion of works within the estimated period;
29. To be responsible for the availability of at least 10(ten) on-going works at any point of time under Mahatma Gandhi NREGA in the GP/VCDC/VDC;
30. To provide technical support to the beneficiaries of PMAY-G regarding house typologies, minimum unit size of the house to be maintained as per guidelines;



31. To supervise and to report the progress of each level (Foundation/Plinth/Windowsill/Lintel/Roof level) of construction works through 'AwaasApp' for release of 2<sup>nd</sup> and 3<sup>rd</sup> installments on time;
32. To be responsible along with GRS for allocating 95 persondays of unskilled works from Mahatma Gandhi NREGS required for the construction of the house;
33. To be responsible for the timely completion of the PMAY-G houses, the works under Mahatma Gandhi NREGA, etc.;
34. To facilitate the Mason Training under PMAY-G;
35. To prepare 'Project Completion Report' of the scheme under Mahatma Gandhi NREGA, etc. to be signed by Assistant Executive Engineer and Block Development Officer for further necessary action;
36. To ensure accountability and transparency in the implementation of the works at all levels and to play proactive role in IEC activities;
37. To perform the tasks of a Junior Engineer if he/she is entrusted;
38. To attend any other works as entrusted by the competent authorities from time to time.

The Engineers of Panchayat & Rural Development Department shall ensure strict compliance with the above job charts.

This is issued with approval of the Hon'ble Minister, Panchayat and Rural Development, Assam.

*Sd/- Dr. J.B. Ekka, IAS*

Principal Secretary to the Govt. of Assam,  
Panchayat & Rural Development Deptt., Dispur

Memo No. **PRD-12/52/2021-PRD(B)/8-A**

Dated Dispur, the 18<sup>th</sup> November, 2021

Copy to:

1. The Principal Secretary to the Hon'ble Chief Minister, Assam for information.
2. The Commissioner, Panchayat & Rural Development, Assam for information and necessary action.
3. The Principal Secretary, BTC, Kokrajhar/ KAAC, Diphu/ Dima Hasao for information and necessary action.
4. The Director, SIRD, Assam, Khanapara, Guwahati – 22 for information.
5. The State Mission Director, ASRLM, Assam, Panjabari, Guwahati – 37 for information.
6. P.S to the Hon'ble Minister, Panchayat & Rural Development, Assam for kind appraisal of the Hon'ble Minister.
7. PS to Principal Secretary to the Govt. Assam, Panchayat & Rural Development Deptt for kind appraisal of Principal Secretary.
8. The Deputy Commissioner, all district for information and necessary action.
9. The Chief Executive Officer and Project Director of all district for information and necessary action.
10. The Block Development Officer all Development Blocks for information and necessary action.
11. All Executive Engineers/ Assistant Executive Engineers / Assistant Engineers / Junior Engineers / Accredited Engineers for information and necessary action.
- ✓ 12. Office copy / Departmental website.

By order etc.,

*[Signature]* 18/11/21

Secretary to the Govt. of Assam,  
Panchayat & Rural Development Deptt., Dispur

*[Signature]*