

2.66 Union Engineers/ Overseers working in Panchayat Unions - Job chart prescribed

Rural Development Department

G.O. (Ms) No. 4

Dated : 05.01.1993

Read:

From the Commissioner of Rural Development, Madras, letter No.Rc.67022 / 91/30C Dated 25.9.91.

ORDER:

The Job charts for fixing duties and responsibilities in respect of Union Engineers / Overseers working in Panchayat Unions are appended to this Government Order.

2. This order issues with the concurrence of the Public Works Department vide its U.O.No.123887/HL1/92-1, dated 7.12.1992.

(By order of the Governor)

V.MADHAVAN NAIR
SECRETARY TO GOVERNMENT

ANNEXURE

JOB CHART OF UNION ENGINEERS

- 1) To prepare plan estimates with reference to the current year's estimate and get the administrative and technical sanction of the works to be taken up during the financial year before 15th June of that year.
- 2) To see that the allotments made for several works be utilised properly. To achieve the final target there will be no last rush. To get government grants for the items eligible then and there.
- 3) To inspect the school building works regularly in a phased manner and take up school building repair works, especially during the summer vacation of the school, viz. May.
- 4) Check measurement of the works less than 20% for which measurement were made by the Union Overseers, which lies within his official jurisdiction.
- 5) To fix the duties and works of the Road Inspectors and other personnel under work charged establishment and also supervision of their works. Review of their diaries and send the review to the higher officials concerned.
- 6) To take stock account of the food materials, cement, pipe, iron materials and for distribution of the same.
- 7) After the audit of the check measurement Registers, the Union Engineer is the custodian of those registers. To get approval of the Divisional Engineer (Highways and Rural works) concerned every year for the Road metal rate.
- 8) To prepare and submit every year the budget for all the works to be taken up by the Panchayat Union Councils.
- 9) To attend to the duties allotted by the Panchayat Union Commissioner then and there.
- 10) The Union Engineer shall maintain the following registers:-
 - (1) Register of Measurement Books.
 - (2) Register of Roads.
 - (3) Register of Estimates.
 - (4) Register of School Buildings.
 - (5) Register of Tenders.
 - (6) Register of Encroachments.
 - (7) Register of Check Measurements.
 - (8) Register of Gifts.
 - (9) Register of Plan Estimates.
 - (10) Chart of Roads.
 - (11) Schedule of rates.
 - (12) Register of Diary.
 - (13) Register of Advances.
 - (14) Register of Inspection of Villages.

JOB CHART OF UNION OVERSEERS

- (1) To prepare the estimates for the works that have been taken up as per the Register of Rotation and get administrative and technical sanction.
- (2) To inspect the Minor-irrigation sources. If there is any repair necessary estimates to be prepared and initiate action for the repairs.
- (3) To take action, if there is any encroachment made in the Minor-irrigation sources and on Panchayat Union Roads.
- (4) To enter requests made by the Panchayats and Town Panchayats for the preparation of estimate for the works with reference to their financial position ascertained from the Extension Officers concerned and prepare the estimates and send the same to the local bodies concerned.
- (5) To attend to the duties assigned by the Panchayat Union Commissioner then and there.
- (6) The Union Overseer shall maintain the following records:
 - (1) Register of Minor irrigation sources.
 - (2) Register of Roads.
 - (3) Register of estimates.
 - (4) Register of Diary.
 - (5) Register of Advances.
 - (6) Register of Inspection of Villages.
 - (7) Register of Estimates for Panchayat works.

V.MADHAVAN NAIR
SECRETARY TO GOVERNMENT