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Office of the Engineer-in-Chief (Admn),
Irrigation & CAD Dept., Jalasoudha, Errummanzil, Hyderabad

Endorsement No.Rc/ENC/B1/DEE Duties/2022 / 30961

Dated:02.02.2023

A copy of Government Memo. No.8176/Ser.II/A2/2022, Irrigation and CAD (Services II) Department, Dated 25.01.2023, is herewith communicated to all the Unit Officers of Irrigation & CAD Department, Government of Telangana for implementation of above memo and taking further necessary action.


Sd/- G. Anil Kumar, dt:02.02.2023,
Engineer-in-Chief (Admn)

To

All the Engineer-in-Chiefs / Chief Engineers of Irrigation & CAD Department

Copy to Deputy Executive Engineer (Computers) to place in the website.

Copy submitted to Special Chief Secretary to Government, Irrigation and CAD Department, Telangana Secretariat, Hyderabad for favour of information.


for Engineer-in-Chief (Admn)


2/2/2023

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**GOVERNMENT OF TELANGANA
IRRIGATION & CAD (SER.II) DEPARTMENT**

Memo.No.8176/Ser.II/A2/2022,

Dated:25.01.2023

Sub: Establishment - I&CAD Department - Duties and responsibilities of Deputy Executive Engineers working in Division Offices -Approval -Regarding.

Ref: From the Engineer-in-Chief (Admn.), Irrigation & CAD Department, Hyderabad, Letter No. Rc/ ENC(Admn)/ B1/ DEE Duties/ 2022, Dated: 03.12.2022.

In the circumstances reported by the Engineer-in-Chief (Admn.), Irrigation & CAD Department, in his letter cited, Government hereby approve the following duties and responsibilities of the DEE, in the Field Division Offices:-

Technical Matters:

- a) Overall in charge of Drawing Branch (DB) and Accounts Branch (AB) in Division Office and all the files shall be routed through Deputy Executive Engineer.
- b) To Assist the Executive Engineer in all technical matters including scrutiny of Tender Schedules, Evaluation of Tenders, Contract Agreements, E-Procurement, Scrutiny/Sanction of Provisional Estimates /Variations /Final Estimates, EOT proposals etc.,
- c) Scrutiny of Designs and Drawings of works.
- d) Verification of work bills after scrutiny of Superintendent / Divisional Accounts Officer.
- e) Should monitor the bank Guarantees provided by agencies and corresponding with them for timely renewal.
- f) Should maintain a record of inspection reports of Executive Engineer and higher officers.
- g) Should be responsible for drafting the minutes of meetings conducted by Executive Engineer.
- h) Should maintain and review the registration of contractors at Division level and related correspondence with P.A.O. for remitting the D.Ds.

Administrative Matters:

- i) To assist the Executive Engineer in all Administrative matters.
- j) To act as Public Information Officer (P.I.O.) for furnishing information under Right to Information Act.
- k) Persuasion of all Court cases pertain to Division Office, Monitoring of Draft Counters, approval of Counter Affidavits by the Government Pleader and submission.
- l) To assist the Executive Engineer in preparation of Budget proposals.
- m) To coordinate with Circle offices, Sub division Offices and District authorities for disposal of files and Reports.
- n) To attend the District Planning Committee/ Zilla Praja Parishad General Body / any other Official meetings in the absence of Executive Engineer.

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o) Any other Official work as assigned by the Executive Engineer of the Division.

- Should maintain LA records, Forest and all Irrigation Assets records.
- Should maintain rainfall data records, flood and disaster management records.
- Should maintain rain-gauges and data of gauges of both state and central governments.

Data Updating and Monitoring:

- p) Monitoring of Progress Reports of works in accordance with the Agreement clauses.
- q) Should supervise maintenance of all original drawings, documents and Agreements from time to time.
- r) Responsible for updation of HRMS, IFMIS Portal, Project Monitoring System, Inventory data and Court cases in legal portal etc.
- s) Monitoring of Maintenance of Register of registers and other registers.
- t) Persuasion of issues with other Departments such as Revenue, Forest, R& B and Railways etc.

2. The ENC (Admn.) is therefore directed to take further necessary action in the matter, after satisfying himself that the same fulfill with the requirements of the department, for efficient functioning of the Field Division Offices.

**Dr.RAJAT KUMAR
SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To
✓ The Engineer-in-Chief (Admn.),
I & CAD Department, Hyderabad.
SF/SC

//FORWARDED::BY ORDER//


SECTION OFFICER.