



GOVERNMENT
OF KHYBER PAKHTUNKHWA
PUBLIC HEALTH ENGINEERING DEPARTMENT

**DUTIES AND RESPONSIBILITIES/
JOB DESCRIPTION
OF VARIOUS POSTS IN PHE DEPARTMENT
KHYBER PAKHTUNKHWA
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1) CHIEF ENGINEER

- I. The Chief Engineer administrative and technical head of the department for efficient administration, general professional control of all public works within its jurisdictions. He shall act as a chief professional advisor in all matter connected with them.
- II. He/she shall exercise all powers delegated to him by the state government as amended from time to time and shall be responsible/answerable to the Government.
- III. He/she shall be responsible for coordination's amongst all the filed formation under his control.
- IV. The Chief Enigneer is responsible for inter, intra-departmental coordination at provincial and national level.
- V. He/she is an overall in charge of entire planning in terms of technical matters, budgeting and accounts.
- VI. He/she is responsible for policy formulation of all matters including recruitment, framing rules of business, creation of posts in offices, promotion and framing/formulation of service rules etc.
- VII. The Chief Engineer shall exercise a concurrent control in connection with maintenances of accounts, regulations' concerning the disbursement of funds and submission of accounts.
- VIII. The Chief Engineer shall prepare annually, the portion of budgets estimate to the works and administrative setup under his control and have a close watch up at the progress of expenditure.
- IX. General supervisions and control of revenue (Water Charges and others) and frame the necessary estimates and watch the progress of realization during the course of the year.
- X. The Chief Engineer shall inspect various works in progress and completed schemes within his jurisdiction and to satisfy himself that the prevailing system of managements is efficient that works are executed in accordance to the standards, approved plan with due economy and the completed schemes are providing regular drinking water services intended for.
- XI. The Chief Engineer is responsible for establishment matters, i-e promotions, transfer and posting etc in compliance to the power entrusted under B&R code and other rules and regulations of the Government.
- XII. The Chief Engineer shall allow access to record of the office abiding by the rules and regulations. He shall also extend support and cooperation in all matters under the rules/laws.
- XIII. The Chief Engineer is responsible for reporting and submission of the PERs/ACRs of the officers and other staff under his direct control.

2) SUPERINTENDING ENGINEER

- I. The Superintending Engineer is administrative/technical head of his respective circle/region and directly reporting to the Chief Engineer.

- II. The duty of Superintending Engineer is to inspect various works in progress within his circle/region and to satisfy himself that all the works/projects are carried in accordance with the approved plans, standards, specification and approved budget and he/she shall impart instructions and guidance to the field staff in efficient discharge of their duties.
- III. He/she is responsible that no delay is allowed to occur in submission of progress reports (PC-III), completion reports PC-IV etc.
- IV. He/she shall exercise all powers delegated to him by the state government as amended from time to time and shall be responsible/answerable to the Government.
- V. He/she shall periodically inspect the entire existing infrastructure and other works within his jurisdictions.
- VI. The Superintending Engineer shall examine all the books/documents of divisional officers and their sub-ordinate staff relating to accounts and all other matters. In case he/she notice any serious delay or negligence on the part of the Divisional staff, he/she should send a report to the Chief Engineer.
- VII. The Superintending Engineer shall inspect the divisional offices at least once a year to satisfy himself that the staff employed is performing satisfactorily.
- VIII. The Superintending Engineer shall ensure that all the periodical reports and returns to the Chief Engineer are submitted well in time.
- IX. The Superintending Engineer is responsible for reporting and submission of the PERs/ACRs of the officers and other staff under his direct control.
- X. The Superintending Engineer shall contribute to the annual procurement plan prepared for the department.
- XI. The supervision and control of the recovery of revenue and preparation/compilation of all statistical data within his circle shall rest with the superintending engineer. The Superintending Engineer shall submit compiled statistical data of his circle to Chief Engineer office at least once a year or as per requirement of the Chief Engineer Office.
- XII. The Superintending Engineer shall allow access to record of the office abiding by the rules and regulations. The Superintending Engineer shall also extend support and cooperation in all matters pertains to his jurisdiction under the rules/laws.
- XIII. He/she shall also examine the condition of surveying and mathematical instruments at the headquarters of divisions as well as laboratory under his jurisdiction. He/she shall inspect each Divisional Office in his/her circle at least once a year to examine accounts, accounts of stock, tools and plant, stock manufacture, registers of work, other divisional books, mode of preparation of estimates, contract agreements, contractors accounts, system of recording plans and papers, and office work generally. The Superintending Engineer should submit invariably a report to the Chief Engineer intimating whether the inspection discloses any serious irregularities or other matters of importance, which the Superintending Engineer considers should be brought to the notice of the Chief Engineer, or on which orders are required.
- XIV. The Superintending Engineers is responsible for the engineering character of every work which they approve and, in submitting any report, design, estimate, or other

document to the Chief Engineer shall invariably state their own opinion and recommendations on the subject, in particular as to the suitability of the plans, designs and the reasonability of the rates. They should also have estimates checked and compared with the drawings. The Superintending Engineers may be required to exercise, in addition to their ordinary duties, supervision over fund expenditures.

- XV. Besides regular tours of inspection, it is the duty of Superintending Engineers to proceed to any place in their circles to report on any important design or work, or any serious accident or threatened danger connected with the works within their charge.
- XVI. The Superintending Engineer is authorized to correspond direct with any of the local authorities, civil or military within his Circle.
- XVII. The Superintending Engineer shall call a meeting of the representatives of the Contractors and other funding agencies, working in a particular division at the Divisional Headquarters as and when required or in case of any dispute. He/she should give patient hearing to their difficulties and he/she should try to resolve. If any serious point comes to the notice of the Superintending Engineer during these meetings, he / she should send a self-contained report to the Chief Engineer.

3) SUPERINTENDING ENGINEER HEAD QUARTER (H/Q)

- I. The Superintending Engineer (Head Quarters) is responsible to the Chief Engineer for the administration and general professional control within headquarter.
- II. He/she is responsible for preparation and updating of departmental codes, specifications manual of orders and scheduled of rates etc.
- III. The Superintending Engineer (HQ) shall be responsible for Monitoring of Water Supply, Sanitation Schemes and other projects etc.
- IV. He/she is responsible for formulation and processing of the projects and liaison / coordination with Provincial /Federal Government and Donor agencies for securing approvals.
- V. He/she shall attend the Assembly session to assist the Minister of the Department.
- VI. He/she is responsible to assist the Chief Engineer in administrative work i-e bid evaluation, tenders etc.
- VII. He/she is responsible to assist the Chief Enigneer in standardization of engineering products/materials and companies etc.
- VIII. He/she is responsible to assist the Chief Engineer and act as an advisor pertaining to all types of procurement and general administration.
- IX. All the Administrative/Budget/Accounts/litigation and other miscellaneous matters including office management protocols, may be routed through the Superintending Engineer for adding input prior to placing before the Chief Engineer
- X. The Superintending Engineer shall look after the routine official correspondence matters of the Chief Enigneer office.
- XI. He/she shall assist the Chief Engineer in enlistment of contractors.
- XII. He/she is responsible to manage and maintain management of official website/E-Governance etc.

- XIII. He/she shall act as an Incharge of the compliant redressal cell.
- XIV. He/she act as focal person on behalf of the Chief Enigneer on various matters pertaining to provincial and federal Government.
- XV. He/she shall assist the chief Enigneer in Audit matters and deal PAC business
- XVI. He/she is responsible for reporting and submission of the PERs/ACRs of the officers and other staff under his direct control.
- XVII. Any other jobs/duties assigned by the Chief Engineer.

4) TECHNICAL OFFICER

- I. The Technical Officer shall assist the Chief Engineer/SE(H/Q) in the performance of duties/responsibilities of the department and shall report to the Superintending Enigneer (H/Q)
- II. The Technical Officer shall extend support to SE (H/Q) in preparation and updating of departmental codes, specifications manual of orders and Scheduled of Rates etc.
- III. The Technical Officer shall be a monitoring hand of the Chief Enigneer office and shall conduct periodic monitoring and field movement with approval of the SE (H/Q) for monitoring of PHE Projects and other miscellaneous projects. Proper reports shall be generated with cogent recommendations.
- IV. The Technical officer shall act as a focal person for coordination with donor agencies for seeking funding opportunities.
- V. He/she shall assist the SE(H/Q) in administrative work i-e bid evaluation, tenders etc
- VI. He/she shall assist the SE (H/Q) in standardization of engineering products/materials and companies etc and extend support in procurement and general administration.
- VII. He/she is responsible to manage and maintain management of official website/E-Governance
- VIII. He/she is responsible for reporting and submission of the PERs/ACRs of the officers and other staff under his direct control.
- IX. Any other jobs/duties assigned by the Chief Engineer/SE (H/Q).

5) DIRECTOR DESIGN

- I. The Director Design shall review all the planning and design related activities of his respective Chief Engineer office and shall report directly to the Chief Engineer.
- II. The Director Design shall evaluate/scrutinize technical reports received at office of the Chief Engineer and shall add his input supported with relevant codes, books and research paper etc.
- III. The Director Design shall scrutinize/evaluate all phases and documents of project cycle i-e PC-I to PC-V and shall maintain records of approval and technical sanction.
- IV. He/she shall be responsible to check the engineering estimates as per schedule of rates and suggest improvement/corrections etc if any.
- V. The Director Design shall check and evaluate the maps/drawings of the project and suggest improvement/corrections etc if any.

- VI. He/she shall evaluate the designs and estimates, and fine-tune them to enhance their final outlook.
- VII. He/she is responsible to add input in the projects whether the projects framed are in compliance to the specifications outlined in proposed schemes / projects to ensure that the overall goal is achieved at the end with due economy.
- VIII. He/she is responsible to conduct and impart technical training/guidance to the new recruited Engineers/Technical staff of the department.
- IX. He/she is responsible to conduct departmental Exams for promotion or performance evaluation of technical staff.
- X. He/she is responsible for reporting and submission of the PERs/ACRs of the officers and other staff under his direct control.
- XI. To manage research work to up-to dates the standards/specifications of the department.
- XII. He/she shall conduct technical scrutiny of the consultant's proposals and submission/presentation of reports to the sub-committee chaired by the Chief Engineer.
- XIII. The Director Design shall extend assistance to the Chief Engineer in accord of Technical Sanction.
- XIV. He/she shall act as a coordinator/think tank on behalf of the Chief Enigneer at provincial level on design and research matters.
- XV. He/she is responsible to manage and maintain statistical data of water supply and sanitation schemes.
- XVI. Any other task assigned by the Chief Enigneer

6) **DESIGN ENGINEER**

- I. The Design Engineer shall look after design activities and shall report to Director Design.
- II. The Design Engineer shall assist Director Design in evaluation/scrutiny of technical reports and shall add his input supported with relevant codes, books and research paper etc.
- III. The Design Engineer shall assist Director Design in all phases of project cycle i-e PC-I to PC-V.
- IV. The Design Engineer shall be responsible to check the engineering estimates as per schedule of rates and suggest improvement/corrections etc if any.
- V. He/she shall be responsible to check and evaluate the maps/drawings of the project and suggest improvement/corrections etc if any and also evaluate the designs and estimates to spot short-comings, and fine-tune them to enhance their final outlook.
- VI. To check whether the projects framed are in compliance to the specifications outlined in proposed schemes/projects to ensure that the overall goal is achieved at the end.
- VII. He/she is responsible for reporting and submission of the PERs/ACRs of the officers and other staff under his direct control.

- VIII. He/she is responsible to conduct research work to up-to date the standards/specifications of the department.
- IX. He/she is responsible to conduct evaluation/scrutiny of the technical and financial proposal of the consultants and submission/presentation of reports to the sub-committee chaired by the Chief Engineer.
- X. He/she is responsible to manage and maintain statistical data of water supply and sanitation schemes.
- XI. Any other task assigned by the Chief Engineer/Director Design

7) ASSISTANT DESIGN ENGINEER

- I. The Assistant Design Engineer shall assist in design activities and shall report to Design Engineer.
- II. The Assistant Design Engineer shall add input in technical reports received duly supported with relevant codes, books and research paper etc.
- III. The Assistant Design Engineer shall add input in all phases of project cycle i-e PC-I to PC-V submitted by respective field formations.
- IV. The Assistant Design Engineer shall be responsible to check the engineering estimates as per schedule of rates and suggest improvement/corrections etc if any and shall also check and evaluate the maps/drawings of the project and suggest improvement/corrections etc.
- V. He/she is responsible to evaluate the designs and estimates to spot short-comings, and fine-tune them to enhance their final outlook.
- VI. He/she is responsible to check that projects are framed in compliance to the standard specifications of PHE Department to achieve value for money.
- VII. He/she shall conduct research on work on standards/specifications of the department under the supervisory control of Design Engineer/Director Design.
- VIII. The Assistant Design Engineer shall conduct evaluation/scrutiny of the technical and financial proposal of the consultants and shall duly submit reports to immediate reporting officer.
- IX. He/she is responsible to manage and maintain statistical data of water supply and sanitation schemes.
- X. Any other task assigned by the Director Design/Design Engineer.

8) EXECUTIVE ENGINEER

- I. The Executive Engineer is administrative and technical head of his division (an executive unit of the department) and responsible/reporting to the Superintending Engineer.
- II. The Executive Engineer is responsible for efficient and effective planning of the projects i-e water supply, sanitation, sewerage, drainage and others etc.
- III. The Executive Engineer shall prepare list of all the projects pertaining to his division in-line with the guidelines principles, rules, regulations, laws and orders of the

Government. The list of the projects shall be kept up-to-date based on engineering feasibility and list shall be shared with all concerned authorities and higher offices.

- IV. The Executive Engineer shall be responsible to keep close watch on his sub-divisional officer, issue instruction from time to time, train, coach, impart guidance, capacity building to the officers and support staff under his direct supervision for efficient service delivery.
- V. The Executive Engineer is responsible to inspect his sub-divisions at least once a year/or on need basis and submit report to higher offices supported with rules, regulations and suggest remedial measures for improvement if any.
- VI. The executive Engineer is responsible that proper arrangements are made for proper custody and safety of public assets and property. He is responsible to keep the plant, tools in efficient order and made efforts to avoid any deteriorations.
- VII. The duty of Executive engineer is to inspect various works in progress within his division and to satisfy himself that all the works/projects are carried in accordance with the approved plans, standards, specifications and approved budget and he shall impart instructions and guidance to the field staff in efficient discharge of their duties.
- VIII. He/she shall exercise all powers delegated to him by the state government as amended from time to time and shall be responsible/answerable to the Government.
- IX. The Executive Engineer shall prepare and contribute to the annual procurement/development plan prepared for the department.
- X. The Executive Engineer is responsible for recovery of revenue/water charges etc and preparation of all statistical data of his division.
- XI. The Executive Engineer is responsible for budget and accounts matter of his division under the laws, rules and regulation of the country. He may seek guidance of the Accountants General office or concerned regional/district offices if any.
- XII. The Executive Engineer shall allow access to record of the office abiding by the rules and regulations. The Executive Engineer shall also extend support and cooperation in all matters pertains to his division under the rules/laws.
- XIII. May Allah SWT forbid, if any mishap occurred or expected to occur that cause damage to government property/assets or cause any life risk may be directly reported to Secretary Office, Chief Engineer Office with intimation to Superintending Engineer.
- XIV. The Executive Engineer is responsible for establishment matter i-e transfer posting etc within his division except Sub-divisional officer under B&R code and powers granted by the Government.
- XV. The Executive Engineer shall be focal person of the department in district and shall be responsible for coordination with administration.
- XVI. The Executive Engineer shall ensure quality assurance of the project and shall test check a reasonable quantity of work, measured and checked by sub-ordinate officers or officials.
- XVII. The Executive Engineer/Divisional officer is immediately responsible for the proper maintenance of all works in their charge and for the preparations of projects

/design/estimates for new works or repairs. The responsibilities also includes due diligence, assurance of budget, time and economy.

- XVIII. The Executive Engineer is responsible for all phases of the project cycle of his respective division right from PC-I to PC-V.
- XIX. The Executive Engineer is strictly prohibited from commencing the construction of any work or expending public funds without the sanction of competent authority; also from making or permitting any material deviations from any sanctioned design in the course of execution without specific authority.
- XX. Upon completion of any project/activity, it is the duty of the Executive Engineer to close the accounts and to prepare the completion report as specified under the rules.
- XXI. The Executive Engineers shall take the necessary steps for obtaining funds for the works under their control, and shall keep their accounts and submit them punctually to the audit office under the rules for the time being in force. In their arrangements for account keeping they shall exercise a thorough and efficient control and check over their Divisional Accountants. They shall also, before submitting the monthly accounts, carefully examine the books, returns and papers from which the same are compiled.
- XXII. The Executive Engineer is responsible for the correctness, in all respects, of the original records of cash and stores if any, receipts and expenditure and for seeing that complete vouchers are obtained. The Executive Engineer is responsible that his accounts are regularly posted from day to day and that the Accountant carries out his duties regularly and punctually. The relative position of a Divisional Accountant to the Executive Engineer in respect of accounts is analogous to that of a Sub Divisional Officer to a Divisional Officer in respect of works, and the responsibilities of the latter for the work of the Divisional Accountant are similar to those which attach to him/her in respect of the execution of works in the charge of other subordinates.
- XXIII. The Executive Engineer is held primarily responsible for affording information of the probability of excess over the estimated cost of work, and is expected not to allow any delay to occur in reporting any such probability to the Superintending Engineer. Immediately it becomes apparent that, whether from excess of certain rates or from departure from a design or any other cause, the estimated cost of a work is likely to be exceeded, the Divisional Officer/Executive Engineer is bound to report the fact forthwith to the Superintending Engineer, describing the nature and cause of the probable excess and asking for orders. This report should be made on the Works Slip. The Executive Engineers must also submit the Works Slip, with such explanation as shall enable the Superintending Engineer to pass orders on the case, on the occurrence, or the probability of the occurrence, of any irregularity in the rate or cost of a sub-head. All important liabilities not brought to account should also be noted on the Works Slips.
- XXIV. The Executive Engineer is immediately responsible for the proper maintenance of all works in his jurisdiction and for the preparation of projects, designs and estimates, whether for new works or repairs. It is also part of their duties to organize and supervise the execution of works and to see that they are suitable and economically carried out with materials of good quality.

XXV. The Executive engineer is responsible for reporting and submission of the PERs/ACRs of the officers and other staff under his direct control.

9) ASSISTANT ENGINEER/SUB-DIVISIONAL OFFICER

- I. The Assistant Engineer/Sub Divisional Officer is head of his respective sub-division and responsible/reporting to the Executive Engineer for the management and execution of works i.e. water supply schemes, sanitation & drainage schemes/projects and other projects etc.
- II. The Assistant Engineer/SDO shall prepare list of all the projects pertaining to his division in-line with the guidelines, principles, rules, regulations, laws and orders of the Government. The list of the projects shall be kept up-to-date based on engineering feasibility.
- III. He/she is responsible to arrange and supervise the actual execution of all works in the Sub-Division in accordance with sanctioned estimates, specifications and engineering drawings as per B&R code. In case of original works, he should invariably check himself and see that they have been correctly given in accordance with sanctioned plans. He shall responsible to keep close watch on his Sub-Engineers and other technical/non-technical staff, issue instruction from time to time, train, coach, impart guidance, capacity building to sub-ordinate staff under his direct supervision for efficient service delivery.
- IV. The Assistant Engineer/SDO shall prepare annual procurement/development plan of his respective Sub-division.
- V. The Assistant Engineer/SDO is responsible for recovery of revenue as per target and preparation of all statistical data of his sub-division.
- VI. The Assistant Engineer/SDO is responsible that proper arrangements made for proper custody and safety of public assets and property. He is responsible to keep the plant, tools in efficient order and made efforts to avoid any deteriorations. He is responsible to check the property in his charge including buildings of pump houses, chowkidar huts, storage tanks and residential quarters/bungalows, and keep them in a proper state of repairs by timely action and wise utilization of Government funds, with the sanction of competent authority.
- VII. The Assistant Engineer/SDO shall be responsible to ensure regular and efficient service delivery of drinking water supply services and shall ensure presence and performance of operational staff including maintenance of operational register.
- VIII. To maintain all accounts for expenditure in respect of works in his charge and submit them every month to the Divisional Office punctually. To take measurements of the works and to check measure works, measured by his Associate Engineer/Sub Engineer. The Sub-Divisional Officers should remain in constant and close touch with day to day work of the Sub Engineer and should see that measurements are taken in due time and got check.
- IX. The Assistant Engineer/SDO is responsible to keep close watch on his sub-ordinate staff and that they thoroughly understand and strictly adhere to the details of the estimates for work on which they are engaged. Detailed instructions should be freely

and patiently imparted on all points regarding which a subordinate has any doubts and he should be encouraged to ask for information on such points.

- X. The Assistant Engineer/Sub Divisional Officer shall report immediately to the Executive Engineer any serious accident or unusual occurrence resulting in serious injury to or death of any person or damage to any work or property in his charge.
- XI. He/she is responsible to keep a vigilant control over expenditure and to report progress of work periodically to Divisional Officer/Executive Engineer, or higher authorities or as required.
- XII. He/she shall personally examine all the standard measurement books of the sub-Division, once a year. Sub Divisional Officer shall personally check all the stores in his Sub-Division twice a year and the T&P articles once a year. He shall also carry out the check of all the materials at least once a year and record his check in the Measurement Book.
- XIII. He/she shall exercise proper care over safe custody of Government cash, lying in the Government chest.
- XIV. The Assistant Engineer/SDO is responsible for all phase/life cycle of the project i-e PC-I to PC-V on proper format of planning commission as per requirement to the higher authorities.
- XV. He/she shall manage litigation and Assembly matters/questions under the guidance of Executive Engineer.
- XVI. He/she is responsible for reporting and submission of the PERs/ACRs of the officers and other staff under his direct control.

10) SENIOR RESEARCH OFFICER (HYDRO GEOLOGY) /SENIOR HYDRO-GEOLOGIST

- I. The Senior Hydro geologist shall directly report to Chief Engineer or Immediate officer as the case may be.
- II. The Senior Hydro geologist shall responsible to recommend hydrogeological favorable sites for water source, recommendations of tube well assemblies and guide the staff and impart knowledge and technical know-how to junior officers.
- III. He/she shall be responsible to provide technical guidance to officers in respect of field assignments.
- IV. He/she shall be responsible for various scientific/research studies related to ground water resource estimation, availability and impacts of increased ground water drawls for maintaining the health of this vital resource.
- V. He/she shall responsible to process and preparation of briefs, notes & material and appraising the same to the concerned authority.
- VI. He/she shall also responsible to ensure achievements of targets in the field, both in terms of quantity and quality and providing guidance on ground water conditions.
- VII. He/she is responsible for preparation of necessary budgets and management of accounts matter pertains to his portfolio.
- VIII. He/she shall conduct necessary procurements related to his position.

- IX. He/she is responsible for conduction of Environmental Impact Assessment (EIA) as per standard Environmental Protocol.
- X. He/she is responsible for planning and management of water resources.
- XI. He is responsible for conduction of IEEE as per standard Environmental Protocol.
- XII. He/she is responsible for maintaining ground water statistical data i-e aquifer data, water table and other geologic Characteristics, Suggest measures for mitigation of water table depletion through artificial recharge.
- XIII. He/she shall conduct research on water contamination and also suggest remedial measures.
- XIV. He/she is responsible for preparation of spatial map of water table and water quality.
- XV. He/she is responsible for maintaining of borehole logs of all the tube wells of PHE Department
- XVI. He/she is responsible for maintaining hydrologic and hydrogeological data of the area under the jurisdiction of PHE Department.
- XVII. He/she shall exercise technical and financial powers entrusted by the Government.
- XVIII. He/she shall provide training and technical guidance to sub-ordinate officers/officials for efficient performance.
- XIX. He/she is responsible for reporting and submission of the PERs/ACRs of the officers and other staff under his direct control.
- XX. He/she is responsible for keeping coordination and liaison with the entire stakeholders (provincial and national) for effective disposal of duties.
- XXI. Any other task assigned by the Chief Engineer or the immediate officer as the case may be.

11) RESEARCH OFFICER (HYDROGEOLOGIST)

- I. The research officer (Hydro-geologist) shall be responsible for selection of hydrogeologically favorable sites and shall directly report to Senior Hydro geologist/Senior research officer (Hydro Geology).
- II. He/she is responsible for overall planning and management of water resources.
- III. He/she is responsible to collect the data, data analyses and preparation/submission/presentation of notes and reports.
- IV. He/she shall be responsible for various scientific/research studies related to ground water resource estimation, availability and impacts of increased ground water draws for maintaining the health of this vital resource.
- V. He/she is responsible to assist the senior officers in all technical matters.
- VI. He/she is responsible for recommendations of appropriate technology for bore holes etc.
- VII. He/she is responsible to provide technical assistance to his sub-ordinate staff.
- VIII. He/she shall assist in connection with carrying out of hydrogeological investigation relating to the tapping of ground water resource through the installation of deep bore

holes, hand pumps and sub-surface water resource through construction of percolation wells and infiltration galleries.

- IX. He/she shall also responsible to ensure achievements of targets in the field, both in terms of quantity and quality and providing guidance on ground water conditions.
- X. He/she is responsible to assist Senior Hydrologist in conduction of Environmental Impact Assessment (EIA) as per standard Environmental Protocol.
- XI. He/she is responsible to assist Senior Hydrologist in conduction of IEEE as per standard Environmental Protocol.
- XII. He/she is responsible for maintaining ground water statistical data i-e aquifer data, water table and other geologic Characteristics. Suggest measures for mitigation of water table depletion through artificial recharge.
- XIII. He/she shall conduct research on water contamination and also suggest remedial measures.
- XIV. He/she is responsible for preparation of spatial map of water table and water quality etc.
- XV. He/she is responsible for maintaining of borehole logs of all the tube wells of PHE Department.
- XVI. He/she is responsible for maintain hydrologic and hydrogeological data of the area under the jurisdiction of PHE Department.
- XVII. He/she is responsible for maintaining of climate change data in the changing horizon.
- XVIII. He/she is responsible for reporting and submission of the PERs/ACRs of the officers and other staff under his direct control.
- XIX. Any other task assigned by the Senior Research Officer (HG)/Senior Hydro geologist

12) SENIOR RESEARCH OFFICER (WATER QUALITY)

- I. The Senior Research Officer (WQ) shall assist in effective performance of the PHE Water Quality Laboratories and shall report to Director Lab/DD Lab or Incharge as the case may be.
- II. He/she is responsible for the supervision and management of the water quality monitoring functions and efficient working of the PHE Laboratories in the province.
- III. He/she shall look after the overall functioning of the PHE laboratories, their records management, monitoring, performance management, employee relations, prioritizing and related activities.
- IV. He/she shall submit appropriate proposals in consolidated form for all of the laboratories.
- V. He/she shall be responsible for coordination amongst the Research Officers/Assistant Research Officers.
- VI. He/she shall contribute and assist in planning and budgeting of various wings of the PHE Laboratories.
- VII. He/she shall be required to inspect the various works of labs falling under his jurisdictions from time to time or as per direction of Incharge.

- VIII. He/she shall establish and implement a quality control and quality assurance program including statistical analysis, quality control check-samples, spiked-samples, and split-samples, cross-checking etc.
- IX. He/she shall verify interpreted data results from laboratory analysis in compliance with established regulations.
- X. He/she shall check, establish and implement monitoring requirements to comply with the National and Provincial Safe Drinking Water Policy and other related legislation/ drinking water quality standards.
- XI. He/she shall develop, recommend and strategic plans pertaining to the management and maintenance of the Water Quality Laboratories.
- XII. He/she shall prepare and implement SOP's, for Labs, testing and water sampling.
- XIII. He/she shall assist/contribute to organizational management; and establish and implement management systems to effectively meet operating goals and objectives.
- XIV. He/she shall provide training and technical guidance for laboratory, water monitoring operations, and other personnel of laboratory procedures.
- XV. He/she shall respond to customer inquiries/complaints regarding water quality and related information which may include making informal presentations to small groups & mentoring students.
- XVI. He/she shall ensure that all the laboratories established are regularly and efficiently working, and Keep a watch on their working and performance including carrying out technical audit by regularly visiting each facility.
- XVII. He/she is responsible for reporting and submission of the PERs/ACRs of the officers and other staff under his direct control.
- XVIII. He/she is responsible for compilation and sharing of water quality reports of the entire province.
- XIX. Any other task assigned by the Director Lab/DD Lab or Incharge as the case may be.

13) RESEARCH OFFICER (WATER QUALITY)

- I. The Research officer (WQ) is responsible for the supervision and management of the water quality monitoring functions of the Laboratories under his direct control.
- II. He/she shall establish and implement a quality control and quality assurance program including statistical analysis, quality control check samples, spiked samples, and split samples etc.
- III. He/she shall interpret data results from laboratory analysis in compliance with established regulations.
- IV. He/she shall establish and implement monitoring requirements to comply with the National and Provincial Safe Drinking Water Policy and other related legislation/standards.
- V. He/she shall conduct advanced sampling and analysis of water samples for physical, chemical and microbiological parameters as may be needed.

- VI. He/she shall be responsible for effective supervision and administration of the water quality labs including records management, budget preparation and monitoring, selection, training, performance management, employee relations, prioritizing and assigning work and related activities under his control.
- VII. He/she shall coordinate, develop, and recommend comprehensive plans pertaining to the management and maintenance of the Water Quality branch; develop and recommend laboratory policies and procedures; recommend internal branch organization; and establish and implement management systems to effectively meet operating goals and objectives.
- VIII. He/she shall provide training and technical assistance for laboratory, water monitoring operations, and other personnel of laboratory procedures.
- IX. He/she shall respond to customer inquiries regarding water quality and related information which may include making informal presentations to small groups and mentoring students.
- X. He/she shall keep a watch on the laboratory working and help troubleshooting technical and logistic issues when encountered.
- XI. He/she is responsible for reporting and submission of the PERs/ACRs of the staff under his direct control.
- XII. Any other task assigned by the Senior Research Officer(WQ)

14) ASSISTANT RESEARCH OFFICER (WQ)

- I. The officer is responsible for the effective supervision and administration of the regional PHE water quality laboratory, and shall report to SRO / RO as the case may be.
- II. He/she shall prepare reports for compliance purposes that may include but not be limited to: Individual Report, Monthly Report, Quarterly Report, Annual Report etc.
- III. He/she shall coordinate document management of records, reports, and related official correspondence.
- IV. He/she shall analyze statistical data on water quality samples.
- V. He/she shall maintain water quality databases.
- VI. He/she shall take water samples (although routine sampling may be carried out by laboratory assistants/technicians)
- VII. He/she shall carry out laboratory testing of samples for chemical, physical and microbiological parameters.
- VIII. He/she shall prepare reagents/standard solutions, standardize the reagents and calibrate the machines.
- IX. He/she shall visit sites of concern, such as potential sources of pollution or contamination, and sources of complaints about drinking water quality.
- X. He/she shall investigate reasons for lapses in water quality and suggest changes or solutions to these problems
- XI. He/she shall conduct research related to water quality and set up field surveys.

- XII. He/she shall perform tasks to implement, maintain and comply with all water quality regulations and programs.
- XIII. Any other task assigned by the SRO/RO

15) LABORATORY ASSISTANT / TECHNICIAN

- I. The Lab Assistant/Technician is the main working hand in the laboratory, he/she is responsible to collect and preserve varied samples for analysis from specific locations according to a predetermined schedule.
- II. He/she shall collect special samples as conditions indicate; and prepare samples for transport, storage and laboratory testing.
- III. He/she shall prepare chemicals, bacteriological media and standard test solutions.
- IV. He/she shall sets up, calibrate, operate and perform minor maintenance on a variety of laboratory equipment and instruments.
- V. He/she shall keep equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- VI. He/she is responsible for ensuring hygienic environment in the laboratory.
- VII. He/she shall maintain glassware by picking-up, cleaning, washing and sterilizing.
- VIII. He/she shall keep laboratory supplies ready by inventorying stock; placing orders and verifying receipt.
- IX. He/she shall document information by maintaining daily logs and equipment record books.
- X. He/she shall resolve problems by examining and evaluating data; selecting corrective steps.
- XI. He/she shall enhances laboratory and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- XII. Any other job/duties assigned by his/her senior.

16) LABORATORY ATTENDANT

- I. Laboratory Attendant is supposed to assist the laboratory assistant in the laboratory working.
- II. He/she shall assist in sample collection, preservation, transportation and, laboratory testing.
- III. He/she shall keep the lab clean and arrange the glassware and equipment before and after the analysis.
- IV. He/she shall maintain laboratory, equipment and instruments; wash, clean and sterilize the glassware and bacteriological supplies.
- V. He/she shall help in ensuring the hygienic environment of the laboratory
- VI. He/she shall maintain inventory of laboratory supplies.
- VII. Any other job/duties assigned by his/her senior.

17) DIVISIONAL ACCOUNTS OFFICER

- I. He/she is the Financial Advisor of the Executive Engineer of the concerned division.
- II. He/she is responsible to keep close liaison with the Accountant General Office.
- III. He/she is responsible to pre audit of monthly account submitted by the Sub-Divisional Offices under his division.
- IV. The Divisional Accountant is responsible to the Executive Engineer for the correct compilation of the accounts of the Division.
- V. He/she is responsible to prepare the budget, reconciliation and appropriation proposals to assist the Executive Engineer and submitting the same to higher office/Accountant General office.
- VI. He/she is responsible to the Divisional officer for the work of his section which includes correspondence concerning accounts etc. The Divisional Accountant/DAO is compiler of the account of the Division in accordance with prescribed rules.
- VII. In the discharge of the duties enumerated, he/she is to keep himself dully conversant of all the sanctions and orders, passing through the office and his subordinates which may affect that estimates or accounts of actual or anticipated receipts and charges.
- VIII. He/she shall be responsible to bring the Divisional Officer's/Executive Engineer notice all instances in which subordinate officers exceed the financial limitations on their powers placed by the Divisional officer or higher authorities. He is also to see that expenditure which is within the competency of the Divisional Officer to sanction or regularize is not incurred as a matter of course under the orders of subordinate disbursing officer without his knowledge. All such items of expenditure should at once be brought to the notice of the Executive Engineer and his orders obtained and placed on record.
- IX. He/she is responsible for preparation of Paras, Advance Paras, Draft paras as well as CAG report and timely submission of these reports to Govt. as well as to quarter concerned. He is also responsible for the settlement of Paras. He/she is fully responsible for any financial lapse.
- X. He/she is also responsible for the timely submission of monthly account in AG office and also fully responsible for the preparation of this account.
- XI. He/she is responsible for reconciliation of accounts statements.
- XII. Any other job/duties assigned by Executive Engineer.

18) ADMINISTRATIVE OFFICER

- I. The Administrative Officer shall report directly to the Chief Engineer and shall assist the Superintending Engineer (Head Quarter) in accordance with the Job description of the SE (H/Q)
- II. The Administrative Officer/Assistant shall assist the Chief Engineer in all important matters of the Department.
- III. He/she shall take instructions from Chief Engineer in urgent/ confidential matters for timely disposal.

- IV. He/she shall attend the telephone received from the higher authorities/ subordinate offices & general public.
- V. He/she shall be responsible to do other any work assigned by the Chief Engineer.
- VI. He/she is responsible for management of ministerial establishment of the department.
- VII. He/she shall prepare summary for posting/transfer of the ministerial/technical staff as per rules.
- VIII. He/she shall prepare annually list of the officers/officials who are about to retire.
- IX. He/she is responsible for reporting and submission of the PERs/ACRs of the staff under his direct control.
- X. He/She shall maintain/verify inventories and record of the assets i-e office equipment's, furniture's etc.
- XI. He/She is responsible for operation and maintenance of Chief Engineer Office.
- XII. Any other task assigned

19) **BUDGET & ACCOUNTS OFFICER**

- I. The Budget and accounts Officer shall report directly to the Chief Engineer and shall assist the Superintending Engineer (Head Quarter) in accordance with the Job description of the SE (H/Q)
- II. The Budget and Accounts officer is Financial Advisor to the Concerned Chief Engineer.
- III. He/she is responsible to keep close liaison hand with the Accountant General Office.
- IV. He/she is responsible to pre audit of account at Chief Engineer office level.
- V. He/she is responsible to prepare the budget, reconciliation and appropriation proposals to assist the Chief Engineer and submitting the same to higher office/Accountant General office.
- VI. He/she is responsible for correspondence on accounts/budget matters etc. and shall maintain record/books in compliance to the prescribed rules/regulations etc.
- VII. In the discharge of the duties enumerated, he/she is to keep himself dully conversant with all sanctions and orders, passing through the office and his subordinates which may affect that estimates or accounts of actual or anticipated receipts and charges.
- VIII. He/she shall be responsible to bring the higher offices/AG office notice all instances in which subordinate officers exceed the financial limitations on their powers placed by the Divisional officer or higher authorities.
- IX. He/she is responsible to see all expenditures/over-expenditures of Chief Engineer Office. Such items of expenditure should at once be brought to the notice of the Chief Engineer and his orders obtained and placed on record.
- X. He/she is responsible for preparation of Paras, Advance Paras, Draft paras as well as CAG report and timely submission of these reports to Govt. as well as to quarter concerned. He is also responsible for the settlement of Paras. He is fully responsible for any financial lapse.

- XI. He/she is also responsible for the timely submission of monthly account in AG office and also fully responsible for the preparation of this account.
- XII. He/she is responsible for reconciliation of accounts statements.
- XIII. He/she is responsible for reporting and submission of the PERs/ACRs of staff under his direct control.
- XIV. Any other task assigned

20) CHIEF HEAD DRAFTSMAN

- I. The Chief Head Draftsman shall directly report to Design Engineer/Director Design as the case may be.
- II. To assist the Design Engineers/Superintending Engineer/Chief Engineer for preparation, checking of preliminary working, detailed and revise estimates, structural drawing and standard plans, checking and approval/acceptance of tenders.
- III. He/she shall responsible to work out technical nature connected with preparation, revision and mentoring of annual /five years and other plan of the department. Preparation/updating of all type of master plan, inventories. Work of Technical nature connected with the Finance Department, P&D Department as well as deposit work.
- IV. He/she shall be responsible to compile, processes, maintain and supply statistical data in the desired form concerning periodic and cumulative achievement under various activities of the department.
- V. He/she shall responsible to preparation and revision of manuals, standing instruction, standards, codes, specification, schedule of rate, analysis of rates, yard sticks and cost indices. He shall also responsible to check all types of claims of Contractors received from the Subordinate offices.
- VI. He/she is responsible for reporting and submission of the PERs/ACRs of the staff under his direct control.
- VII. Any other task assigned by the Chief Engineer/Director Design/Design Engineer.

21) CIRCLE HEAD DRAUGHTSMAN

- I. In all Circle offices a drawing branch is headed by Circle Head Draughtsman.
- II. The Circle Head Draughtsman shall assist the Superintending Engineers of the concerned Circle to deal with cases /references, representation, estimates etc received from the Executive Engineers under the superintendence of their respective circles.
- III. He/she shall responsible to maintain proper files of all technical circulars as well as standing instructions issued by the Government and Chief Engineer.
- IV. Any other task assigned by the immediate officer

22) DIVISIONAL HEAD DRAUGHTSMAN

- I. In all divisions drawing branch is headed by the Divisional Head Draughtsman and he shall assist the Executive Engineer to preparation of all preliminary and detailed estimates of all original works under the charge of the concerned division on the basis of site data received from the Sub-Divisional Offices.

- II. He/she shall responsible to prepare/check of special/annual repairs or other related estimates for all type of works in the Division.
- III. He/she shall responsible to prepare of schedule of quantities, comparative statements, justification for call/processing of tender cases. Processing of Extra/substituted items deviation statements and claims of all type of contracts. Checking of works orders and consumption of materials issued from the stores for execution of works both done departmentally or contract basis.
- IV. He/she shall also responsible to timely action to initiate revision indices and yard sticks for construction and maintenance of buildings, water supply schemes, Sanitation & Drainage schemes and projects etc.
- V. He/she shall maintain register of the division on the prescribed form with the completion plan of the scheme. He shall also responsible to maintain the registers of AA, RAA, and Technical Sanction and submitted estimates for all type of works. He shall also be responsible to prepare of all simple and sketches. Being a Head of Branch he shall supervise and check all works done by the subordinate staff. He shall himself deal with all important and complicated cases.
- VI. Any other job/duties assigned by his/her senior.

23) **DRAUGHTMAN**

- I. Draughtsman shall assist Chief Head Draftsman in Head Office, Circle Head Draughtsman in circle office and Divisional Head Draughtsman in Divisional Office as the case may be, to maintain proper files of all technical circulars as well as standing instructions issued by the Government/Chief Engineer.
- II. He/she shall responsible to check all estimates received from the subordinate offices. He shall responsible to prepare/check of special/annual repairs or other related estimates for all type of works.
- III. He/she shall responsible to prepare the schedule of quantities, comparative statements, justification for call/processing of tender cases. Processing of extra/substituted items deviation statements and claims of all type of contracts. Checking of works orders and consumption of materials issued from the stores for execution of works both done departmentally or contract basis.
- IV. He/she shall also be responsible for timely action to initiate revision indices and yard sticks for construction and maintenance of buildings, water supply schemes, Sanitation & Drainage schemes and projects etc.
- V. He/she shall maintain building register of the Division on the prescribed form with the completion plan of the building. He shall also responsible to maintain the registers of AA, RAA & Technical Sanction and submitted estimates for all type of works.
- VI. Any other duties/Jobs assigned by senior.

24) **JUNIOR DRAUGHTSMAN/TRACER/CAD OPERATOR**

- I. Junior Draughtsman is the junior most members of the drawing staff.
- II. He/she shall be well conversant/well skilled with AutoCAD and other drawing software's.

- III. He/she is generally entrusted with the work of tracing maintenance of record and registers and other routine jobs of checking etc. while other cases are dealt with by the Draughtsman who are more experienced.
- IV. Any other job/duties assigned by his/her senior.

25) SUB ENGINEER

- I. The smallest and important working unit in the Department is Sub Engineer. Sub-Engineer shall report to Assistant Engineer/SDO.
- II. Sub Engineer is responsible to prepare petty requisitions and plans and estimates for special repairs and additions and alterations of works/ schemes under his section.
- III. To spot the approved works to be done in his section and to carry out survey and leveling work when required to do so.
- IV. Under the director control of Assistant Engineer, Sub engineer is responsible for execution of Water Supply Schemes/Projects, Sanitation & Drainage Schemes/Projects, other project etc and other affairs in the Department and repairs in his section done through the contractors or by daily labour and to see that they are executed in accordance with the plans and specifications approved by the competent authority for the said work with sound materials. He shall also maintain the register of progress and instructions on all major works and present them to all inspecting their orders, if any.
- V. To make arrangement for adequate strength of labour at economical rates within the sanctioned rates when a work is required to be done departmentally.
- VI. To maintain accounts of all the stock and T&P in his charge, their receipts and issues and to maintain register of materials at site.
- VII. To take measurements of works and to assist the Sub-Divisional Officer or Executive Engineer in measurement or check measurement of works. To record, in time, the measurements of small works below foundations.
- VIII. To prepare running bills of all works and final bills of such works as per actual fund releases and to submit them to the Sub Divisional Officer.
- IX. To put up measurement Books regularly to his Sub-Divisional Officer for order of payment at least twice a month.
- X. To supervise labour employed on daily wages and to submit labour reports daily to the Sub Divisional Officer and to supervise them on regular basis and to check their attendance on his visits to works/ schemes under his charge.
- XI. To prepare, maintain and submit in time all rolls of work-charged establishment and to make payments to work-charged establishments and to permanent staff on behalf of and under the instructions of the Sub-Divisional Officer when required to do so.
- XII. To keep a vigilant control over expenditure and report progress of work to his Sub Divisional Officer either daily or periodically as may be ordered.

- XIII. To report to the Sub Divisional Officer immediately occurrence of any serious accident, etc. in his section and to ensure that no damage takes place to the government property in his charge.
- XIV. To check the visitor's register of all rest- houses (if any) in his charge at least once a month and to receive collections of rent, etc, from Chowkidar of rest houses depositing them in the Sub- Divisional Office.
- XV. To keep Government property free from encroachments and to promptly bring to the notice of his Sub-Divisional officer in writing when any encroachment temporary or permanent is threatened or actually takes place.
- XVI. To check (count, weight or measure, as the case may be) each half year, all the store in his charge and to prepare half yearly distribution list for stock and yearly T&P showing the closing balances and to certify distinctly that he has checked the store, recording the result of such a check.
- XVII. To check, measure all the works/ schemes site materials at least once in six months and record his check in the measurement books.
- XVIII. To submit every report for all unserviceable stock and T&P.
- XIX. When holding an imprest (Petty Cash System), the Sub Engineer is responsible for exercise of proper care in the custody of cash and in case of loss the onus of proof that proper care was not exercised shall be on him.
- XX. To carry out annual inspection of Schemes/ works/ Projects etc. under his section and report the result to Sub Divisional Officer. He shall, in addition, be answerable for the general condition of all Schemes/ works under his charge & for bringing to notice structural weaknesses, if any.
- XXI. To maintain the log book of the Sub Divisional Officer showing their visits to various works in their charge.
- XXII. Randomly check with the assistance of Research Office the water quality of the existing water supply schemes at various points/taps & source and submit the water quality report to the higher authorities.
- XXIII. Any other duties assigned by the Assistant Engineer/Sub Divisional Officer.

26) ASSISTANT SOCIAL ORGANIZER (ASO)

- I. The Assistant Social Organizer shall report to Executive Engineer in the Division.
- II. He/she is responsible to mobilize beneficiary community to participate in all stages of selection of water source, planning, and implementation of PHE Water Supply/Sanitation Schemes.
- III. Assistant Social Organizer/ Social Mobilizer shall facilitate, mobilize and sensitize the beneficiary to ensure their willingness to pay water charges/water bill.
- IV. He/she shall assist the water user committee in collection of monthly water charges.
- V. ASO shall assist in dispute resolution of water source site and other conflict with the general public or others as the case may be in execution of water source, right of way for pipe network or water supply and sanitation infrastructure projects or other projects etc.

- VI. Mobilize beneficiary community of existing water supply schemes to establish water user committee and shall extend support in the following areas
 - a. Recovery of arrears on account of water charges
 - b. Recovery of current water charges
 - c. Removal or regularization of illegal water connection
- VII. ASO shall convene meeting of water user committee quarterly to review progress on collection of water charges
- VIII. ASO shall ensure that water bills are prepared and distributed by the operational staff well in time amongst the consumers.
- IX. ASO shall extend support and pursue in land mutation cases and shall coordinate with district administration.
- X. ASO shall act as a focal person for complaint cell at division and shall also Act as a PIO under RTI Act
- XI. Lead awareness campaign regarding water conservation, hygiene promotion, and implementation of BCC strategy.
- XII. ASO shall submit monthly work plan and also submit monthly progress report at end of each month.
- XIII. He/she shall prepare and submit PERs/ACRs of sub-ordinate staff.
- XIV. Any other duties entrusted by the Executive Engineer

27) **HEAD CLERK**

- I. The Head Clerk is head of ministerial/support staff of division and responsible to maintain discipline and to mark the attendance of that branch. He shall responsible to open the dak promptly on its receipt and distribute it to the various concerned sections for its disposal.
- II. He/she shall assist Executive Engineer to comply with all rules and regulations, standing instructions received from Government from time to time.
- III. He/she is responsible to distribute all work of branch amongst all dealing hands under his section. He shall be responsible to up-date all staff lists of division & sub division level to process cases for their promotion / retirement well in time.
- IV. He/she is responsible to write cash book and for handling the cash in the Divisional office and to keep one key of the locks of the cash chest in his custody.
- V. He/she is responsible to keep the tenders in his custody & to get the notice inviting tenders & contract agreements prepared & to scrutinized the same personally & issue them to the applicants when required after making the necessary entries in the tender forms in the Divisional office.
- VI. He/she is responsible to examine each measurement book on receipt & to see that each page is correctly numbered & the check certificate recorded on inside of the cover.
- VII. He/she is responsible to write the monthly progress report of all the developmental works of ADP / Donors / Deposit works in the division well in time.

- VIII. He/She is responsible for all administrative matters of the divisional office.
- IX. Any other task assigned by the Executive Engineer.

28) SENIOR CLERK/ASSISTANT

- I. Senior Clerk/Assistant shall assist his head of branch in Head office / Circle office / Divisional office & Sub-Divisional office to deal with all Establishment/ Budget/ Vigilance cases & Accounts matter etc as the case may be.
- II. He/she is responsible to deal with for the works entrusted to him by Head of branch well in time. Each dealing Assistant in a section is allotted certain number of headings/subjects for which he shall be responsible to timely dispose-off all important cases through his head of branch.
- III. He/she is responsible for effective disposal of his duties in accordance with the Manual of Secretariat instructions of the Provincial Government.
- IV. Any other task assigned by the immediate officers.

29) SUB-DIVISIONAL ACCOUNT (SDA)

- I. He/she is the Financial Advisor of the Assistant Engineer/SDO of the concerned sub-division.
- II. He/she is responsible to keep close liaison with the Divisional Accounts officer/ District Account officer/Accountant General Office as required.
- III. He/she is responsible to examine monthly accounts statements
- IV. He/she is responsible for checking calculations in MB, and shall place his working before the SDO/Assistant Engineer.
- V. He/she is responsible for preparation of Bill from Measurement Book (MB).
- VI. He/she is responsible for maintaining record of operational staff salaries and accounts role.
- VII. He/she shall keep close watch on salary of the operational staff, and shall report to the SDO if any person is getting salary without attending his duty.
- VIII. He/shell shall keep service book of operational staff in tidy condition.
- IX. He/shall keep watch on WAPDA/Power authorities/companies bill to avoid payment on abandoned schemes.
- X. He/she is responsible for all sort of reconciliation with DAO office and WAPDA/Power authorities/companies
- XI. The Sub-Divisional Accountant is responsible to the Assistant Engineer/SDO for the correct compilation of the accounts.
- XII. He/she is responsible to prepare the budget, reconciliation and appropriation proposals to assist the Sub-Divisional Officer/Assistant Engineer and submitting the same to higher office/Accountant General office as the case may be.
- XIII. He/she is responsible to the Sub-Divisional officer for the work of his section which includes correspondence concerning accounts etc. The Sub-Divisional

Accountant/SDA is compiler of the account of the in accordance with prescribed rules.

- XIV. In the discharge of the duties enumerated, he/she is to keep himself dully conversant of all the sanctions and orders, passing through the office which may affect that estimates or accounts of actual or anticipated receipts and charges.
- XV. He/she shall be responsible to bring the Sub-Divisional Officer's/Assistant Engineer notice all instances in which office has exceeded the financial limitations placed by the Divisional officer or higher authorities.
- XVI. He/she is responsible for preparation of Paras, Advance Paras, Draft paras as well as CAG report and timely submission of these reports to Govt. as well as to quarter concerned. He is also responsible for the settlement of Paras. He/she is fully responsible for any financial lapse.
- XVII. He/she is also responsible for the timely submission of monthly accounts to higher office. He/she is responsible for reconciliation of accounts statements.
- XVIII. Any other job/duties assigned by Assistant Engineer/SDO.

30) JUNIOR CLERK

- I. The Junior Clerks are entrusted with the routine work such as maintenance of Diary, file register, Indexing & recording of files, preparation of arrear statements, supervision of correcting to reference book, typing via computer, comparing & dispatch work in accordance with the Manual of Secretariat instructions of the Provincial Government.
- II. He/she shall be responsible to deal with all cases/work assigned to him by head of office or head of section.
- III. He shall process and type official documents/letters/correspondence using computer.
- IV. Any other task assigned by the immediate officers.

31) COMPUTOR OPERATOR

- I. He/she shall monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. May enter commands at a computer terminal and set controls on computer and peripheral devices. Monitor and respond to operating and error messages.
- II. He/she shall enter commands, using computer terminal, and activate controls on computer and peripheral equipment to integrate and operate equipment. Monitor the system for equipment failure or errors in performance
- III. He/she is responsible to take instructions of the immediate officer and prepare draft letters.
- IV. He/she should be having excellent command on M/S office and other commonly used office software's.

- V. Respond to program error messages by finding and correcting problems or terminating the program. Notify supervisor or computer maintenance technicians of equipment malfunctions.
- VI. He/she shall read job set-up instructions to determine equipment to be used, order of use, material such as disks and paper to be loaded, and control settings.
- VII. He/she shall operate spreadsheet programs and other types of software to load and manipulate data and to produce reports. Retrieve, separate and sort program output as needed, and send data to specified users. Load peripheral equipment with selected materials for operating runs, or oversee loading of peripheral equipment by peripheral equipment operators
- VIII. He/she is responsible to answer telephone calls to assist computer users encountering problems. Oversee the operation of computer hardware systems, including coordinating and scheduling the use of computer terminals and networks to ensure efficient use.
- IX. He/she shall record information such as computer operating time, problems that occurred, and actions taken.
- X. He/she shall take instructions from in urgent / confidential matters for timely disposal.
- XI. He/she shall attend the telephone received from the higher authorities/ subordinate offices & general public.
- XII. He/she shall be responsible to handle files/ record of confidential or secret nature. He shall also be responsible to process the annual confidential reports from subordinate offices well in time and retained the same in his custody after receipt from them.
- XIII. He/she supervise and train peripheral equipment operators and computer operator trainees.
- XIV. He/she is responsible for effective disposal of his duties in accordance with the Manual of Secretariat instructions of the Provincial Government.
- XV. Any other duties entrusted by the immediate officers.

32) SENIOR SCALE STENOGRAPHER

- I. The Senior Scale Stenographer shall assist to Chief Engineer/Superintending Engineer/Director/Executive Engineer/Design Engineer/Technical Officer/Deputy Director as the case may be, in all important matters of the Department.
- II. He/she shall take instructions from in urgent / confidential matters for timely disposal.
- III. He/she shall attend the telephone received from the higher authorities/ subordinate offices & general public.
- IV. He/she shall be responsible to handle files/ record of confidential or secret nature. He shall also be responsible to process the annual confidential reports from subordinate offices well in time and retained the same in his custody after receipt from them.
- V. He/she is responsible for effective disposal of his duties in accordance with the Manual of Secretariat instructions of the Provincial Government.

VI. Any other duties entrusted by the immediate officers

33) STENOTYPIST

- I. The Steno typist shall assist Chief Engineer/Superintending Engineer/Director/Executive Engineer/Design Engineer/Technical Officer/Deputy Director as the case may be, in all important matters of the Department.
- II. He/she shall take instruction from in urgent/ confidential matters for timely disposal and any other work assigned by the concerned/immediate officer as the case may be.
- III. He/she shall attend the telephone received from the higher authorities/ subordinate offices & general public.
- IV. He/she shall be responsible to handle files/ record of confidential or secret nature.
- V. He shall be responsible to process the annual confidential reports from subordinate offices well in time and submit the same to higher office on receipt from them after doing the needful.
- VI. He/she is responsible for effective disposal of his duties in accordance with the Manual of Secretariat instructions of the Provincial Government.
- VII. Any other duties entrusted by the immediate officer.

34) PRIVATE SECRETARY.

- I. The Private Secretary shall assist the Chief Engineer/Immediate officer in all important matters of the Department. He shall take instructions from Head of Department in urgent/confidential matters for timely disposal.
- II. He/she shall attend the telephone received from the higher authorities/ subordinate offices & general public.
- III. He/she is responsible for effective disposal of his duties in accordance with the Manual of Secretariat instructions of the Provincial Government.
- IV. He/she shall also responsible to do other any work assigned by the Chief Engineer.

35) PERSONAL ASSISTANT.

- I. The Personal Assistant shall assist the Chief Engineer in all important matters of the Department; he shall take instruction from in urgent/ confidential matters for timely disposal.
- II. He/she shall attend the telephone received from the higher authorities/ subordinate offices & general public.
- III. He/she is responsible for effective disposal of his duties in accordance with the Manual of Secretariat instructions of the Provincial Government.
- IV. He/she shall also responsible to do other any work assigned by the Chief Engineer.

36) PUMP OPERATOR/OPERATOR CUM VALVE MAN/OPERATOR CUM CHOWKIDAR

- I. Pump operator/Operator cum valve man/Operator cum Chowkidar is overall in-charge of the installations, operation and maintenance of Pumps /Electric Motor, Generating sets and Solar based electrical system etc.
- II. He/she shall be responsible for cleanness, up keep of machinery and Pump chamber & other structures as well as the total area of installations.
- III. He/she is responsible to promptly reporting the leakage of pipe lines water supply complaints and unauthorized tempering of pipe lines to the Sub Engineer.
- IV. He/she is responsible for sitting inside the pump chamber during duty hours and maintaining the proper quality of water being supplied to the Village /Towns.
- V. He/she is responsible for proper and adequate storage of water in the reservoirs/Tanks and supplying water supply to village /Towns as per time schedule fixed by the department.
- VI. He/she is responsible also to maintain the log book for pump operation & recording meter reading on daily basis of the water supply scheme.
- VII. He/she shall take a lead role in revenue collection campaign along with other operational staff.
- VIII. He/She is responsible for timely distribution and follow-up of water bills.
- IX. Any other duty assigned by the Sub Engineer.

37) DRIVER

- I. He/she shall be responsible to drive the light and heavy vehicle of the department as the case may be.
- II. He/she shall also maintain the log book of the vehicle properly and responsible to repair and maintenance of the vehicle from time to time with approval of the concerned officer/
- III. To keep the vehicle neat & clean and in running condition.
- IV. He/she shall report the officers in case of any mishap/accident to the vehicle.
- V. He/she is responsible for effective disposal of his duties in accordance with the Manual of Secretariat instructions of the Provincial Government.
- VI. Any other job/duties assigned by his/her senior.

38) PIPE FITTER / VALVEMAN

- I. He/she is responsible for Assembly, fittings, installations, maintenance and repair of plumbing pipe fixtures fittings for water supply or sanitary system/work.
- II. He/she shall be responsible for laying, jointing all kind of pipes and specials i.e. CI, GI, HDP, PVC, lead pipes etc making ferrule connections repair to leakages etc and other miscellaneous works /jobs at treatment plant /water works and pump houses etc.

- III. He/she shall also be responsible for reporting and assisting the Sub Engineer for detection of illegal unauthorized connections and other duty assigned by the Sub Engineer.
- IV. He/She is responsible for operation of valves to ensure water supply as per direction of Sub-Engineer.
- V. He/She is responsible for identification and removal of illegal connection.
- VI. He/she is responsible to make the reading of water meter (if any) and to submit to the revenue clerk for preparation of the bills and to maintain the ledger.
- VII. He/she is responsible for timely distribution and follow-up of bills and taking a lead role in revenue collection campaign.
- VIII. Any other duty assigned by the Sub engineer.

39) CHOWKIDAR

- I. Chowkidar is responsible for the property / pump house and building structures within the premises including external electrical installations.
- II. Any incident / mishap happened in the premises shall be immediately reported to the Sub Engineer and to ensure no damages occurred to the Government property.
- III. It is the responsibility of the chowkidar to keep away mad, addicted and criminal persons or wild animals from the Government premises.
- IV. He/she shall be responsible to take precautionary measures relating to prevention of fire and damage to Govt. property.
- V. Chowkidar is responsible to keep and watch/ward during and after office hours.
- VI. Any other job/duties assigned by his/her senior.

40) CHOWKIDAR OFFICE

- I. Chowkidar is responsible to keep and watch and ward during and after office hours.
- II. He/she shall be responsible to take precautionary measures relating to prevention of fire and damage to Govt. property.
- III. He/she is responsible for effective disposal of his duties in accordance with the Manual of Secretariat instructions of the Provincial Government.
- IV. Any other job/duties assigned by his/her senior.

41) ELECTRICIAN

- I. He/she shall be responsible for carry out maintenance and repair etc of electric motor/Generator and other electrical appliances/solar equipment etc.
- II. To do electric wiring of various installations.
- III. He/she is responsible to play its role and add input in maintenance and repairs of water supply schemes.
- IV. To assist Sub-Engineer for erection and maintenance of electrical equipment and installations.
- V. Any other duties assigned by the Executive Engineer/SDO/Sub-Engineer.

42) MECHANIC

- I. To assist superior in carrying minor repairs and shall be responsible for the quality of workmanship done.
- II. Servicing repairs and overhead adjustment control and inspection of mechanical works.
- III. He/she is responsible to play its role and add input in maintenance and repairs of water supply schemes.
- IV. Any other duties assigned by the Executive Engineer/SDO/Sub-Engineer.

43) FERRO PRINTER/FERRO KHLASI

- I. He/She is responsible to printout the drawings from the printing Machine.
- II. He/She is responsible for binding and compilation of estimates and drawings.
- III. Any other job/duties assigned by his/her senior.

44) DAFTRI

- I. Daftari shall be responsible to mend, trim stitch and bind etc, old records/ files in the record room in the Section.
- II. He/she shall responsible to paste correction slips in the officials' references books of various officers and those of branches / Sections.
- III. He/she shall be responsible to carry and deliver the dak within & outside the office. He shall also responsible to perform miscellaneous and odd jobs for officers/ officials and other work assigned by the officer.
- IV. He/she is responsible for effective disposal of his duties in accordance with the Manual of Secretariat instructions of the Provincial Government.
- V. Any other job/duties assigned by his/her senior.

45) NAIB QASID/PEON

- I. He/she is responsible to carry and deliver the dak within & outside the office. He shall also be responsible to perform miscellaneous and odd jobs for officers/ officials and other work assigned by the officer.
- II. He/she shall be responsible to ensure the cleanliness and general keep up of the Section / Office wherein he is posted and of the furniture, fixture and equipment.
- III. He/she shall be responsible to attend the officers at Headquarters and while on tour.
- IV. He/she is responsible to light the stoves / Angithies and to perform the allied work relating to this job.
- V. He/she is responsible for effective disposal of his duties in accordance with the Manual of Secretariat instructions of the Provincial Government.
- VI. Any other job/duties assigned by his/her senior.

46) SWEEPER

- I. Sweeper is responsible to sweep, clean and mope the rooms, corridors, verandahs and compound etc.

- II. He/she is responsible to clean the lavatories, Urinals, Bath, Wash basins etc daily and properly.
- III. He/she shall also be responsible to collect and dispose-off all waste in the office.
- IV. He/she is responsible for effective disposal of his duties in accordance with the Manual of Secretariat instructions of the Provincial Government.
- V. Any other job/duties assigned by his/her senior.