

ANNEXURE-IV
DUTIES OF OFFICIALS IN
RESPECT OF CHIEF ENGINEER (H)
NABARD AND RURAL ROADS OFFICE

Thiru V.A. SHANMUGANATHAN,B.E.,M.I.E.,
CHIEF ENGINEER (HIGHWAYS),
NABARD AND RURAL ROADS

DEPUTY CHIEF ENGINEER (H)

Thiru.A. Gunasekaran, B.E.,

- ❖ To look after the entire Administration of the office.
- ❖ To issue administrative Circulars.
- ❖ To issue reposting orders to all Technical and non-technical staff.
- ❖ To accord sanction for annual increment fixation of pay etc. to all the staff of this office.
- ❖ To accord sanction of all leave and L.T.C. to all the staff of this office including the Nabard & Rural Roads Staff of Accounts Branch.
- ❖ To accord sanction of G.P.F., Temporary advance and Part-final withdrawal upto 75% to all the staff of this office.
- ❖ To reimburse Medical expenses incurred by the staff of this office.
- ❖ To accord sanction for the purchase of stationery articles, Uniforms to drivers, duffadars and Office Assistants of this office.
- ❖ To accord sanction for the contingent Bills.
- ❖ To look after the disciplinary case of the staff of Nabard & Rural Roads Wing.
- ❖ To initiate confidential Reports in respect of B Group Officers of this office.

ADMINISTRATIVE OFFICER

Thiru S.P. Rangavadivel

- ❖ To sign on behalf of the Chief Engineer (H), NABARD and Rural Roads under Subsidiary Rule 2(h) under Treasury Rule 16 of the bills, vouchers and payment orders in respect of claims of staff of Office of the Chief Engineer (H), NABARD and Rural Roads, Chennai.
- ❖ Under article 93(b) of Tamilnadu Financial Code to incur or sanction expenditure on contingencies of the Office of the Chief Engineer (H), NABARD and Rural Roads, Chennai.
- ❖ To sign increment certificate under subsidiary Rule 13 under Treasury Rule 16.
- ❖ To count the contents of cash chest of the Office of the Chief Engineer (H), NABARD and Rural Roads, Chennai-32 or the cash on hand and verify with the book balance under Subsidiary Rule 2(a) under Treasury Rule 11.
- ❖ To attest entries in the Service Books of the Officers and Staff of Office of the Chief Engineer (H), NABARD and Rural Roads, Chennai under Rule No.6 under FR 74(iv) and
- ❖ To sign the annual verification certificate of service, in the service Books of the Officers and staff of NABARD and Rural Roads wing of Highways

Department under Rule No.12 under FR 74 (iv).

SUPERINTENDENT (BUDGET & CONFIDENTIAL)

Thiru K. Vijayakumar

Supervision of Budget Section and Confidential Section

SUPERINTENDENT (CASH SECTION)

Tmt. K. Malligeswari

Bills section, Supervision of CK-1, CK-2 and CK-3 seat files, Scrutinising of Pay Bills and other Bills pertaining to the staff of Chief Engineer (H), NABARD & Rural Road Office. Treasury and Bank transactions. Scrutinising of Attendance Register, C.L. Register, Stationery Register, Loans and Advances Register, Allotment Register, Library Register etc., Maintenance of Amanath Register, Contingent Register, Token Register, Daily consolidated cash balance register, Register of Permanent Imprest Account and M.T.C.70. Scrutinising no Registers maintained by the Fair copy section and Record section.

SUPERINTENDENT - ESTABLISHMENT

Thiru. S. N. Vincent Hopper

Supervising establishment matters, dealt with in A1, A3 and A4 seats, Personal Register, Periodicals, Increment Registers, Incumbent Registers, Property Registers/Supervising despatch work, Tapal Distribution very emergency / D.O. Registers.

ASSISTANT - A1

Thiru. K. Mohan

Transfers and postings, regularisation, declaration of completion of probation in respect of Engineering staff of Office of the Chief Engineer (H), NABARD & Rural Roads. Selection Grade / Special Grade, Pay fixation, Increment sanction, Leave sanction, SLS sanction, LTC, Junior getting more pay. Maintenance of Service Register. Maintenance of CTC. Assumption of charges files, Maintenance of Assistant Engineers/Assistant Divisional Engineers (H) periodical report. No

objection Certificate.

ASSISTANT - A2

Thiru A. Riasudeen

- ❖ Disciplinary actions for all Staff's in respect of RR wing.
- ❖ Staff continuance proposal.
- ❖ Headquarters' shifting
- ❖ NMR Court cases
- ❖ Work Charged Establishment.
- ❖ Maintenance of C.R. of all NABARD & Rural Roads.

ASSISTANT - A3

Thiru. M. Karunakaran

Transfer and postings, Service regularization and declaration of probation in Ministerial and Technical Staff of Office of the Chief Engineer (H), NABARD & Rural Roads. Service Register maintenance, Junior getting more pay, Pay fixation, Leave sanction SLS sanction, LTC sanction, Increment sanction to the above staff, Sanction for lending/borrowing movable/Immovable properties for all categories in office of the Chief Engineer (H), NABARD & Rural Roads Wing, To depute officials for training/Conference/etc., Periodicals for vacancy position of Ministerial and Technical. Maintenance of Record Sheet.

ASSISTANT - A4

Thiru.K. Mohan (A/C)

Pension proposals, Pension matters in Office of the Chief Engineer (H), NABARD & Rural Roads staff, SPF,GPF sanction for retiring staff, Compassionate ground appointment, Office Assistant/Record Clerk/Watchman, Staff car driver establishment matters. Service regularization, declaration of probation transfer and posting, Junior getting more. Leave sanction/SLS/LTC pay fixation of Office Assistants/Record Clerks/Watchman, Staff Car Driver S.R maintenance , Supervision of 56(2), 56(D) reports, Office Inspection, Periodicals, Permission to outside jurisdiction files.

ASSISTANT - C.K.1

Tmt.N. Savithiri,

Preparation of pay bills and all other bills of staff of Chief Engineer (H), NABARD & Rural Roads Office. Maintenance of Pay Bill Register, L.P.C. Register, Establishment Budget proposals and all subject relating to pay bills and other bills. Reconciliation of Establishment expenditure with PAO(South) and Accountant General (A&E), Chennai-18 and reconcile the discrepancy with circle and divisional expenditure (A/B Statement)

JUNIOR ASSISTANT - C.K-2

Tmt. N. Savithri (A/C)

Sanction of all loans and advances to Staff of Office of the Chief Engineer (H), NABARD & Rural Roads (Vehicle Advance, Marriage Advance, Festival Advance, Handloom/ Khadi Advance, HBA, Education Advance etc.) Sanction of FBF and Health Fund, Contingency sanction such as Pocket expenses, Uniform, Stitching charges etc.,

JUNIOR ASSISTANT - C.K-3

Thiru A. Riasudeen (A./C.)

Stationery maintenance of Stationery Registers, Maintenance of Library books and Registers. Sanction of Electric charges of Chief Engineers (H) office. Maintenance of Annual T & P Registers etc., Sanction of other contingencies like Xerox charges, Computer repair charges, Intercom charges and other miscellaneous subjects.

ASSISTANT -RR1

Thiru. S. Venkatesan (A/C)

Trichy NABARD and Rural Roads circle - Works related File Maintenance

- ❖ Estimate
- ❖ Tender
- ❖ Deviation proposal, Work slip etc.
- ❖ Works related Audit Para.
- ❖ Revised Administrative Sanction (Trichy circle)
- ❖ Works related petition
- ❖ Works related General circulars etc.
- ❖ Works related cases
- ❖ Legislative Assembly Question - (Trichy circle)
- ❖ C.M. Cell Petition
- ❖ Chief Engineer Inspection Notes - (Trichy circle)
- ❖ Special Self Sufficiency Scheme files.
- ❖ Files related to Revised Administrative committee meeting.

JUNIOR ASSISTANT - RR2

Thiru. S. Venkatesan (A/C)

Tirunelveli NABARD and Rural Roads circle - Works related File Maintenance

- ❖ Estimate
- ❖ Tender
- ❖ Deviation proposal, Work slip etc.
- ❖ Pending Land Acquisition (All Divisions)
- ❖ Revised Administrative Sanction (Tirunelveli circle)
- ❖ Works related petition
- ❖ Works related General circulars etc.
- ❖ Works related cases
- ❖ Legislative Assembly Question - (Tirunelveli circle)
- ❖ C.M. Cell Petition
- ❖ Chief Engineer Inspection Notes - (Tirunelveli circle)
- ❖ Special Self Sufficiency Scheme files.

ASSISTANT - RR-3

Thiru. S.Venkatesan

Chengalpattu and Salem NABARD and Rural Roads circle - Works related File Maintenance

- ❖ Estimate
- ❖ Tender
- ❖ Deviation proposal, Work slip etc.
- ❖ Revised Administrative Sanction
- ❖ Works related petition
- ❖ Works related General circulars etc.
- ❖ Works related cases
- ❖ Legislative Assembly Question
- ❖ C.M. Cell Petition
- ❖ Chief Engineer Inspection Notes
- ❖ Special Self Sufficiency Scheme files.

ASSISTANT

Thiru. P.K.Kannan

- ❖ Budget -
- ❖ Budget Estimate,
- ❖ Revised Estimate,
- ❖ Final Modified Appropriation
- ❖ Letter of Credit obtained from Government
- ❖ Budget related Accountant General's Para

TECHNICAL SECTION

ASSISTANT CHIEF ENGINEER (PLANNING)

Thiru. T. Elango

Planning - Budget - Monitoring works - Works related to review meetings - Co-ordination - Liaisoning and correspondence with Government - Review meeting with Government - Planning Commission - Annual Plan Five Year Plan - New Proposals

ASSISTANT CHIEF ENGINEER - II (CLAIMS)

Thiru.V. Shanmugam

Project Completion reports - Claims and Loan Accounts - Co-ordination - Liaisoning and Correspondence with NABARD and Finance Department - All representations - Assembly questions - Petitions

ASSISTANT CHIEF ENGINEER - III (WORKS)

Tmt. D. Aruna

Estimates - Tenders - Deviation proposals in respect of Trichy and Tirunelveli circles. Inspection Notes of the Chief Engineer (H) of Trichy and Tirunelveli - Revised Administrative Sanction proposals of Trichy and Tirunelveli circles - A.G.Audit para matter - Technical circular - Amendment proposals - Rent proposals.

ASSISTANT CHIEF ENGINEER - IV (WORKS)

Thiru.P. Selvanambi

Estimates - Tenders - Deviations in respect of Chengalpattu and Salem circles. Inspection Notes of the Chief Engineer (H) of Chengalpattu and Salem - Revised Administrative Sanction proposals - Land Acquisition matter - Miscellaneous matters - Rent Proposals - Asian Development Bank Projects.

ASSISTANT ENGINEER -1

Tmt.M. Shanthini

Following works pertaining to Trichy Circle and Tirunelveli.

- ❖ Estimates.
- ❖ Deviations.
- ❖ Revised Administrative Sanction related to Special self sufficiency scheme.
- ❖ Revised Administrative Sanction related to NABARD scheme.
- ❖ Chief Engineer's inspection notes.
- ❖ Scrutiny of Rough cost/ Fair cost estimates for NABARD approval.
- ❖ Other Technical matters.
- ❖ Technical library in-charge.
- ❖ R.O.B., Bypass, R.A.S.

ASSISTANT ENGINEER -2 (Vacant)

ASSISTANT ENGINEER -3

Thiru. R. Sivakumar

Planning

- ❖ All reports to Government and (NABARD) Progress report.
- ❖ General instructions/Circulars related to works and other correspondences
- ❖ Field monitoring reports of Other District Roads NABARD.
- ❖ Works related to Minister's meeting.
- ❖ R.O.B., RUB Works, ISAP Bulletin, Planning related files.

ASSISTANT ENGINEER -4

Thiru. K R. Kuppuswamy

Following works pertaining to Chengalpattu Circle.

- ❖ Proposals and progress of Tsunami Rehabilitation works under ADB assisted TEAP.
- ❖ Estimates.
- ❖ Deviations.
- ❖ Revised Administrative Sanction related to Special self sufficiency scheme.
- ❖ Revised Administrative Sanction related to NABARD scheme.

- ❖ Chief Engineer's inspection notes.
- ❖ Scrutiny of Rough cost/ Fair cost estimates for NABARD approval.
- ❖ Other Technical matters.
- ❖ Technical library in-charge.
- ❖ R.O.B., RUB works.

ASSISTANT ENGINEER -5

Thiru. R. Sivakumar (A/C)

- ❖ Claims - RR.
- ❖ Loan accounts in respect of RR.
- ❖ RAS to self sufficiency scheme

ASSISTANT ENGINEER -6

Thiru. K R. Kuppuswamy (A/C)

- ❖ Amendment proposals certain projects.
- ❖ Asst. to ADB
- ❖ RAS to self sufficiency scheme

ASSISTANT ENGINEER -7

Tmt. R. Sathya

- ❖ General instruction circulars related to works
- ❖ Compilation of new proposals.
- ❖ Planning related files.

ASSISTANT ENGINEER -8

Tmt.E. Meenakshi, A/C

- Following works pertaining to Salem circle.
- ❖ Estimates .
- ❖ Deviations.
- ❖ Revised Administrative Sanction related to Special self sufficiency scheme.
- ❖ Chief Engineer's inspection notes.
- ❖ General instructions/ Circulars related to works and other correspondences.
- ❖ Scrutiny of Rough cost/ Fair cost estimates for NABARD approval.
- Other Technical matters.

ASSISTANT ENGINEER - 9

Tmt. E. Meenakshi

Following works pertaining to Tirunelveli circle.

- ❖ Estimates .
- ❖ Deviations.
- ❖ Revised Administrative Sanction related to Special self sufficiency scheme.
- ❖ Chief Engineer's inspection notes.
- ❖ General instructions/ Circulars related to works and other correspondences.
- ❖ Scrutiny of Rough cost/ Fair cost estimates for NABARD approval.
- ❖ Other Technical matters.

SENIOR DRAUGHTING OFFICER

Thiru. K. Elango

All the following file of Draughting Officer and Junior Draughting Officers routed through Senior Draughting Officers. Distribution of work among Draughting Officers and Junior Draughting Officers. Signing fair copies of all correspondence pertaining to subordinate officers.

DRAUGHTING OFFICER - 1

Thiru. L. Vasudevan

Chengalpattu (H), NABARD and Rural Roads circle -

- ❖ Tender Scrutiny
- ❖ BOE & COT Tender Scrutiny
- ❖ Tender Remarks Scrutiny
- ❖ All Petitions of Chengalpattu circle
- ❖ Chief Engineer's (H) Office Rent File
- ❖ Case File
- ❖ Estimate Data Scrutiny
- ❖ Works slip data Scrutiny
- ❖ RTI Act
- ❖ E-tendering

DRAUGHTING OFFICER - 2

Thiru. S.Elango

Salem (H) and Trichy (H) NABARD and Rural Roads circle -

- ❖ Tender Scrutiny
- ❖ BOE & COT Tender Scrutiny
- ❖ Tender Remarks Scrutiny
- ❖ All Petitions of Salem and Trichy circle
- ❖ Audit Para (All circles)
- ❖ Case File
- ❖ Estimate data Scrutiny
- ❖ Works slip data Scrutiny
- ❖ LA Progress Report and correspondence (All circles)
- ❖ Shifting of service mains etc. (All circles)
- ❖ RTI Act
- ❖ E-tendering
- ❖ Tsunami related works
- ❖ Cut motion (All Circles)
- ❖ Rent proposals C.E.'s Office building.

DRAUGHTING OFFICER – 3

Thiru L. Vasudevan (A/C.)
(Vacant)

Tirunelveli (H), NABARD and Rural Roads circle

- ❖ Tender Scrutiny
- ❖ BOE & COT Tender Scrutiny
- ❖ Tender Remarks Scrutiny
- ❖ All Petitions of Tirunelveli circle
- ❖ Case File
- ❖ Estimate Data Scrutiny
- ❖ Works slip Data Scrutiny
- ❖ RTI Act

DRAUGHTING OFFICER- P1

Tmt. J.Mythili

- ❖ Compilation of Expenditure and work-wise progress report received from division and preparation of monthly progress reports to be sent to Government.
- ❖ Compilation of report for Hon'ble Minister and Secretary review

DRAUGHTING OFFICER- 4

Tmt. D. Maria Jamuna

Project completion report for other District Road works

JUNIOR DRAUGHTING OFFICER – 1

Tmt.S. Malarvizhi

- ❖ Estimate Data Scrutiny
- ❖ Works slip data Scrutiny
- ❖ All petitions
- ❖ Case files
- ❖ Tender Notice File
- ❖ Labour Welfare Fund File
- ❖ Cement File
- ❖ Steel File
- ❖ Bitumen File
- ❖ Pdl's – Court case, Tender schedule sold & Recd. (All circles)
- ❖ GP's Fee bill (All circles)

JUNIOR DRAUGHTING OFFICER – 2

Thiru A. Murugan

- ❖ Estimate Data Scrutiny
- ❖ Works slip Data Scrutiny
- ❖ All petitions
- ❖ Case files
- ❖ Rent Scrutiny File (All circle)
- ❖ Tools and plants and fuel allotment
- ❖ Miscellaneous Files
- ❖ Maintenance of all Registers such as Tender Register, Register of Contractors etc.
- ❖ Maintenance of Circular Files & Stock Files

JUNIOR DRAUGHTING OFFICER- 3

Thiru. P.Mullaivanan

- ❖ Claims

JUNIOR DRAUGHTING OFFICER- 4

Thiru. D. Devarajan

- ❖ Project completion report – RR
- ❖ Verification and forwarding to NABARD

BLUE PRINT OPERATOR

Thiru. S.Vanaseelan

- ❖ Operating Xerox machine and maintaining Xerox Register