

Chapter: 3

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

3.1. The Chief Engineer (General) is the Head of the Department of Highways Organisation including National Highways, Projects, Rural Roads and NABARD, Tamil Nadu Road Sector Project (TNRSP), Highways Research Station (HRS), Designs and Investigation Wings and Metro Wing in respect of all Administrative matters and all matters relating to the schemes executed.

3.2. Chief Engineers

- i) The Chief Engineer is empowered to accord Technical Sanction to Estimate of value above Rs. 2.00 Crores.
- ii) The Chief Engineer is empowered to accept tenders of value upto Rs.1.00 Crore upto 6% excess exceeding Rs.1.00 Crore and up to Rs.2.00 Crore upto 3% excess. (except Price Variation Cases).

If the value exceeds of Rs.2.00 Crores such tenders are placed before the Commissionrate of Tenders (C.O.T). Tenders up to Rs.50.00 Lakhs exceeding 6% excess are placed before the Board of Engineers (BOE). (except Price Variation Cases).

3.3. Superintending Engineer (H)

- 1) The Superintending Engineer (H) is empowered to accord technical sanction to estimate value of above Rs. 50.00 Lakhs and upto Rs. 2.00 Crores.
- 2) The Superintending Engineer (H) is empowered to accept tenders of value upto Rs. 15.00 Lakhs upto 6% excess and upto Rs.1.00 Crore upto 3% excess.

3.4. Divisional Engineer (H)

- 1) The Divisional Engineer (H) is empowered to accord technical sanction to estimate upto a value of Rs. 50.00 Lakhs.
- 2) The Divisional Engineer (H) is empowered to accept tenders of value upto Rs.15.00 Lakhs upto 3% excess.

3.5. The Chief Engineer is the appointing authority upto the category of Assistant Engineers in the Tamil Nadu Highways Engineering service and upto the level of SDO in the Tamil Nadu Engineering Subordinate Service. As for as the Non-Technical personnel the Chief Engineer (General) is the appointing authority upto the level of Administrative Officers in the Tamil Nadu State General service / ministerial service.

3.6. The following sections are functioning under the control of Chief Engineer (General) Highways in Chief Engineer's Office to assist him in the discharge of day-to-day official business.

S.No	Section	Details of subject dealt with
1	Nir. 1	All Services matters relating to Assistant Divisional Engineers and their Transfer and postings etc.
2	Nir. 2	All Service matters relating to Divisional Engineers & Superintending Engineers and staff sanction proposals; Inspection of circle office and Division offices.
3	Nir. 3	All Service matters relating to Assistant Engineer / Junior Engineers and their Transfer and postings.
4	Nir. 4	All Service matters relating to Ministerial category and their Transfer and Postings & Cm cell petition
5	Nir. 5	All Service matters relating to Technical Category and their Transfer and Postings.
6	Nir. 6	All Service matters relating to Gang mazdoors, Road Inspectors and T & P crews.
7	Nir. 7	All Service matters relating to Appointment under Compassionate grounds and Transfers and Postings of O.A and R.O
8	Aluvalagam	All Service matters relating to Office Establishment- Service matters relating to all category of Chief Engineer's office and Office Administration
9	Panam Section	All Service matters relating to Drawl and Disbursement of pay and allowances for office staff and other claims
10	Planning Section	All General Legislative Assembly Question and assurances; Annual Plan, Part II scheme, other roads and State roads scheme and WGDP / HADP and meeting including HACA.
11	Contracts	Tender's settlements, Board of Engineer's meeting, Nomination of Council members of IRC; Encroachments Hoarding and write off of Losses, Technical Audit Committee Meeting – Commissionerate of Tenders – Statue / Arches,- Subject pertaining to RTI, deputing delegates to various training programmes conducted by NITHE, CRRI, Anna Institute of Management and IRC sessions.

12	Salai	Road cutting - Laying of cable laying of pipes etc., Flood works, Correspondence of sanctioned works under Part II scheme – Land Acquisition; Regularisation of excess estimates; petition , on road work regarding improvements and repairs, Deviation proposals on Road works.
13	Budget	Budget Estimates, Revised Estimates and F.M.A. proposals for sending to Government and distribution of allotment after Government approval; Quarterly Return to Government on Targets / Achievements of Plan and Non-Plan schemes. Letter of credit finalisation of proposals and obtaining orders of Government. Supply of Calenders and Diaries to All Superintending Engineer's and Divisional Engineer's
14	Confidential 1	Panel preparation, Transfer and posting of Chief Engineer's and Superintending Engineer's & Divisional Engineer's Sanction of leave to all Superintending Engineer's & Divisional Engineer's
15	Confidential 2	All Disciplinary cases related to all categories
16	Confidential 3	All Disciplinary cases related to all categories
17	Confidential 4	All Disciplinary cases related to all categories
18	Bridges	All Estimates relates to Bridges and other correspondence.
19	PERT	Review of progress of ongoing works under various schemes executed by this department and conducting of Review meetings in connection with the progress.

The powers of Chief Engineer, Superintending Engineer, Divisional Engineer, Assistant Divisional Engineer and Assistant Engineer's have been defined in the Tamil Nadu Highways Manual Vol.IV.