

Jammu and Kashmir Government,  
Chief Engineer Jal Shakti (PHE) Department Jammu

Function and duties of the officers

The functions and duties of the Officers of Chief Engineer, Jal Shakti (PHE) Department Jammu are fully explained in the book i.e. J&K PWD financial powers and financial codes and Civil Service rules. However, brief functions and duties of the officers are described in the table below:-

1.	Chief Engineer	Overall administrative and technical control.
2.	Superintending Engineers, Civil and Mechanical	Overall planning; supervision and monitoring for achievement of quality works vis-a-vis achievement of fixed targets.
3.	Executive Engineers, Civil	Supervision and monitoring in the field for achievement of quality works. Ensuring the supply of potable water to the public through a well-maintained distribution system. Floating of NITs for the works; Collection and recovery of water charges as per targets fixed. Implementation of Water Supply Regulations and other relevant acts.
4.	Executive Engineers, Mechanical	Supervision and monitoring of various water supply schemes to ensure round-the-clock operation of pumping stations and distribution systems as per requirements. Implementation of Water Supply Regulations and other relevant acts.
5.	Assistant Executive Engineers, Civil	To assist Executive Engineers in survey, investigation, and design preparation of projects. Supervision for achievement of quality works; ensuring water supply through an efficient distribution network. Implementation of Water Supply Regulations.
6.	CAO	Dealing with all the matters where financial implication is necessary; Discharging of D.D.O. Powers, Insitu Promotion cases, allocation of funds to various subordinate offices, furnishing of monthly expenditure and QPR to the higher authorities, GPF cases, Reconciliation of expenditure and receipts with A.G. office.
7.	AAO	Conduction of reconciliation of expenditure and receipt figure of all the divisions/ subordinates' offices with the office of Principal Accountant General, Preparation of monthly expenditure, preparation of Quarterly Progress Report of the department and furnish to the higher authorities, processing of GPF cases, watch the progress of O.B. Items in respect of various divisions.
8.	Assistant Executive Engineers, Mechanical	To assist Executive Engineers in exercising complete supervision and monitoring of electro-mechanical components of various water supply schemes. Preparation of projects/estimates. Implementation of Water Supply Regulations.
9.	Assistant Engineers, Civil	To assist Assistant Executive Engineers in the preparation of detailed project reports and routine technical matters.
10.	Assistant Engineers, Mechanical	To assist Assistant Executive Engineers in the preparation of detailed project reports and routine technical matters.

11.	Junior Engineers, Civil	Supervision for achieving quality works; ensuring proper water supply through the distribution system; execution of works/framing of bills; preparation of TA/TS; NITS and project reports.
12.	Junior Engineers, Mechanical	Supervise and monitor electro-mechanical components of various water supply schemes. Preparation of estimates.