

**PUNJAB PWD (B&R)**  
**Nirman Bhawan, C-Block, MiniSecretariat, Patiala**

***Publication of particulars  
in respect of Punjab PWD  
(B&R), Patiala under  
Chapter II, Section 4(b)  
of Government of India,  
Act No. 22 of 2005, Right  
to Information Act.***

## **SECTION-I**

The particulars of organization, functions and duties

### **FUNCTIONS**

The object of carving out of the Punjab Public Work Department is to execute public works of paramount importance and take up developmental activities in the State pertaining to construction of roads, bridges, buildings & electrical installations in a professional manner. To cope with the ever expanding activities it has become essential and imperative to expand the organizational set up.

Briefly the main functions of the Building & Roads Department are as under:-

1. Construction and Maintenance of Roads out of the State Funds.
2. Construction and Maintenance of National Highways and improvement of Roads of Strategic importance out of funds arranged by Govt. of India, Ministry of Shipping, Road Transport & Highways, New Delhi.
3. Construction and Maintenance of village link roads with allied small Bridges and Culverts out of funds arranged by Punjab Mandi Board and Market Committees.
4. Construction and improvement of Roads and Bridges out of loans arranged from HUDCO, NABARD, BOND Schemes and PIDB funds.
5. Construction and improvement of State Highways, MDRs and ODRs with the funds arranged from centrally sponsored schemes under Central Road Funds (CRF) and Inter State Connectivity & Economic Importance (ISC & EI) Scheme.
6. Construction and Maintenance of Govt. Buildings for multifarious department of Punjab Govt. out of funds administered by the respective departments.

### **ORGANIZATION**

ORGANIZATIONAL SETUP OF PUNJAB PWD (B&R)

Minister Public Works

Chief Parliamentary Secretary

Chief Engineer (Infrastructure Projects /HQ)	Chief Engineer (National Highways)
Chief Engineer (Link Roads)	Chief Engineer (PMGSY)
Chief Engineer (Buildings)	Chief Engineer (Plan Roads)
Chief Engineer (Electrical)	Chief Engineer (PRBDB)
C.E. & CVO Cum Director Quality Control	1. Dy Director Research lab Patiala
	2. XEN Quality Control Chandigarh

Officers at Head Quarter

Suprintending Engineer (DRD)	
Suprintending Engineer (P & I)	
Suprintending Engineer (Roads)	
Suprintending Engineer Traffic Engineering Cell, Chandigarh	1. SDE Traffic Engineering Cell, Chandigarh
Joint Director Administration	
XEN ( D-I ) (Bridge Design )	
XEN ( D-II ), ( D-III ) (Building Design )	1. SDE's (Design)
XEN ( D-IV ), (Building Design posted at Chandigarh )	
XEN ( IP ) (Bridge Design )	1. SDE's (IP)
XEN ( PR)	1. SDE's (Planning)
XEN ( LR)	
XEN ( PMGSY)	
XEN ( Works)	
XEN ( GAC)	
XEN ( Budget)	
XEN ( NH)	
XEN ( P & I)	

Circle Offices

Suprintending Engineer Central Works Circle, Amritsar	1. XEN Central Works Division-I, Amritsar 2. XEN Central Works Division-II, Amritsar 3. XEN Central Works Division, Pathankot 4. XEN Central Works Division, Hoshiarpur
Suprintending Engineer Central Works Circle, Ludhiana	1. XEN Central Works Division-I, Ludhiana 2. XEN Central Works Division-III, Ludhiana 3. XEN Central Works Division Jalandhar 4. XEN Central Works Division, Jalandhar
Suprintending Engineer Central Works Circle, Ferozepur	1. XEN Central Works Division, Ferozepur 2. XEN Central Works Division, Abohar 3. XEN Central Works Division, Bathinda

<u>Suprintending Engineer Central Works Circle, Chandigarh</u>	<u>1. XEN Central Works Division, Patiala</u> Section - I
	2. XEN Central Works Division Sangrur at Patiala
	3. XEN Central Works Division, Mohali
	4. XEN Central Works Division, Ropar
Suprintending Engineer Construction Circle, Chandigarh	1. XEN Provincial Division, Chandigarh
	2. XEN Provincial Division, Mohali
	3. XEN Construction Division, Ropar
	5. XEN Construction Division-I, Mohali
	4. XEN Horticulture Division, Mohali
Suprintending Engineer Construction Circle, Patiala-I	1. XEN Provincial Division-I, Patiala
	1. XEN Provincial Division-II, Patiala
	2. XEN Construction Division, Patiala
Suprintending Engineer Construction Circle, Patiala-II	1. XEN Construction Division, Nabha
	2. XEN Construction Division, Sirhind
	3. XEN Construction Division-II, Mohali at Fatehgarh Sahib
Suprintending Engineer Construction Circle, Hoshiarpur	1. XEN Provincial Division, Hoshiarpur
	2. XEN Construction Division-I, Hoshiarpur
	3. XEN Construction Division-II, Hoshiarpur
	4. XEN Construction Division, Mukerian
Suprintending Engineer Construction Circle, Pathankot	1. XEN Provincial Division, Gurdaspur
	2. XEN Construction Division, Pathankot
	3. XEN Construction Division, Gurdaspur
Suprintending Engineer Construction Circle, Amritsar	1. XEN Provincial Division, Amritsar
	2. XEN Construction Division-I, Amritsar
	3. XEN Construction Division-II, Amritsar
Suprintending Engineer Construction Circle, Ludhiana	1. XEN Provincial Division, Ludhiana
	2. XEN Construction Division-I, Ludhiana
	3. XEN Construction Division-II, Ludhiana
	4. XEN Construction Division-III, Ludhiana
Suprintending Engineer Construction Circle, Jalandhar-I	1. XEN Provincial Division, Jalandhar
	2. XEN Construction Division-I, Jalandhar
	3. XEN Construction Division-II, Jalandhar
Suprintending Engineer Construction Circle, Jalandhar-II	1. XEN Construction Division-I, Kapurthala
	2. XEN Construction Division-II, Kapurthala

Suprintending Engineer Construction Circle, Sangrur	1. XEN Provincial Division, Sangrur 2. XEN Construction Division, Sangrur 3. XEN Construction Division, Malerkotla 4. XEN Construction Division, Barnala
Suprintending Engineer Construction Circle, Bathinda	1. XEN Provincial Division, Bathinda 2. XEN Provincial Division, Mansa 3. XEN Construction Division-I, Bathinda 4. XEN Construction Division-II, Bathinda
S.E. Construction Circle, Faridkot	1. XEN Provincial Division, Faridkot 2. XEN Construction Division, Faridkot at Gidderbaha 3. XEN Construction Division, Moga 4. XEN Construction Division, Mukatsar
S.E. Construction Circle, Ferozepur	1. XEN Provincial Division, Ferozepur 2. XEN Construction Division-I, Ferozepur at Fazilka 3. XEN Construction Division-II, Ferozepur 4. XEN Construction Division-III, Ferozepur
Suprintending Engineer (Mechanical)	1. XEN Mechanical, Patiala 2. XEN Mechanical, Jalandhar 3. XEN Mechanical, Ferozepur
S.E. Electrical (North)	1. XEN Chandigarh 2. XEN Jalandhar 3. XEN Ludhiana 4. XEN Amritar
S.E. Electrical (South)	1. XEN Patiala -I 2. XEN Patiala -II 3. XEN Bathinda 4. XEN Faridkot

**DUTIES**

**1. Secretary to Govt. of Punjab**

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He is Secretary of the administrative department to ensure proper, adequate and efficient administration owing allegiance to the H.E. Governor departmental set up in hierarchy. In order to perform his duties he is assisted by following set up:-

- (i) **Chief Engineer** – He is to discharge his duties as professional Head of B&R department and to render professional advice to the Govt. in relating to all matters on which his advice is desired. He is to monitor the Budget Estimates, allotment and expenditure on works in progress and to suggest any appropriation of funds depending upon requirement intimated to him by the Superintending Engineers working under him. The Chief Engineer is at liberty to correspond with all heads of departments on all matters in regard to details of buildings or other works concerning them.
- (ii) **Superintending Engineer** – He is responsible to the Chief Engineer for administration and general professional control of Public Works, incharge of officers of the department within his circle. He is to inspect the state of various works in his circle and to satisfy himself that system of management prevailing is efficient and economical and that there is no accumulation of stock in any of the Divisions under his control beyond its requirements. He will inspect each Division in his circle at least once in a year to examine initial account and various other registers, mode of preparation of estimates, contract agreements, contractor account and system of recording plans and paper and office work in general. Further it is incumbent on the Superintending Engineer to apprise the Chief Engineer of any serious and glaring irregularities or other matter of importance noticed during inspection or on which his orders are required. Besides, he is to keep a rapport with the Executive Engineers with regard to control over accounts and audit inspection reports. The S.E. is responsible for the Engineering character of every work which he approves and submit any report, design, estimate or other documents to the Chief Engineer, in particular to the suitability of design and reasonableness of the rates and proper checking of the

estimates compared to the drawings. Besides a Superintending Engineer is required to proceed to the site in his circle to report any important design or work or any serious accident or threatened danger to the works.

- (iii) **Executive Engineer** – The Executive Engineer is immediately responsible for proper maintenance of all works in his charge and for the preparation of projects, designs and estimates, whether for new works or repairs. It is also a part of his duty to organise and supervise the execution of works and to see that those works are suitably and economically carried out with material of good quality. Immediately on completion of the work the Executive Engineer is required to close accounts and to prepare completion reports. The Executive Engineer is a primary Drawing and Disbursing Officer. He is placed in account with the Treasury by the Accountant General of the State. He is required to draw money from the Treasury by presenting cheques and pay bills to meet with his just requirements and not to keep in his chest any money in excess of his immediate requirements. He is required to render account of all the transactions of the month to the Accountant General. In order to enable him to discharge his responsibilities he is provided with a Divisional Accounts Officer owing his three fold duties, as compiler of the accounts, as primary auditor to exercise certain checks over sanctions and to act as financial assistant to the Executive Engineer. The Executive Engineer is required to apprise the Superintending Engineer in the event of probability of excess over the estimates and to seek for order of Superintending Engineer on important matters. The Executive Engineer is further expected to inspect each of the Sub-Divisions annually and to suggest measures for improvement in accounts. He is to suggest measures for protection of buildings and works and to prevent encroachments on Government lands in his charge. The Executive Engineer in addition to his other duties is also Ex-officio Professional Advisor of all departments of the administration within the limits of his charge.

- (iv) **Sub-Divisional Engineer** – He is responsible to the Executive Engineer for management and execution of works within his Sub- Division and is Executive Engineer’s assistant, charged with getting the work executed in accordance with sanctioned estimates, specifications and drawings. In case of original works, the SDE is to check in variably himself all the Nishans and to see that those are correctly given. He is to check the foundation of all the important Bridges and Buildings and under ground works. He is required to ensure that the measurements of the works done or recorded in the measurement books promptly and to remain in constant and close touch with day to day work of the Junior Engineers. His detailed duties are codified in Para 5.5 of the B&R Manual of Orders.
- (v) **Junior Engineer** – In the B&R department, it is the smallest working unit known as “Section” incharge of a Junior Engineer whose principle functions and duties are to prepare petty requisitions and plans and estimates for Special Repairs and additions and alterations, to supervise actual execution of Buildings and Roads works and repairs in his section, to take measurements of the works and to assist the Sub-Divisional Engineer in measurements or check measurements. He is also required to keep a vigilant control over expenditure and report progress of works to the Sub-Divisional Engineer. His detailed duties are codified in Para 5.6 of B&R Manual of Orders.

**Note:-** *The duties of the other Ministerial Staff are codified in Chapter-5 of the B&R Manual of Orders.*