WORK MANUAL
OF DIFFERENT CATEGORIES OF TECHNICAL STAFF
BELOW THE RANK OF JUNIOR ENGINEER

PUBLIC WORKS DEPARTMENT
TRIPTURA
Introduction

In order to ensure efficient as well as disciplined way of functioning of any establishment/institution, it is absolutely necessary to have duties & responsibilities specifically defined for each & every category of staff/official. Absence of such guidelines i.e. the 'Work Manual', is bound to deteriorate the working efficiency with resultant output much less than the desired level.

On thorough scrutiny of involvement of different category of technical staff (below the rank of Junior Engineer) for managing works of the different fields at different level of activities, the duties & responsibilities of the undermentioned categories of technical staff under P. W. D (R & D), PWD (W. R.) and PWD (PHE) are framed, which will bring discipline and improve the working efficiency of the department.

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29.7.99

Engineer-in-Chief & Secretary
P. W. D
DUTIES AND RESPONSIBILITIES OF JUNIOR-OVERSEER [ALL GRADES]

1. GENERAL

Junior-Overseers are employed on original works, maintenance and petty works, planning and store keeping. They are responsible both for the execution of works and maintenance of accounts. Junior-Overseers may hold charges of sections. The duties and responsibilities of Junior-Overseers are as below:

i) To collect Engineering data for estimates and prepare drawing and site plans connected therewith, and also to prepare estimate.

ii) To supervise and see that all works under his charge are done according to the specifications, drawings, standards laid down. He shall remain at site throughout in order to see that the works are executed properly in accordance with requirements. If any work does not conform to specification as executed by a contractor, it is the duty of the Junior-OVERSEER to bring it at once to the notice of the Assistant Engineer in-charge and also make a note in the site order book.

iii) To arrange for materials, T & P from store; issue materials, T&P to contractors/works at the proper time so that neither there is obstruction in the execution of the work nor excess material(s) is / are issued unnecessarily.

iv) To keep Govt. materials, T & P in his custody and care, maintain proper accounts of receipts, issues and balances; arrange adequate watch and ward.

v) To record measurement in M. B. of work done by contractor(s)/departmental labourers.

vi) To prepare abstract of measurements for preparation of bills/closing of master rolls.

vii) To prepare recovery statement for materials / T & P supplied to contractors, other services rendered by Department and submit them to S. D. O. for effecting recovery.

viii) To prepare theoretical consumption statement of materials used in works.

ix) To maintain prescribed registers/accounts like cement register, M. A. S. account, site order book, Account of temporary advances, imprest accounts, stock accounts, T & P account, hinderance register etc.

x) To prepare estimates for annual repair and special repair works and petty works after collecting/obtaining data from site.

xi) To submit reports of all accidents.

xii) To arrange first aid and medical aid in case of accidents.

xiii) To detect and report unauthorised occupation, encroachments and unauthorised addition and alterations to Govt. buildings.

xiv) To verify bills for supply.
xv) To submit required returns/reports to his superiors.
xvi) Preparation and checking of estimates.
xvii) Preparation and checking of preliminary/detailed/revised estimates/NITS.
xviii) Preparation & checking of schedule of rates/consumption of materials/extra/substitute/deviation statements.
xix) Carrying out laboratory test on materials such as cement, steel, timber metal, soil etc.
xx) Assist in carrying-out valuation of building.
xxi) To initiate action for disposal of surplus/un-serviceable materials/T&P/survey instruments.

The above mentioned duties are only illustrative and not exhaustive. A Junior-Overseer is expected to assist his superiors in performance of all those duties which he is to assume to be part of his responsibilities as per service conduct rules or on his promotion to the post of overseer in course of time and observe and carry out all administrative orders/instructions issued by the Controlling Officers.

2. DUTIES AND RESPONSIBILITIES OF SURVEYOR [ALL GRADES]

Surveyors are employed for survey works in respect of original or maintenance nature of jobs. They are responsible for maintenance of accounts of survey related works.

The duties and responsibilities of surveyor are as below:

i) To survey and collect data for estimates and prepare drawings and site plans.

ii) To conduct all kinds of survey works related to the works of PWD/W.R./PHE, like Roads, Bridges and Culverts, Buildings, Canal, Dams, Diversion structures, Water treatment plants, Water tanks etc.

iii) To make appropriate entry into Level books and to maintain Level Books securely in his custody and care.

iv) To keep Govt. materials, T & P. surveying instrument in his custody and care. To maintain proper accounts of receipts, issues and balances.

v) To record measurement of works done by D.R.W/Departmental labour for survey works only.

vi) To help J. E/A. E. to take initial levels and Final levels of area where earth work is done.

vii) To prepare abstract of measurement for closing of Master Rolls.

viii) To furnish survey details for preparing preliminary detailed, supplementary and revised estimates.
xi) To submit reports of all accidents and to arrange first-aids and medical aids in case of accidents.

x) To detect and report unauthorised occupation, encroachments etc.

xi) To submit required returns to his superiors.

xii) To initiate action for disposal of surplus/unserviceable T&P/Survey instruments.

xiii) To maintain documents of survey operation and M. R. accounts.

xiv) To prepare survey drawings, plan, cross-sections, L-sections of survey works including demarcation and referencing of boundary and preparation of land plan and land statement for acquisition/disposal of land.

xv) To collect hydraulic particulars of bridges, culverts, water works and make drawing of the same.

The above mention duties are only illustrative and not exhaustive. A surveyor is expected to assist his superior in performance of all these duties which are entrusted to him and observe and carry out all Administrative orders/instructions issued by controlling office time to time.

3. DUTIES AND RESPONSIBILITIES OF DRAFTSMAN [ALL GRADES]

1. General: Draftsman are employed on original works, maintenance work, Drawing works and plan works.

   The duties and responsibilities of Draftsman are as follows:

   i. To prepare master plans/preliminary/working drawing along with structural drawings and other relevant works.

   ii. To supervise works of Tracer.

   iii. To prepare maps including reduction and enlargement of sizes.

   iv. To maintain drawing register, tracing register, Engineering instrument register.

   v. To take care of tender works including preparation of D.N.I.T and maintenance of tender register/D.N.I.T & estimate registers.

   vi. To prepare comparative statement of tenders.

   vii. To ensure safe custody of tender documents for and on behalf of the Engineer-in-charge.

   viii. To maintain accounts of Govt. publications including their receipt and issues under his safe custody.

   ix. To maintain books and registers.

   x. To scrutinise drawings.

The above mentioned duties and responsibilities are only illustrative and not exhaustive. Draftsman is expected to assist his superior in performance of all
those duties which he is to assume to be part of his responsibility as per service conduct rules or his promotion to the post of Assistant Architect in course of time and observe and carry out all Administrative orders/instructions issued by the controlling officer from time to time.

4. DUTIES AND RESPONSIBILITIES OF TRACER [ALL GRADES]

1. General

Tracers are employed in original works, maintenance works to assist in the works of Draftsman.

A tracer being a supporting elements in office unit bears much responsibility on technical nature of work.

The duties and responsibilities of Tracer engaged on original and maintenance works are as below:

i. To assist Draftsman in all his activities.

ii. To trace drawings/maps.

iii. To arrange print of drawings/maps.

iv. To collect maps from other Departments as and when necessary.

The above mentioned duties and responsibilities are only illustrative and not exhaustive. A tracer is expected to assist his superior in performance of all those duties which he is to assume to be part of his responsibility as per service conduct rules on his promotion to the post of Draftsman or Assistant Architect in course of time and observe and carry out all administrative orders/instructions issued by the controlling officer from time to time.

5. DUTIES AND RESPONSIBILITIES OF WORK-ASSISTANT [ALL GRADES]

Work Assistants are employed on original works, maintenance works, petty works and store works.

Work assistants are a vital elements in Executive unit as supervisory staff. They are responsible for quality and specification works like earthwork, brick works, concrete, plastering, curing, plinth protection, drain, dismantling, petty maintenance works, laying and sealing of pipe lines along with physical properties of all general construction materials like brick, brick/stone aggregate, steel reinforcement, cement and water, timbers etc.

The duties and responsibilities of work assistants are furnished below in brief:

i. To undertake responsibilities in regards to quality and specification of form works and their removal, curing, earthwork, concrete, brick works, steel works, plastering, plinth protection, drain, dismantling, petty maintenance work, laying,
and sealing of water supply and sanitary pipelines; and to facilitate record entry of measurement by the sectional officers.

ii. To observe and report physical properties of construction materials like cement/brick/stone and other aggregates, wood, steel materials brought to site for use by the contractors.

iii. To study site plan and drawings supplied for the works and report discrepancies to the superiors, if any.

iv. To assist Sectional Officer for collecting Engineering data.

v. To assist Sectional Officer to supervise works and report at once about any sub-standard works done by contractors.

vi. To look after Govt. materials and their watch and ward management.

vii. To assist Sectional Officer in maintaining relevant register/accounts like cement register, hindrance register, M. A. 'S accounts, P & T accounts.

viii. To maintain attendance of sub-ordinate/auxiliary staff like Helper, M. R. Labourees and to see that they are properly and fully utilised.

ix. To collect data for annual repairs and special repair estimates as per directions of Sectional Officer.

x. To report accident to superiors and to arrange for road clearance where necessary.

xi. To inform authority against unauthorised occupation.

xii. To assist Sectional Officer in preparation of monthly returns.

xiii. To attend complains promptly on receipt in enquiry office.

xiv. To assist surveyors.

xv. To look after accounts of sectional T & P.

xvi. To assist in laboratory tests.

xvii. To look after watch and ward arrangement of materials and T & P in stores.

xviii. To submit report of thefts/accidents at once to superiors.

xix. To ensure first aid and drinking water at works site to be arranged by Agencies.

xx. To assist Sectional Officer in taking measurements.

xxi. To assist Sectional Officer in maintaining driving chart/log book to be checked regularly by superiors.

xxii. To assist superiors in preparation of bills.

xxiii. To ensure safe custody of cement register, site order book, hindrance register, MAS accounts etc.

xxiv. To assist Sectional Officer in preparation of indents, Hand receipt, TEO, theo-
retical consumption statement, recovery statement, extra/substitute/deviation statements.

xxv. To keep official orders/work orders/certified copy of agreements, hand receipts of all individual works separately to ensure their proper custody.

xxvi. To supervise the works of pump Operators, Mechanics, Electricians Pipe line Mistry etc.

The above mentioned duties and responsibilities are only illustrative and not exhaustive. A work assistant is expected to assist his superiors in performance of all those duties which he is to assume on his promotion to the post of Junior-Overseer or Storekeeper, in course of time and observe and carry out administrative orders/instructions issued by the controlling officer from time to time.

6. DUTIES AND RESPONSIBILITIES OF HELPER UNDER PWD (R & B, PHE and W. R.)

Helpers are engaged on original work, maintenance work and stores work.

Helpers are departmental labourers of executive unit. Sometimes they act as assistant to supervisors (JE/Overseer/Surveyor/Jr. Overseer/Work Assistant/Pump Operator/Mechanic/Plumber etc.) at site of works.

The duties and responsibilities of helpers are as below:

1. To act as labourers in Departmental works like petty maintenance works, urgent maintenance works in roads, bridges, buildings, canals, dams, diversion structures, drains, pipe lines, running and maintenance of pump and pump houses and other installations of Irrigation, Flood control, Water supply and drainage works.

2. To assist supervisors for collection of field data.

3. To inform accident at once to superiors.

4. To inform authority about unauthorised occupation.

5. To assist surveyors in survey works.

6. To assist in laboratory tests.

7. To assist supervisors in taking measurement.

8. To assist the Work Assistant/Store keepers/Pump operator/Mechanic/Driver/Plumber/PIPE line mistry etc. thus assisting supervisors in supervision of all works relating to PWD (R & B, PHE & W. R).

The above mentioned duties and responsibilities are only illustrative and not exhaustive. A Helper is expected to assist his superiors in performance of all those duties as may be asked for on public interest in line with the above duties & responsibilities and observe and carry out all administrative orders/instructions issued by the controlling officer from time to time.
tions issued by his controlling officer from time to time.

7. DUTIES AND RESPONSIBILITIES OF PUMP OPERATORS [ALL GRADES]

   The pump operators are generally engaged in operating the pumps installed in the
different places of the department in the different wings of P. W. D. Duties &
responsibilities of Pump Operators are as follows:

   i) To operate and run the pumps as per the operation manual of the manufacturer
   company and to perform on the spot maintenance of minor nature.

   ii) To report to the higher authority in advance of any repair / replacement of parts
   required in pumps and any abnormality detected by them during the course of
   operation of pumps.

   iii) While the pumps are in operation, the operators shall remain present and keep
   constant watch over the behaviour of the pumps and the same should be stopped
   immediately if any abnormality detected and the matter be brought to the notice of
   the concerned J. E. or further higher authorities available if the same is beyond the
   scope of petty maintenance.

   iv) The operators will be responsible for the safe custody of the pumps and its allied
   installations. In case of any theft / fire of any part of the installations, the matter
   should immediately be brought to the notice of higher authorities in writing.

   v) The instruction manual of the manufacturer company should strictly be followed
   for the safe guard of the pump under operation.

   vi) To arrange and monitor proper distribution of water in the distribution system both
   for drinking & irrigation.

   vii) To keep and maintain log books for operation of pumps.

   viii) To keep and maintain water utilization registers including the beneficiary registers.

   ix) To report to Electrical Call Office for any fault in electric supply.

   x) To co-ordinate and co-operate with local bodies for proper operation and
   management of the water source.

The above duties and responsibilities are only illustrative and not exhaustive. Pump
operators are also expected to assist his superiors in performing all the works of
the related department as may be asked by the authorities/superior time to time.

8. MISTRY (PIPE LINE)/PLUMBERS [ALL GRADES]

   The duties and responsibilities of the Mistry (pipe line)/Plumbers are mentioned
below:

   i) They are the part of the maintenance unit of the department. They are engaged in
   maintaining the pipe line through which supply of water is made for drinking and
   irrigation.
ii) They will work in the field or in the Govt. building (both residential/non residential) as per the instruction of the J. E. / A. E. or further higher authorities. They will also attend the maintenance and repair works as per the complaint received in the call register to be maintained in the section/sub-section of the sub divisional office.

iii) They will keep/maintain accounts of the incoming/outgoing of the materials supplied to them from the Govt. stores or purchased direct from the market as per prescribed proforma.

iv) The mistry (pipeline/plumbers should maintain diary of works attended by them and the same should be countersigned by the J.E. once in a week and by the A.E. once in a month. The number of pages shall be certified by the A.E. concerned.

v) The mistry (pipe line/plumbers may be engaged in giving house connection to the public as per the norms already available/to be amended from time to time. The procedure and locations of ferrule connection be got approved by J. E. before drilling is started.

vi) Installation/repairs of internal water supply unit i/c plumbing works of the Govt. building both residential & non-residential will be the responsibility of the mistry (pipe line)/ plumber.

The above nature of duties and responsibilities are only illustrative and not exhaustive. The mistry (pipe line)/plumbers may be asked by the competent authority to work at any place of Govt. interest and they are bound to carry out the same.

9. DUTIES AND RESPONSIBILITIES OF THE MASON (ALL GRADES)

They are the part of the construction/maintenance unit of the department. They will work as per direction of the JE/ AE or any other superior officer of the dept.

i. The main duty of the mason is to undertake the petty nature of the repair works of the Govt. buildings, (both residential/non-residential) and other structures as per the direction of the J. E. /W. A.

ii. They will attend the repair works as per the instruction/record of the call register to which section they are attached and will report its compliances as and when the work is completed.

iii. They will also maintain the records of the materials they receive from the Dept. and their consumption with brief description to be placed before the J. E. for his counter signature once in a week.

The above duties and responsibilities as mentioned are only illustrative and not exhaustive. They may require to work as per the order of the superior officers as and when required by them in the interest of the Govt. work.

10. DUTIES AND RESPONSIBILITIES OF THE CARPENTER [ALL GRADES]

The duties and responsibilities of the carpenters are as follows:
i. Carpenters are mainly the part of the maintenance unit of the Dept.

ii. They shall attend the maintenance/repair works of the Govt. building (both residential/non-residential) as per the instruction of the J.E./A.E. concerned or as per the complaints received/recorded in the call register of the cell office placed in the section/sub-section of the sub division.

iii. They will maintain/keep the accounts of the departmental materials as received/purchased from the market directly and the same shall be countersigned by the J.E. once in a week and by the A.E. once in a month.

iv. Carpenters shall attend normal/urgent nature of repair works of S. P. T. bridges/Temporary bridges as per direction of W. A / J. E or higher officers.

v. They shall also make / repairs furnishers for/of Government institution.

The above duties and responsibilities are only illustrative and not exhausted. The carpenter may be asked to work else where as desired by the superior authorities in the interest of the Govt. work and the same would be attended by them within the frame work of the concerned dept.

11. DUTIES AND RESPONSIBILITIES OF THE PAINTER [ALL GRADES]

The Painter is one of the important components of the maintenance unit of the department. The following are the nature of job they are likely to perform.

i. The main duty of the Painters is to undertake the painting job of the Govt. buildings (both residential and non-residential) as per the instruction of the J.E. / A.E. concerned.

ii. To assist Sectional Officer in maintenance of the accounts of paints and other goods issued to them by the office and will maintain a measurement of the area painted stating name and location of the building. The measurement so recorded will be submitted to the J.E. for his verification and record of the office as a token of the work done and the materials exhausted in the work.

iii. The Painter will maintain one order book duly certified by the J.E. wherein work to be undertaken by him will be recorded by J.E./A.E. & action taken to be recorded by the Painter duly countersigned by J.E.

iv. The Painters shall paint bridges, culverts, steel structures, roads, traffic signal, road signs etc.

The above mentioned duties and responsibilities are only illustrative and not exhaustive. The painters shall assist the W. A / J. E or any other authorities the dept.

12. DUTIES AND RESPONSIBILITIES OF THE SCIENTIFIC ASSISTANT

Scientific Assistant shall be mainly engaged in the laboratory / test of various...
nature in the set up of soil testing laboratories of the dept. both internal and field tests.

The duties and responsibilities of the Scientific Assistant are as follows:

i. To conduct all possible laboratory tests which are being taken up in connection with execution of the work in the P. W. D or allied dept. as directed by A. E.

ii. To assist A. E. in testing of bearing capacity of soil including other nature of tests (both physical & chemical) which are conducted in the laboratory or the field tests of allied nature under P. W. D or other dept. or public bodies.

iii. To assist J. E. in maintenance of account of allied nature of all the scientific and allied nature of laboratory instruments, apparatus & to ensure safe custody of such Govt. properties.

iv. To maintain accounts for the consumable goods highlighting the tests on which consumed with a record of the authorisation.

v. To assist AE/EE to undertake different course of training pertaining to laboratory tests.

The above mentioned duties and responsibilities are only illustrative and not exhaustive. The Scientific Assistants are expected to assist the J. E. (in a/c matter) / A.E. or any other authorities the dept. consider necessary in execution of the Govt. work and may be held responsible for failure in compliance of the order.

13. DUTIES AND RESPONSIBILITIES OF RESEARCH ASSISTANT

The Research Assistants are mainly posted in the dept. (P. W. D / PHE / W. R) to undertake the works of different testing and to judge the behaviour of the materials used and available in the area/state. They also may be required to undertake different laboratory tests of materials as and when so needed.

The duties and responsibilities of the Research Assistant are as follows:

i. They assist J. E. / A. E. to undertake any test in the laboratory or in the field.

ii. They shall collect and compile statistical data in respect of different works of Public Works Department, and prepare report on the same.

iii. To assist Sectional Officer / J. E. in maintenance of accounts of all the instruments/apparatus.

iv. To ensure safe custody of the instruments with them and report errors of any nature noticed on any instrument at once to superiors for their correction.

v. They shall collect data in respect of rain fall, hydraulic parameters, and water flow/ run-off of different rivers and drainage channels and analyse and compile those.
exhaustive. The Research Assistants are expected to assist the J. E. / A.E. or any other authorities the dept.

14. DUTIES AND RESPONSIBILITIES OF SENIOR MISTRY/SENIOR ELECTRICIAN/SENIOR LINEMAN (ELECT)

They are eligible to perform I.E. works upto 1100 volt grade. They will have to perform all types of internal wiring works (both original and maintenance work), replacement/dismantling/fitting-fixing including connection of switch gears, fuse units, switches, switch boards, luminaries, control gears, starters, busbars, panel wiring, fan capacitor & regulators, erection/fitting-fixing/dismantling of ceiling fans/cabin fan/wall mounted fan/stand fan/exhaust fan i/c. connection, laying of underground cables i/c. joints and connections, laying and fixing of PVC pipe/conduit pipe/G.I. pipe with saddles/clamps on wall or in recess, drawing of cables/wires in surface/in recess or in PVC pipes/conduits i/c connection, installation and maintenance of inverter & wet batteries i/c requisite circuit connection, laying of earth electrodes & earth wires i/c connection, Testing of cables upto 1100 V grade, testing of wiring, testing of earth resistance etc. by Meggar/Earth Tester/Tong Tester/Multimeter. Attending all sorts of I/E. call duties in Govt. residential & non-residential building with the help of requisite material/staff/T & Ps/ladder etc.

Accountability: In sub-divisional office/section offices, they have to report to the J. E. (E) concern for allotment of work. They will render feedback daily to the J. E. (E) concern regarding the work allotted to them. The T & P and materials required for the work will be issued to them by the J.E. (E) concern. They will be responsible for safe custody of those materials, T & P and ensure output/timely completion of the work. They will have to abide by the instruction of the SDO (E)/J.E. (E) concern regarding performance of work and to ensure punctuality and discipline. Entry of calls should be made by them in the call register with remarks daily regarding performance/attending of the calls.

In call centres where J. E. (E) is not available, the senior most Sr. Mistry (Elec)/Sr. Electrician will monitor the attendance of the staff, distribute the work among the staff involving himself as a team leader. He/they will be responsible for getting proper output of the work and attending all the call duties daily. They will be the custodian of the materials and T & P of those call centres.

15. DUTIES AND RESPONSIBILITIES OF MISTRY (ELEC)/ELECTRICIAN/ LINEMAN

They are eligible to perform I.E works upto 650 volts grade. They will have to perform all types of internal wiring works (both original and maintenance work), replacement/dismantling/fitting-fixing including connection of switch gears, fuse units, switches, switch boards, luminaries, control gears, starters, busbars, panel wiring fan capacitor & regulators, erection/fitting-fixing/dismantling of ceiling fans/cabin fan/...
16. DUTIES AND RESPONSIBILITIES OF JUNIOR MISTRY (ELEC)/JUNIOR ELECTRICIAN/ JUNIOR LINEMAN

They are eligible to perform I.E. works upto 440 volt grade. They can carry out all types of internal wiring works (both original and maintenance works), replacement/dismantling/fitting-fixing i/c connection of switch gears, fuse units, switches, switch boards, luminaries, control gears, starters, busbars, panel wiring, fan capacitor, fan regulators, erection and fitting-fixing of ceiling fan/cabin fan/Wall mounted fan/stand fan/exhaust fan i/c connection, laying of underground cables i/c connections, laying and fixing of PVC pipes/G.I. pipes/conduits with saddles/clamps on wall or in recess, drawing of cables/wires in surface/in recess or in PVC pipes/conduits i/c connection, installation and maintenance of Inverter and Wet batteries i/c requisite circuit connection, laying of earth electrodes and earth wire i/c connection. Testing of cables upto 650 V grade, testing of wiring, testing of earth resistance etc. by Megger/Earth Tester/Tong Tester, Multimeter. Attending all sorts of I.E. call duties in Govt. residential & non-residential buildings with the help of requisite material staff/T & Ps/ladder etc.

Accountability: In section offices/Sub-Division offices they have to report to the J.E. concern for allotment of work. They will render feedback daily to the J.E. concern regarding the work allotted to them. T & P and materials required for the work will also be issued to them by the J.E. concern.

In call centres where J.E. (E)/Sr. Mistry (Elec)/Sr. Electrical are not available, the senior most Mistry (Elec)/Electrician will monitor the attendance of the staff, distribute the work (as team leader) among the staff and will be responsible for getting proper output of the work and attending all the call duties daily.

They will also be the custodian of the materials and T & Ps in those call centres and will be responsible for both materials/T & Ps and output of work.

They will have to abide by the instruction of J.E. (E)/Sr. Mistry (Elec)/Sr. Electrician (as the case may be) regarding performance of work and to ensure discipline and punctuality. Entry of calls should be registered by them in the call book with remarks daily.
riagge of all types of fan, switch gears, luminaries, inverter, battery, wire/cables, T & P and ladder.

Accountability: They will have to abide by the instruction of J. E. (E)/Sr. Mistry (Elec)/Sr. Electrician/Mistry/electrician regarding performance of work and to ensure punctuality and discipline. They will also be responsible to render output of the work allotted to them and will ensure feedback daily to the supervising senior staff/officer concern. The materials/T & Ps required for the job may be issued to them by the J. E. (E) concern and they will be the custodian of those materials/T & Ps having due responsibility. Entry of calls should be made by them in the call register with remarks daily.

17. DUTIES AND RESPONSIBILITIES OF SENIOR HELPER/HELPER/KHALASI/ SKILLED LABOUR (UNDER I. E. DIVISION)

They are not eligible to work on live line above 110 volt. They will have to assist the J. E. (E)/Sr. Mistry (Elec.)/Sr. Electrician/Mistry (Elec.)/Electrician/Jr. Mistry (Elec)/Jr. Electrician for performing any and all sorts of I.E. installation work (both original and maintenance work) including attending of call duties in Govt. residential and non-residential buildings along with other technical staff.

They will have to carry out the loading-unloading and carriage of all materials related with I.E. works (viz. switch gears, fuse units, switch board, switches, luminaries, control gears, starters, busbar, regulator, ceiling fan, cabin fan, wall mounted fan, stand fan, exhaust fan, cables, wires, PVC pipe, wood batten, PVC casing-capping, conduit pipe, G. I. pipe, M/S/Copper/Al. flat. G. I. wire, Megger, Multimeter, Earth Testing Kit, T & P with bag, spade, cropper, Hammer, drill, ladder, cement, sand, brick & brick chips etc. as required).

They will have to clean all types of fan and existing wiring in Govt. non-residential buildings. They will have to perform digging of earth for laying of cables/earth pipe/earth wire etc., making of cable trench/including placing/removing of cables/wires/bricks/sand/excavated earth, making of holes in the wall for fixing bracket/clamp/cable entry etc. as required.

Accountability: They are to abide by the instruction of J. E. (Sr. Mistry (elec.)/Sr. Electrician/Mistry (Elect) Electrician/Winder/Jr. Mistry (Elec)/Jr. electrician regarding performance of work and maintaining punctuality and discipline.

18. DUTIES AND RESPONSIBILITIES OF WINDER

They are eligible to perform all winding works related with all types of fan motors of fractional H. P. capacity, repairing of all types of fans including dismantling of all components, cleaning, greasing, servicing, re-assembling, testing etc. as required to ensure proper functioning of those fans and should maintain the "Fan Repairing Register" as per prevailing norms of the Dept. They have to perform 7 hrs. duty in shift everyday having one weekly off day as per duty chart. Holidays may be enjoyed as per N. L. Act.
Accountability: They have to work in Sub-Divisional office/Section offices under direct supervision of the J. E. (E) concern, and will render feedback to the J. E. (E) concern/S.D.O.(Elect) regarding the work. The materials and T & P required for the job will be issued to them by the J. E. (E) concern and they will have to maintain the account in a register showing the receipt of materials/consumption of materials in fan repairing work/balance in hand etc. and shall have to get in checked by the J. E. (E) concern every week. They will be responsible for proper utilization and safe custody of these materials and T & Ps issued to them by the J. E. (E) concern.

DUTIES AND RESPONSIBILITIES OF DIFFERENT CATEGORIES OF STAFF UNDER MECHANICAL STREAM

19. FOREMAN:

He will be responsible for overall supervision of the workshop and monitoring the works assigned to him both inside and outside the workshop. In addition he is to ensure timely submission of statistical return, Annual Survey of Industries, etc. in prescribed form to the Director, Labour Bureau and the Director, Statistical Authority, Govt. of India respectively and renewal of Factory Licence of P. W. D. Workshop with the Chief Inspector of Factories, Govt. of Tripura. Also, he will be responsible for timely submission of electricity consumption bill duly verified for payment. He will look after the workshop for upkeep of tools and plants installed in the workshop, uninterrupted water supply facilities and power system of the workshop. He is to maintain different registers e.g. vehicle/Road Roller/Machineries movement register under his section, under his specific charge, register for keeping records of spares received/issued in details in the process of execution of work etc.

He will act as a guide to his subordinate staff under his control for proper management as well as efficient execution of works. He will work under the direct control of the Sub-Divisional Officer concern.

Being a section in-charge he will assign the work to the staff under his control and monitor the work under execution till completion of work satisfactorily and handing over the vehicle/Road Roller/Machineries etc. to the concerned Dept. through the driver/operator in addition to recording the concerned log book in details of work executed/spares utilised, defective/worn our spares returned to the owning office through driver duly received by the concern driver or authorised person. He will furnish information as required by his controlling officer in connection with works under his section so as to ensure execution of work promptly and efficiently.
20. ASSISTANT FOREMAN:

Being a promotion post from Sr. Mechanics/Sr. Fitters, the Asst. Foreman will act normally as supervisor of Sr. Mechanic/Sr. Fitter/Mechanic/Jr. Mechanic/Helper/Cleaner/Handyman/Sr. Electrician/Sr. Welder etc. during execution of the works. He will be under the control of the Jr. Engineer/Foreman concern and in the exigency of circumstances will discharge the function of Jr. Engineer/Foreman also so far execution of work is concerned. He will be responsible to ascertain the nature of defects developed/existing requirement of spares for replacement, execution of the work as required and subsequent testing, keeping records of spares utilised, defective/worn out spares returned to the owning office through drivers of the concerned vehicles/Road Rollers/Machineries in addition to recording in the concerned log book the details of work executed for acceptance and countersigning by the concerned Jr. Engineer/Foreman. He will act as a guide to his subordinate staff under his control for proper management as well as efficient execution of works. In case of necessity he may require to discharge the function of Sr. Mechanic. He will work under the direct supervision and vigilance of the Jr. Engineer/Foreman concern.

21. STORE-KEEPER:

He will be responsible for custody, prevention and issue of stores and keeping the required returns relating to them. The storekeepers will however, work under the strict supervision and vigilance of the Jr. Engineer who will be particularly responsible for ensuring that the accounts of the stores are properly maintained by the storekeeper and are kept in safe custody. Receipt of stores will be the responsibility of the Jr. Engineer and the storekeeper will not be required to inspect materials and prepare/check bill for payment of materials received.

At the end of each day, the lock of the stores godowns should be properly sealed. The storekeeper should seal locks when he closes the godown at the end of day carefully and examine next time to see that the seal has not been tampered with. If he finds that the seal has been tampered with in his absence, he should at once bring this fact to the notice of the higher authorities for reporting the matter to the Police. Where no storekeeper is posted, the Jr. Engineer will discharge all the functions/responsibilities assigned to storekeeper.

22. SR. MECHANIC/SR. FITTER (AUTO):

All types of repairing works of vehicles/Road Rollers/Machineries etc. except body works, welding, painting, upholstery, soldering, machining job, electrical works etc. shall be undertaken by him both inside and outside the workshop. He will discharge the duties and perform the works under the direct supervision of Jr. Engineer/Foreman/Asst. Foreman of the concerned section as per his instruction and requirement. He is responsible to furnish information as required.
by the Jr. Engineer/Foreman in connection with works assigned to him so as to ensure execution of work promptly and efficiently. The work will be assigned to him by the Jr. Engineer/Foreman considering gravity and requirement of works.

Being a group leader of a team the entire work to be assigned is to be monitored by him till completion of work satisfactorily and handing over the Vehicle/Road Rollers/Machineries etc. to the concern driver/operator. He will submit report to the Jr. Engineer/Foreman/Asst. Foreman in respect of day to day progress of work for further follow up action, in the matter, if any. He will undertake inspection of vehicles/Road Rollers/machineries etc. placed for repair to ascertain the nature of defects developed/existing, requirement of spares likely to be required for replacement towards rectification of defects and submit a detailed report to the Jr. Engineer/Foreman for the purpose of preparation of estimate/report etc. He will be responsible for safe custody of spares, lubricants and other materials issued to him against work till completion of work and release of the vehicle/Road Rollers/Machineries. He will also be responsible to return all unserviceable spares/materials replaced by new one to the concern Dept. through the Driver/Operator or any other authorize person.

In case of work undertaken outside the workshop/Head quarter due to unavoidable circumstances he will be responsible to record entries in the log book regarding the works executed by them as well as items of spares/lubricants etc. replaced by new one. In case of inspection of vehicle/Road Roller machineries carried outside the workshop/Head-quarter he should submit a report in details containing nature of works to be undertaken, requirement of spares/materials etc. to Jr. Engineer/Foreman for further follow up action. He is required to submit a report on completion of every work that the spares/lubricants/materials etc. issued to him have been utilised to the particular work. He will remain responsible for overall satisfactory execution of work including quality to ensure satisfactory performance thereafter. In case of undertaking outdoor works, in addition to making necessary entry in the log book of the machinery/Roller/Vehicle indicating the details of works undertaken, he will arrange handing over of the machinery at site to the representative of the concerned Department in prescribed format to be supplied by the Section-in-Charge.

23. MECHANIC/FITTER:

All kinds of repairing works of vehicles/Road Rollers/Machineries etc. except body works, welding, painting, upholstery, soldering, machining, electrical works etc. shall be undertaken by him both inside and outside the workshop. He will discharge the duties and perform the works under the direct supervision of Jr. Engineer/Foreman/Asst. Foreman of the concerned section as per his instruction and requirement. He is responsible to furnish information as required by the Jr. Engineer/Foreman in regard to works assigned to him so as to ensure
execution of work promptly and effectively. The work will be assigned to him by the Jr. Engineer/Foreman concerned considering gravity and requirement of works. He will submit report to the Jr. Engineer/Foreman/Asst. Foreman in respect of day to day progress of work for further follow-up action in the matter, if any. He will undertake inspection of vehicles/Road Rollers/machineries etc. placed for repair to ascertain the nature of defects developed/existing, requirement of spares likely to be required towards rectification/removal of defects and submit a detailed report to the Jr. Engineer/Foreman for the purpose of preparation of estimate/report etc.

Being a group leader of a team, the entire work, as assigned is to be monitored by him till completion of work satisfactorily and handing over the vehicle/Road Rollers/machineries etc. to the concerned Department through driver/operator or authorised representative. He will be responsible for safe custody of spares, lubricants and other materials issued to him against work till completion of work and release of the vehicle/Road Roller/Machineries. He will also be responsible to return all unserviceable spares/materials replaced by new ones to the concerned Department through the Driver/Operator or any other authorised person. He is required to submit a report on completion of every work that the spares/lubricants/materials etc. issued to him have been utilised to the particular work.

In the event of inspection of Road Roller/Vehicles/Machineries carried outside the workshop/Head-quarter he should submit a report in details covering the nature of works to be undertaken, requirement of spares/materials etc. to Jr. Engineer/Foreman for further follow-up action in the matter.

In case of undertaking outdoor works, in addition to making necessary entry in the log book of the machinery/Roller/Vehicle indicating the details of works undertaken, he will arrange handing and taking over of the machinery Roller/Vehicle at site to the representative of the concerned Department in prescribed format to be supplied by the Section-in-Charge. He will remain responsible for overall satisfactory execution of work including quality to ensure satisfactory performance thereafter.

In case of undertaking outdoor works, in addition to making necessary entry in the log book of the machinery/Roller/Vehicle indicating the details of works undertaken, he will arrange handing/taking over of the machinery at site to the representative of the concerned Department in prescribed format to be supplied by the Section-in-Charge.

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**JR. MECHANIC/JR. FITTER:**

Normally he will assist the Sr. Mechanic/Sr. Fitter/Mechanic/Fitter in repairing of vehicles/Road Rollers/Machineries inside and outside the workshop. Depending on his experience he will undertake repairing work of different aggre-
gates of vehicles/Road Rollers/machineries including engine rebuilding independently with helper under direct supervision of Jr. Engineer/Foreman/Asst. Foreman. In case of necessity he may require to discharge his function of Mechanic/Fitter also so far execution of work is concerned. He will remain responsible for overall satisfactorily execution of work as to the quality and subsequent performance. In case of undertaking outdoor works, in addition to making necessary entry in the log book of the machinery/Roller/Vehicle indicating the details of works undertaken, he will arrange handing/taking-over of the machinery at site to the representative of the concerned Department in prescribed format to be supplied by the Section-in-Charge.

SR. ELECTRICIAN/ELECTRICIAN (AUTO):

He will discharge and perform his duties under direct control and supervision of Jr. Engineer/Foreman/Asst. Foreman. He will undertake inspection of electrical aggregates system fitted to vehicles/Road Rollers/Machineries placed for repair to ascertain the nature of defects developed/existing, requirement of spares and submit a detailed report to the Jr. Engineer/Foreman/Asst. Foreman for further follow up action. The nature of works to be carried out by him are complete wiring system, repairing of dynamo, alternator, self-starter motor, wiring Harness, electric horn, wiper motor, voltage regulator, battery charging, armature winding, preventive maintenance of battery charging machine, and other allied works related to automotive electrical system. He will handle special tools e.g. hydrometer, cell tester. Armature tester etc. required during execution of aforementioned works. Necessary works will be assigned to him by the Jr. Engineer/Foreman/Asst. Foreman as per requirement of works. Being a group leader of a team the work assigned to him is to be monitored by him till completion in all respect. He will be responsible to report day to day progress of work to the concerned Jr. Engineer/Foreman/Asst. Foreman for further action in the matter. Required items of spares/materials towards repairing will be issued to him on taking receipt and he will be responsible for safe custody of the spares/materials till completion of work as well as release of the vehicle/Road Roller/machineries etc. He will also be responsible to return the old/unserviceable spares/materials replaced by new one to the concerned Dept. through the driver/operator of the vehicle/machineries/Road Roller etc. or any other authorised person.

In case of work undertaken outside workshop he will record the facts of repair work carried out/items of spares replaced etc. in the log book as well as handing over of unservicing spares/materials to the concerned driver/authorised person. In case of inspection of vehicle/Road Roller/Machineries undertaken outside the workshop/head-quarter he should submit a detailed report in regards to nature of defects developed, requirement of spares/materials etc. towards removal of defects etc. to the Jr. Engineer/Foreman/Asst. Foreman immediately on com-
pletion of journey for further follow up action. He will remain responsible for overall satisfactory execution of work including quality to ensure satisfactory performance thereafter. In case of undertaking outdoor works, in addition to making necessary entry in the log book of the machinery/Roller/Vehicle indicating the details of works undertaken, he will arrange handing/taking over of the machinery at site to the representative of the concerned Department in prescribed format to be supplied by the Section-in-Charge.

26. JR. ELECTRICIAN (AUTO):

Normally he will assist the Sr. Electrician/Electrician in repairing of electrical aggregates of vehicles/Road Roller/machineries, complete wiring system, battery charging etc. inside and outside of the workshop. Depending on his experience he will undertake repairing work of electrical aggregates, electrical wiring of vehicle/Road Roller/Machineries and other allied works related to automotive electrical system independently with helper under direct supervision of Jr. Engineer/Foreman/Asst. Foreman. In case of necessity he may require to discharge the function of Sr. Electrician/Electrician also so far execution of work is concerned. He will remain responsible for overall satisfactory execution of work including its quality. In case of undertaking outdoor works, in addition to making necessary entry in the log book of the machinery/Roller/Vehicle indicating the details of works undertaken, he will arrange handing/taking-over of the machinery at site to the representative of the concerned Department in prescribed format to be supplied by the Section-in-Charge.

27. SR. WELDER/WELDER/JR. WELDER:

All kinds of welding works related to the job to be undertaken in the workshop are to be carried out promptly and satisfactorily under the direct supervision of the concerned in-charge of the job as per his instruction and guideline. He is responsible to upkeep the welding equipment by way of according preventive maintenance from time to time as and when necessary. He will also be responsible to submit necessary information required by the in-charge of the job during execution of work assigned to him as well as daily today progress of work for further follow-up action. The work will be assigned to him by the in-charge of the job as deem fit considering the gravity and requirement of the job. The entire work to be assigned is to be monitored by him till successful completion. He will submit the requirement of materials in connection with welding/sheet metal work to the concerned Jr. Engineer/Foreman/Asst. Foreman who in turn will issue the same against job on taking receipt from him. Materials issued shall be kept under his safe custody and he will be responsible for any loss/damage of the materials issued to him. He will submit a report on completion of work that the materials issued to him have been utilised to the work for
which these were meant for and the excess if any have been retained for adjustment in the future works.

28. **PAINTER:**

All kinds of painting works of vehicles and machineries are to be carried out by him. He will be assisted by helper/cleaner/handyman as per requirement of work. The work will be assigned to him by the Jr. Engineer/Foreman/Asst. Foreman. He is responsible to furnish information as required by the Jr. Engineer/Foreman/Asst. Foreman in connection with works assigned to him so as to ensure execution of work promptly and efficiently. He will submit the requirement of materials in connection with painting work to the concerned Jr. Engineer/Foreman who in turn issue the same against job on taking receipt. Materials issued shall be kept under safe custody and he will be responsible for any loss/damage of the materials issued to him. He will submit a report on completion painting work satisfactorily that the materials issued to him have been utilised to the work for which these were meant for and the excess, if any, have been retained for adjustment in future works. He will remain responsible for overall satisfactory execution of work.

29. **TURNER:**

All kinds of machining works to the extent necessary and possible in a lathe machine to be allotted are to be carried by him as per specification of measurement. He will handle tools like inside & outside calliper, micrometer, vernier calliper and other tools required during execution of work on Lathe machine. Necessary works will be assigned to him by the Jr. Engineer/Foreman and he will work under direct supervision of them. He will be responsible to report day to day progress of work assigned to the concerned Jr./Engineer/Foreman for further action in the matter. Lathe machine allotted to him will remain under his control and he will be responsible to upkeep the machine by way of according periodical maintenance from time to time. If any defect is noticed before or during operation of the machine, the same should be reported immediately to the concerned Jr. Engineer/Foreman for further follow-up action towards rectification of defects developed. He will remain responsible for overall satisfactory execution of the work, conformable to specification/job requirement also to ensure quality and satisfactory performance thereafter.

30. **SR. BLACKSMITH/BLACKSMITH:**

All kinds of blacksmithy works relating to repairing of vehicles/Road rollers/Machinery are required to be carried out by him in the workshop. He will discharge the duties and perform the works under the direct supervision of Jr.
Engineer/Foreman/Asst. Foreman as per their instruction and requirement of the work. He will be provided with helper during execution of work where necessary. The work assigned is to be carried out as per specification and requirement. He will be responsible to report day to day progress of work assigned to him to the concerned Jr. Engineer/Foreman/Asst. Foreman for further follow up action in the matter. He will submit the requirement of materials in connection with the work assigned to him to the concerned Jr. Engineer/Foreman/Asst. Foreman who in turn will issue the same against job on taking receipt from him. Materials so issued shall be kept under his safe custody and he will be responsible for any loss/damage of the materials issued to him. He will submit a report on completion of work that the materials issued to him have been utilised to the work for which there were meant for and the excess, if any, have been retained for adjustment in future works. He will remain responsible for overall satisfactory execution of the work, both in respect of specification/measurement as well as quality.

31. SR. HELPER (AUTO):

Normally a Sr. Helper (Auto) shall assist Sr. Mechanic/Mechanic/Sr. Fitter/Fitter/Jr. Mechanic/Jr. Fitter/Sr. Electrician/Electrician/Jr. Electrician/Painter/Sr. Welder/Welder/Sr. Blacksmith/Blacksmith etc. in repairing of vehicles/Road Rollers/Machineries inside/outside the workshop. Depending on his experience he will take up minor repairing work of different aggregates of vehicles/Road Rollers/Machineries independently with helper under direct supervision of Jr. Engineer/Foreman/Asst. Foreman. In case of undertaking outdoor works, in addition to making necessary entry in the log book of the machinery/roller/vehicle indicating the details of works undertaken, he will arrange handing & taking-over of the machinery at site to the representative of the concerned department in prescribed format to be supplied by the Sec-in-Charge.

32. HELPER (AUTO):

[Sr. Helper/Helper are required to be attached to different works stream of workshop.] Being one of the lowest category of staff in the workshop a helper is to perform duty as per requirement in different activities involved in the workshop as directed/assigned by his superiors. Normally a helper is to assist the Sr. Mechanic/Jr. Mechanic/Sr. Fitter/Jr. Fitter/Sr. Electrician/Electrician/Jr. Electrician/Painter/Sr. Welder/Welder/Blacksmith/etc. in execution of repair works of vehicles/Road Roller/Machineries both inside and outside the workshop. A helper may be engaged for operation of Fuel dispensing pump, cleaning of the vehicle under repair, loading and unloading of materials/spares and other allied work as per requirement and direction of the higher authority.
CLEANER:

Normally a cleaner shall assist Sr. Mechanic/Mechanic/Jr. Mechanic/Sr. Fitter/Fitter/Jr. Fitter/Sr. Electrician/Electrician/Turner/Sr. Helper etc. in repairing process of vehicles/Machineries both inside and outside of the workshop. The nature of work to be discharged by him is generally to assist the repairing works including cleaning of different aggregates, items of spares of vehicles/Machineries, washing of vehicles/machineries as required during execution of repair work of vehicles/machineries as per instruction and guide line of the work in-charge under whom he will be placed to perform his duties. Also a cleaner may be engaged for loading & unloading of materials/spares and other allied work as per requirement and direction of the higher authority. In case of necessity he may be engaged to perform duties alike that Helper/Handyman.

HANDYMAN (AUTO):

Normally a handyman shall assist the driver of the vehicle/road roller, machinery etc. under whom he will be placed to perform his duties in day to day operation and maintenance as per instruction of Driver/Operator. He will remain responsible for any loss/damage of items of spares, materials of the vehicle during his duty period. Under compelling circumstances he may require to drive/operate the vehicle/Road roller/machinery provided he possesses valid driving licence wherever necessary. In case of his posting in the workshop he will perform the duties and responsibilities alike Helper in the workshop.

JOGALI:

Normally a Jogali (Store) shall assist Store-keeper in performing the day to day work in the store. He is to perform duty in different activities related to store strictly as per direction of his superiors. A Jogali (Store) may be engaged for loading/unloading of store materials and to place the same into order inside the store.

PUMP OPERATOR (FUEL DISPENSING PUMP):

Normally he is responsible for issue of petrol to the tanks of the Govt. vehicles against authenticated slip from the concern dealing clerk during the prefixed period of working hour. Under specific instruction in writing from the S. D. O. (Mechanical)/Jr. Engineer (Mechanical) he may issue petrol against authenticated slip to a separate container to be supplied by the driver of the vehicle. He will take dip-stick measurement of the underground reservoir before beginning issue of petrol as well after closing issue of petrol every day. Also at times as required/directed by higher authority in addition to keeping the record of the volumiser metre reading of the dispensing pump before and after operation.
He will submit the aforesaid records with reference to total quantity of petrol issued on the day to the issuing clerk/Jr. Engineer concern in writing. He will remain responsible for any discrepancy between the totaliser metre reading with that of sum of petrol issued against slips.

**SR. MECHANIC-CUM-OPERATOR / MECHANIC-CUM-OPERATOR**

He will be responsible for all related works in connection with operation and preventive/day to day maintenance of A/C plants when entrusted with. He will also be responsible for fault finding and suggesting remedial measures and submit report indicating requirement of spares etc., if any, to the concerned J. E. (Mech.). He will maintain the log sheet/record book of the plant indicating all related technical parameters as per recommendation of the manufacturer/guideline available. All problems in respect of quality of power and related faults are to be attended and to be rectified initially and reported thereafter to the J. E. (Mech.)

He will also be the custodian of the tools & plants including stand-by equipment in the plant. He will be overall incharge and custodian of the plant and be responsible for the smooth operation of the plant as well as up-keeping of T & P with Junior staff available with them.

He will perform all sorts of repair and maintenance works (both maintenance and original whenever required), including performance testing, related electrical works viz., motor rewinding, rewiring of the system etc. for smooth running of all Air-conditioning and Refrigeration equipments/appliances/auxiliary equipments in the workshop as well as installed in different locations.

He is accountable for the smooth running / operation / maintenance of the plant/equipments / machines under his jurisdiction of duty. Normally he would be reporting to J. E. (Mech.) and in case of exigency to the next higher authority.

The old spares / components replaced during repair / maintenance are to be returned to the concerned J. E. (Mech.) on maintaining proper record.

**38. JR. MECHANIC CUM OPERATOR**

i. He will involve himself directly in all sort of repair / maintenance in connection with Air-conditioning and Refrigeration machineries & equipments.

ii. Air-conditioning and Refrigeration plants and Machineries will be operated/maintained/repaired/serviced by him, whenever entrusted with.

iii. In addition to mechanical repair works, re-winding of electrical motors, rewiring of the system will also be a part of his job.

iv. Routine inspection and periodical check up of all plants, machineries, equipments and related accessories will be carried out by him in / c. preventive