

FOR STRICTLY OFFICIAL USE ONLY

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
PUBLIC WORKS DEPARTMENT

CHARTER OF DUTIES OF THE OFFICERS

19 April, 1998

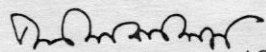
## PREFACE

From time to time Government have issued orders regarding delegation of powers and functions to the Chief Engineer, Addl. Chief Engineers (Zonal), Addl. Chief Engineer (Estb. & Co-ordination) Addl. Chief Engineer (Planning & Special Project) and Addl. Chief Engineer (E/M), Superintending Engineers, Executive Engineers, Sub-Divisional Engineers, Assistant Engineers and Sub-Asstt. Engineers of the Public Works Department. But these orders are not yet compiled together in Booklet form. As a result difficulties are being faced by the officers in discharging their responsibilities.

Considering the above problems and for proper functioning of different categories of the officers of PWD, a complete set of charter of duties have now been compiled by this office in a Booklet form

I hope the officers will find it helpful for their day to day duties and responsibilities.

Finally I find it a pleasure to endorse and authenticate the document for official use in the public works department, Government of Bangladesh

  
19.4.98  
(MD. SIDDIQUE ULLAH)  
Chief Engineer  
Public Works Department  
Government of Bangladesh



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
MINISTRY OF WORKS  
SECTION-1

OFFICE MEMORANDUM

No.Sec.1/2M-38/84/1366(5)E

Date: 14.10.1984

The undersigned is directed to say that in supersession of all previous orders in this behalf Govt. have been pleased to delegate the powers and functions to the Chief Engineer, Addl. Chief Engineer (Zonal), Addl. Chief Engineer (Est. & Co-ordination), Addl. Chief Engineer (Planning & Special Project) and Addl. Chief Engineer (E/M) of Public Works Department as per annexure A,B,C,D & E respectively.

Sd/- Md. Fazlul Wahed  
Deputy Secretary (Adm.)

1. Chief Engineer, P.W.D. Segunbagicha, Dhaka
2. Addl. Chief Engineer (Zonal) ..... Zone .....
3. Addl. Chief Engineer (Estt. & Co-ordination) PWD Bhaban, Dhaka
4. Addl. Chief Engineer (Planning & Special Project) PWD Bhaban, Dhaka
5. Addl. Chief Engineer (E/M) PWD Bhaban, Segunbagicha, Dhaka

No.Sec.1/2M-28/84/1366(13)E

Dated: 14.10.84

Copy forwarded for information and necessary action to:

1. Secretary, Ministry of Establishment
2. Secretary, Finance Division
3. Secretary, Road & Road Transport Division
4. Secretary, T&T Division
5. Secretary, Railway Division
6. Secretary, L.G. Division
7. Joint Secretary (Dev.)/AP Ministry of Works
8. Commissioner, Dhaka/Chittagong/Rajshahi/Khulna Division
9. The C.A.O. M/O Works, 2nd 12 storied building, Segunbagicha, Dhaka

Sd/- Noor Mohammad Talukder  
Section Officer  
14.10.84

Memo No.2028(200) - Para-1

Dated: 21.10.84

Copy with copies of Annexure A,B,C,D & E forwarded for information and necessary action to:

1. The Addl. Chief Engineer, P.W.D. \_\_\_\_\_ Zone \_\_\_\_\_
2. The Addl. Chief Engineer (Estt. & Co-ordination) P.W.D. Dhaka
3. The Addl. Chief Engineer (Planning & Special Project) P.W.D. Dhaka.
4. The Addl. Chief Engineer (E/M) P.W.D. Dhaka
5. The Chief Accounts Officer of this office.
6. The Superintending Engineer \_\_\_\_\_ PWD Circle \_\_\_\_\_
7. The Executive Engineer \_\_\_\_\_ PWD Divn. \_\_\_\_\_
8. The A/Cs Officer/J.A.O. P.W.D., Dhaka
9. \_\_\_\_\_ Branch \_\_\_\_\_ of this Department.

(S.H. Akhand)  
Superintending Engineer(E)  
Public Works Department

CHARTER OF DUTIESCHIEF ENGINEER

1. He will act as Administrative Head of the Department and remain responsible for efficient administration, and execution of works including all services and functions of the Public Works Department according to P.W.D. codes, namely Schedule and Specifications, Acts, Ordinances, Rules and Regulations and Directives issued by the Government from time to time.
2. He will act as Chief Professional Advisor to the Government in all matters connected with the department and on formulation of policies concerning the Department.
3. The Chief Engineer will prepare annual budget estimates relating to the work under his control. It will be his duty to administer the grant, and keep a close watch over the progress of expenditure against it with a view to ensure that no excess expenditure is made. If additional funds are necessary proposal for the same be mooted. It will further his duty to see that the Grant utilized is in accordance with financial rules and canons prevention of large expenditure in the last months of the year, and that any money that is not likely to be needed during the year is promptly surrendered so as to allow its appropriation for other purposes by competent authority.
4. He will examine and approve the plans and estimates prepared by his Office/Consultants engaged for the works of PWD.
5. He will provide executive and operational guidance to the field staff and exercise control over them.
6. He will hold co-ordination meetings periodically for expeditious disposal of works.



7. He will allocate duties and responsibilities among various officers subordinate to him.
8. He will be responsible for ensuring proper security of the Department.
9. He will be responsible for supervision, control and assessment of revenue so far as it relates to P.W.D.
10. He will issue transfer and posting orders of Executive Engineers. While transfoerring officers of the E/M side he will however, consult the Addl. Chief Engineer (E/M); decision of the Chief Engineer, will, however, be final.
11. He will order inter Zonal Transfer of S.D.Es/A.Es, S.A.Es and other staff.
12. He will be responsible for allowing of efficiency bars and granting earned leave, G.P. Advance, and T.A. advance to all Gazetted Officers below the rank of Superintending Engineers.
13. He will be responsible for processing the pension cases of all Gazetted officers and sanctioning the pension of Non-Gazetted employees in/c. S.A.E's of the Department.
14. He will be responsible for disposal of tenders referred to him by the Addl. Chief Engineers. He may, at his discretion call for any file, tender etc. from offices under him and pass such orders as he may deem fit and proper.
15. The financial powers of C.E. to accord technical sanction, admn.. approval for repair/maintenance works, acceptance of tender and disposal of stores are enclosed in Enclosure ' '.

CHARTER OF DUTIES

ADDITIONAL CHIEF ENGINEER (ZONAL)

1. He will act as Zonal Head of the Department.
2. He will be responsible for administration and execution of works including all services and functions of the Department within his jurisdiction according to P.W.D. codes, namely, schedules and Specifications, Acts, Ordinance, Rules and Regulations and Directives issued by the Govt. from time to time.
3. He will provide executive and operational guidance to the field staff within his jurisdiction and exercise control and supervision over them.
4. He will meet the Superintending Engineers and Executive Engineers, both civil and E/M within his jurisdiction periodically to review the progress of work and cases pending for disposal and to remove the bottle-necks.
5. He will inspect his own office as well as offices subordinate to him from time to time and carryout annual inspection of the Circle and Divisions under him.
6. He will transfer the S.D.Es/A.Es and S.A.Es within his jurisdictions.
7. He will be responsible for allowing crossing of efficiency bar of non-gazetted staff of his office.
8. He will be responsible for disposal of pension cases of non-gazetted staff of his office.
9. He will be responsible for drawing proceedings and disposal of disciplinary cases against the staff of which he is the appointing authority.



10. He will exercise such financial powers as may be delegated to him by the competent authority to facilitate quick and timely implementation of work and effective control over expenditure.
11. He will be responsible to keep the Chief Engineer inform of all activities of the Department within his jurisdiction through submission of reports, statements, etc. from time to time.
12. He will be responsible for co-ordination with the different nation building and regulatory agencies in order to facilitate expeditious implementation of the works sponsored by various agencies.
13. It will be his duty and responsibility to inspect all works within his jurisdiction to identify the bottle-necks if any, and take necessary steps for its removal.
14. He will be responsible for disposal of tenders referred to him by the Superintending Engineers. He may, at his discretion, call for any file, tender etc. from offices subordinate to him and pass such orders as he may deem fit and proper.
15. The financial powers of A.C.E(Zone) to accord technical sanction, admn. approval for repair/maintenance works, acceptance of tender and disposal of stores are enclosed in Enclosure ' ' .

## CHARTER OF DUTIES

### Additional Chief Engineer (Estt. & Cord)

1. As staff Officer of the Chief Engineer he will assist the Chief Engineer in processing and disposal of:
  - (a) All the establishment matters of the Department;
  - (b) Preparation of budget of the Department;
  - (c) Disciplinary cases of the non-gazetted staff of the Chief Engineer's Officers;
  - (d) Inspection and audit reports;
  - (e) Legal matters including Court cases relating to the Department;
  - (f) O&M matters of the Department;
  - (g) Conduct departmental proceedings against the officer of the P.W.D. and
  - (h) maintenance of accounts of the Department.
2. He will act as Chairman of the Committee for enlistment of First Class Contractors and above.
3. He will act as Chairman of the Accommodation Board in Dhaka.
4. He will be responsible for initiating action for writing Confidential Reports of the Officers and staff of the Deptt. and also for their proper maintenance.
5. He will be responsible for staff welfare of the Department.
6. He will be responsible for monitoring and co-ordination of affairs relating to the Department.
7. He will assist the Chief Engineer in appointment of non-gazetted staff in the Department having due regard to the district quota and qualifications prescribed by the Government.
8. He will be responsible for allowing crossing of efficiency bar of the non-gazetted staff employed in Chief Engineers office.
9. He will be responsible for disposal of pension cases of the non-gazetted staff of the Chief Engineer's Office.
10. He will inspect his office at least once a year.
11. He will dispose of such other matters as may be delegated to him by the Chief Engineer.



## CHARTER OF DUTIES

### Additional Chief Engineer (Planning and Special Project)

1. As staff officer of Chief Engineer he will be responsible for conducting geographical and topographical survey of the project area in order to assist preparation of projects and the architectural plan.
2. He will be responsible for preparation, evaluation and processing of building projects for all government institutions and residential buildings sponsored by the Ministry of Works.
3. He will be responsible for evaluation of building projects sponsored by all other Ministries of the Government.
4. He will be responsible for scrutinising and checking all estimates/projects for construction of buildings.
5. He will be responsible for revision of project proforma for various projects in the light of directives received from the Ministry.
6. He will be responsible for drawing up standard and specifications for building construction and preparation of schedules of rates for approval of the Chief Engineer.
7. He will be responsible for analysing works items and rates of constructions which are not covered by the prevalent PWD schedules of rates.
8. He will co-ordinate with the office of the Chief Architect on matters relating to Architectural planning and designing of buildings.
9. He will be responsible for preparation and furnishing to the working circles and divisions complete set of detailed working drawings showing all structural details for implementing building projects.

10. He will advise the Chief Engineer on the structural soundness and stability of existing structures as and when necessary.
11. He will inspect his office at least once a year.
12. He will carry out local purchase of construction materials beyond those covered by the powers of the Superintending Engineer.
13. He will act as Chairman, building materials procurement Cell dealing with the import of construction materials and equipment from abroad.
14. He will monitor the progress of implementation of development projects and to co-ordinate with the sponsoring agencies.
15. He will dispose of such other matters as may be delegated to him by the Chief Engineer.



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
পূর্ত মন্ত্রণালয়  
শাখা-১

“আদেশ”

নংঃশাঃ১/৩ডি-২/৯০৭২০-প্রঃ

তারিখঃ ১০.১০.৯০ইং/২৪.৬.৯৭ বাং

পূর্ত মন্ত্রণালয়ের ১৬.৮.৯০ইং তারিখের শা-১/৩ডি-২/৯০/৫৭১-প্রঃ নং আদেশে স্বাস্থ্য সচিবের কার্য্যকর নিয়ন্ত্রণে এবং গণপূর্ত অধিদপ্তরের প্রশাসনিক নিয়ন্ত্রণ ও কোডাল রুলের আওতায় একটি অতিরিক্ত প্রধান প্রকৌশলীর পদ সৃষ্টি করিয়া তাহার নিয়ন্ত্রণে একটি প্রকৌশল উইং গঠন করা হইয়াছে। উক্ত প্রকৌশল উইং এর অতিরিক্ত প্রধান প্রকৌশলী, তত্ত্বাবধায়ক প্রকৌশলী, নির্বাহী প্রকৌশলী ও উপ-বিভাগীয় প্রকৌশলীদের কার্য্যব্যাপদেশ চিহ্নিত করিয়া ৮.১০.৯০ইং তারিখে শা-১/২এম-১৫/৯০/৫৮-প্রঃ নং বিজ্ঞপ্তি জারী করা হইয়াছে।

২। অতএব, সরকার সদয় হইয়া উক্ত প্রকৌশল উইং-এর দায়িত্ববালী নিম্নোক্তভাবে নির্ধারণ করিলেন :-

- (১) উক্ত উইং-এর অতিরিক্ত প্রধান প্রকৌশলী গণপূর্ত অধিদপ্তরের প্রধান প্রকৌশলীর সমপর্য্যায়ের আর্থিক ও কারিগরী ক্ষমতা প্রয়োগ করিবেন। এই উইং-এর সকল কর্মকর্তা গণপূর্ত দপ্তরের প্রশাসনিক ও কোডাল রুলের আওতায় ও স্বাস্থ্য সচিবের কার্য্যকর নিয়ন্ত্রণে প্রকল্প বাস্তবায়ন, রক্ষণাবেক্ষণ, মেরামত ও খরচের হিসাবের জন্য দায়ী থাকিবেন এবং সরাসরি স্বাস্থ্য সচিবের নিকট জবাবদিহি করিবেন।
- (২) উক্ত উইং স্বাস্থ্য ও পরিবার কল্যাণ মন্ত্রণালয়ের বই বহির্ভূত সকল ইমারত গণপূর্ত অধিদপ্তরের বহিতে অন্তর্ভুক্তির ব্যবস্থা করিবেন এবং মেরামত ও রক্ষণাবেক্ষণ খাতে বরাদ্দ বৃদ্ধির সর্বাত্মক প্রচেষ্টা গ্রহণ করিবেন এবং ভবিষ্যতে নির্মিত সকল ইমারত স্বয়ংক্রিয় পদ্ধতিতে গণপূর্ত অধিদপ্তরের বই-তে অন্তর্ভুক্তির জন্য প্রকল্প ছকে ব্যবস্থা রাখা এবং প্রকল্প ছক অনুযায়ী মেরামত ও রক্ষণাবেক্ষণ খাতে অর্থ বরাদ্দের ব্যবস্থা রাখার দায়িত্ব পালন করিবেন।
- (৩) পূর্ত কাজের অগ্রাধিকার নিদ্রারণ করিয়া প্রতি বৎসর আগষ্ট মাসের মধ্যে স্বাস্থ্য ও পরিবার কল্যাণ মন্ত্রণালয়ের সহযোগিতায় উল্লিখিত প্রকৌশল উইং প্রকল্প তালিকা ও সম্ভাব্য বরাদ্দ চিহ্নিত করিবেন। সেই সংগে স্বাস্থ্য মন্ত্রণালয় বার্ষিক উন্নয়ন কর্মসূচীতে নিদ্র্ধারিত বরাদ্দকৃত অর্থ ধাপে ধাপে প্রধান প্রকৌশলী গণপূর্ত অধিদপ্তরকে অবহিত করিয়া প্রকৌশল উইং বরাবরে ন্যস্ত করিবার যথাযথ ব্যবস্থা গ্রহণ করিবেন।
- (৪) প্রকৌশল উইং স্বাস্থ্য ও পরিবার কল্যাণ মন্ত্রণালয়ের অধীনস্থ সংশ্লিষ্ট অধিদপ্তরের মাঠ পর্য্যায়ের কর্মকর্তাদের ঐক্যমতে প্রস্তুতকৃত মেরামত প্রাক্কলন সমূহ একীভূত করিয়া অর্থ বছরের শুরুতেই স্বাস্থ্য ও পরিবার কল্যাণ মন্ত্রণালয়ে পেশ করিবে এবং স্বাস্থ্য ও পরিবার কল্যাণ মন্ত্রণালয় কর্তৃক প্রাক্কলন সমূহের অনুমোদন ও অর্থ বরাদ্দ সাপেক্ষে প্রকৌশল উইং কাজ হাতে নিবে।
- (৫) প্রকল্পের সৃষ্টি ও সময়োপযোগী বাস্তবায়নের জন্য আর্থিক ক্ষমতার বিকেন্দ্রীকরণ বিষয়ে পূর্ত মন্ত্রণালয়ে কর্তৃক জারীকৃত স্মারক নং শা-৪/৪এম-২/৬৪(অংশ-১)/৫৪৯(১০০)তারিখ ১-৮-৮৮ ইং/১৭-৮-৯৫ বাংলা মাধ্যমে প্রকৌশলী কর্মকর্তাদের যে আর্থিক ক্ষমতা প্রদান করা হইয়াছে উহা উক্ত প্রকৌশল উইং এর প্রকৌশলীদের জন্য বলবৎ থাকিবে (দ্রষ্টব্যঃ সংযুক্তি)।

- (৬) বর্তমানে স্বাস্থ্য ও পরিবার কল্যাণ মন্ত্রণালয়ের যে সকল ইমারত মেরামত ও রক্ষণাবেক্ষনের জন্য অর্থ বিভাগ রাজস্ব বাজেটের “ ১৩২ বেসামরিক পূর্ত কাজ অনাবাসিক ভবন” খাতে যে অর্থ পূর্ত মন্ত্রণালয়ে ন্যস্ত করিয়া থাকে উহা পূর্ত মন্ত্রণালয়ের রাজস্ব বাজেটের আওতায়ই থাকিবে। তবে উহা গণপূর্ত অধিদপ্তরের প্রধান প্রকৌশলীর পরিবর্তে প্রকৌশল উইং এর বিপরীতে দেখাইতে হইবে যাহাতে স্বাস্থ্য মন্ত্রণালয়ের চাহিদা অনুসারে এবং বিধি মোতাবেক বা প্রয়োজনবোধে ঐ মন্ত্রণালয়ের অনুমোদনসহ প্রকৌশল উইং উক্ত অর্থ ব্যয় করিতে পারে।
- (৭) বার্ষিক উন্নয়ন কর্মসূচী প্রণয়ন, প্রাক্কলন ছক প্রণয়নকালে ভৌত অবকাঠামো তৈরী , খসড়া প্রাক্কলন প্রস্তুত এবং উহা স্বাস্থ্য ও পরিবার কল্যাণ মন্ত্রণালয়ের প্রশাসনিক অনুমোদন গ্রহণের ব্যবস্থা করণ।
- (৮) কাঠামোগত নকসা প্রণয়ন এবং স্থাপত্য নকসা প্রাপ্তির জন্য স্থাপত্য অধিদপ্তরের সাথে সমন্বয় সাধন।
- (৯) বৃহৎ প্রকল্পের দরপত্র দাখিল প্রস্তুত, দরপত্র আহবান, গ্রহন ও মূল্যায়ন এবং কার্যাদেশ প্রদানের জন্য দরপত্র সরাসরি মাঠ পর্যায়ে নিয়োজিত নির্বাহী প্রকৌশলীর নিকট প্রেরণ।
- (১০) প্রকল্প মনিটরিং এবং হিসাব ও অগ্রগতি প্রতিবেদন সংরক্ষণ ও যথাসময়ে মন্ত্রণালয়ে প্রেরণ।
- (১১) উক্ত উইং এর আওতাভুক্ত এবং পি, ডব্লিউ, ডি, বহিতে অন্তর্ভুক্ত বা বর্হিভূত সকল ইমারত এর যুগ্ম মেরামত ও রক্ষণাবেক্ষণের জন্য সক্রিয় পদক্ষেপ গ্রহণ ও বাৎসরিক কর্মসূচী প্রস্তুত।
- (১২) স্বাস্থ্য ও পরিবার কল্যাণ মন্ত্রণালয় এবং পি, ডব্লিউ, ডি’র ফিল্ড ইউনিটের মধ্যে যোগাযোগ রক্ষা করা।
- (১৩) প্রকল্প বাস্তবায়নের যে কোন বাধা দূরীকরণে জন্য স্বাস্থ্য ও পরিবার কল্যাণ মন্ত্রণালয়ে প্রগতিশীল ও গঠনমূলক প্রস্তাব পেশ।
- (১৪) উক্ত উইং-এর আওতাভুক্ত বৈদেশিক সাহায্যপুষ্ট প্রকল্পের বিশেষ শর্তাবলী পূরণের লক্ষে বিশেষ নীতিমালা প্রণয়ন।
- (১৫) উক্ত উইং এর অতিরিক্ত প্রধান প্রকৌশলী তাহার অধীনস্থ সার্কেল, বিভাগ ও উপ-বিভাগ সমূহের সকল স্থায়ী ও অস্থায়ী নন-গেজেটেড কর্মচারীদের গণপূর্ত অধিদপ্তরের অন্যান্য জোনের অতিরিক্ত প্রধান প্রকৌশলীর ন্যায় প্রতিষ্ঠানিক দায়িত্ব সম্পাদন করিবেন।

রাষ্ট্রপতির আদেশক্রমে,

স্বাঃ- এম, এ, রউফ,  
ভারপ্রাপ্ত অতিরিক্ত সচিব।



**CHARTER OF DUTIES**  
**Additional Chief Engineer (E/M)**

1. He will, on behalf of the Chief Engineer, Control directly the E/M Circles of greater Dhaka and through the Additional Chief Engineer, Chittagong Zone, the E/M Circle, Chittagong.
2. He will draw up standards and specifications of E/M works and prepare schedule of rates for approval of the Chief Engineer as and when necessary.
3. He will meet E/M Officers periodically to review the progress of work, the cases pending for disposal over a month and to review and remove the bottle-necks.
4. He will inspect his own office as well as the field offices upto Divisional level from time to time.
5. He will exercise such financial powers as may be delegated to him by the competent authority to facilitate quick and timely implementation of work and effective control over expenditure.
6. He will be responsible to keep the Chief Engineer informed of all activities of the Department within his jurisdiction by submission of reports, statements etc. as asked for from time to time.
7. It will be his duty and responsibility to inspect all E/M works within his jurisdiction to identify the bottle-necks, if any, and take necessary steps for its removal. Any decision given by him in this regard will be treated as final.
8. He will be responsible for procurement, repair and maintenance of all machineries and vehicles.
9. It will be his responsibility to give proper guidance to the E/M Officers wherever they are working. He may go on tour to different Zones to guide and supervise E/M works.
10. He will dispose of such other matters as may be delegated to him by the Chief Engineer.
11. The financial powers of A.C.E. (E/M) to accord technical sanction admn. approval for repair/maintenance works, acceptance of tender and disposal of stores are enclosed in Enclosure '

## B. SUPERINTENDING ENGINEER

32. The administrative unit of the department is the circle, in charge of a Superintending Engineer. In local areas in which there is no Chief Engineer, the duties assigned in paragraphs 27 to 31 above will develop upon the Superintending Engineer.
33. Subject to any orders of the minor local Government, the transfers and posting within his circle of establishment, other than of Divisional Officers and Accountants, may be made by the Superintending Engineer on his own authority.
34. The Superintending Engineer should examine the books of Divisional Officers and their subordinates, and see that matters relating to the primary accounts are attended to personally by the Divisional and Sub-Divisional Officers and that the accounts fairly represent the progress of each work. It will also be his duty to examine the registers of works, and, when he considers it necessary, he may require a Divisional Officer to report to him monthly or at longer intervals, on a Works Slip, the total expenditure to date under each sub-head of a work, in contrast with the sanctioned estimate. It will thus be seen that it rests with the Superintending Engineer to investigate excesses over sub-heads with a view to deciding whether or not a revised estimate will be required for the work. When a revised estimate is required, it will also devolve on the Superintending Engineer to see that it is submitted in due time to the sanctioning authority. See paragraphs 44 and 69 of PWD accounts code book.
35. It will be the duty of the Superintending Engineer to inspect the various works in progress within his circle, and to satisfy himself that the system of management prevailing is efficient and economical, that the different stores are duly verified according to the rules laid down, and that there is no accumulation of stock in any division beyond its requirements. He is also responsible that no delay is allowed to occur in the submission of completion reports. He should, further, so far as may be possible, inspect periodically all important public buildings and other works within his jurisdiction.



36. The Superintending Engineer will inspect the divisional offices at least once a year and record the results of such inspection in the prescribed form. He is also required to satisfy himself, from time to time, that the staff employed in each division is actually necessary and adequate for its management.
37. The Superintending Engineer is required to make it his special duty during his tours to see that measurement books are carefully kept and measurements properly recorded and that they are complete record of the actual measurements of each kind of work done for which certificates have been granted. He should also see that any orders of the minor local Government regarding check measurements are duly observed.
38. The supervision and control of the assessment of revenue from irrigation works within his circle will rest with the Superintending Engineer.
39. The Superintending Engineer is authorized to correspond direct with any of the local authorities, civil or military, within the area of his jurisdiction.

The financial powers of S.E. (Working Circle) to accord technical sanction, admn. approval for repair/maintenance works, acceptance of tender and disposal of stores are enclosed in Enclosure ' ' .

### **C. DIVISIONAL OFFICER / EXECUTIVE ENGINEER**

40. The Executive Unit of the department is the division in charge of a divisional Officer, who is responsible to the Superintending Engineer for the execution and management of all works within his division.
41. Subject to the orders of the Superintending Engineer, a Divisional Officer may transfer establishment (other than sub-divisional officers) from one station to another within his division.

42. The Divisional Officer is required to take the necessary steps for obtaining cash for the works under his control, to keep accounts, and to submit them punctually to the Audit Officer under the rules for the time being in force. He is responsible for the arrangements for account keeping, in which matter he will be assisted by his Divisional Accountant, and he must see that his accounts are posted from day to day and that the Accountant carries out his duties regularly and punctually. The responsibility for the correctness, in all respects, of the original records of cash and stores, receipts and expenditure, as also for seeing that complete vouchers are obtained rests with the Divisional Officer, who will, before submitting the monthly accounts, carefully examine the books, returns and papers from which the same are compiled.
43. The Divisional Accountant is responsible to the Divisional Officer for the correct compilation of the accounts of the division from the data supplied to him. The relative position of the Divisional Accountant to the Divisional Officer in respect of accounts is analogous to that of a Sub-Divisional Officer to a Divisional Officer in respect of works, and the responsibilities of the latter for the work of the Divisional Accountant are similar to those which attach to him in respect of the execution of work in the charge of his other subordinates. See also Central Public Works Account Code, paragraphs 98 to 103.
44. The Divisional Officer is held primarily responsible for affording information in cases of probability of excess of actual over estimated cost of work, and should report any such probability to the Superintending Engineer at once, describing the nature and cause of the excess and asking for orders. This report should be made on the 'Works Slip' Form Divisional Officers must also submit the Works Slip, with such explanation as will enable the Superintending Engineer to pass orders on the case, on the occurrence, or the probability of the occurrence, of any irregularity in the rate of cost of a sub-head. All important liabilities not brought to account should also be noted on the Works Slip.



Note: It is unnecessary for the Divisional Officer to submit the Works Slip cases in which he can pass finally excesses over estimates ..... paragraph 71.

48. The Divisional Officer is required to inspect, at least once a year, the more important buildings and works in his division, and is responsible that proper measures are taken to preserve them and to prevent encroachment on Government lands in his charge. He should keep accurate plans of all such lands and take care that his subordinates make themselves acquainted with the boundaries and see that they are respected.

Note: A Divisional Officer must keep on record in his office the following plans or such of them as are required in his division:

1. Complete plans, sections and elevations of every building or other work under his charge, as actually constructed any subsequent alteration being carefully noted. The boundaries of the ground attached to any buildings should be distinctly shown.
  2. Plans of roads under his charge, showing the quarries whence metal is obtained.
46. Immediately a work is finished, it is the duty of the Divisional Officer to close the accounts of it and to prepare the Completion Report, if required by the rules in paragraph 99.

Note: When it is decided to abandon a work, the accounts relating to the work should be closed as soon as possible after such decision is reached.

47. A Divisional Officer is required to report immediately to the Superintending Engineer any important accident or unusual occurrence connected with his division and to state how he has acted in consequence. *See* also paragraph 93.
48. It is the duty of the Divisional Officer to administer the grant made for public works in his division, and, with this object, to keep a close watch over the progress of expenditure against it with a view to seeing that no

excess is permitted to occur and that, if additional funds are necessary, application for the same is made.

49. The Divisional Officer is responsible for the detailed assessment of the revenue to be obtained from irrigation works within his division, and will maintain such records and accounts for the purpose as may be prescribed.

50. A Divisional Officer can receive orders only from his Superintending Engineer, the Head of the minor local Government, or other civil officer duly authorized.

The financial powers of Executive Engineer (Working Division) to accord technical sanction, administrative approval for repair/maintenance works, acceptance of tender and disposal of stores are enclosed in Enclosure ' ' '.

#### **D. SUB-DIVISIONAL OFFICER / SUB-DIVISIONAL ENGINEER**

51. The division is divided into sub-division, in charge of Sub-Divisional Officers, who are responsible to the Divisional Officer for the management and execution of works within their sub-divisions.

The financial powers of S.D.E. to accord technical sanction administrative approval for repair/maintenance works, acceptance of tender and disposal of stores are enclosed in Enclosure ' ' '.

#### **Superintending Engineer (Project Circle I and II)**

1. To conduct geographical and topographical survey of project areas for preparation of architectural plans.
2. Preparation, Evaluation and processing of building projects for all Government Institutional and residential building complex sponsored by the Ministry of Works (P.W.D.).
3. Participating in the evaluation of building projects sponsored by all other Ministries of the Government.



4. Scrutinising and checking all estimates/projects for construction works pertaining to all other sectors of the Government.
5. Revision of project Proforma for various projects in the light of decision taken in the various PEC meetings and the Planning Commission.
6. Analysing works items and rates of constructions which are not covered by the prevalent P.W.D. Schedule of Rates.
7. Any other works as may be assigned by the Additional Chief Engineer.

#### **Superintending Engineer Design Circle (I and II)**

1. To study architectural plans for building Projects undertaken by the P.W.D. for implementation.
2. To undertake engineering calculations for various stages of preliminary and executive drawings.
3. To prepare and furnish to the working Circles and Divisions complete sets of detailed working drawings showings all structural details for implementation of building project.
4. To assess structural soundness and stability of existing structures wherever such evaluation is necessary.

#### **Superintending Engineer (Co-ordination)**

1. To compile Progress report of development projects of all sectors and to send to all the sponsoring agencies as per distribution.
2. To look after the preparation of A.D.P. and development budget as per distribution.
3. To prepare PIB reports and other report for submission to relevant authorities as per distribution.

4. To look after the allotment of funds for all development, non-development and maintenance works under the P.W.D.
5. To monitor the re-imbursement of IDA-Credit for the IDA assisted population projects.

#### **Superintending Engineer (Establishment)**

1. To look after all establishment cases of the Department.
2. To prepare the establishment budget.
3. To look after all the disciplinary cases concerning the officers and staff of the Department.
4. To prepare circulars/office Memorandum relating to the administrative side of the Department for approval of the Chief Engineer.
5. To act as the Secretary of the Enlistment Committee dealing with the new enlistment and renewal of enlistment of contractors under P.W.D.
6. To act as Secretary, accommodation Board under P.W.D.
7. To deal with the Legal matters.
8. To deal with the salary and allowances of the non-gazetted employees of the Chief Engineer's Office.

#### **Superintending Engineer E/M (P&D)**

1. To prepare and furnish to the working circles and Divisions, the layout plans of E/M works showing detailed working drawing for implementation in building projects.
2. To scrutinise E/M estimates of submitted by the Executive Engineers E/M; as may be assigned by the Addl. Chief Engineer E/M.



3. To assist the Addl. Chief Engineer E/M in preparing the schedule of Rates and terms and conditions of contract documents.
4. To analyse work items and rates of E/M works which are not covered by the prevalent schedules of rates of PWD and circulate the same to the Executive Engineer E/M P&D of different zones.

#### **Superintending Engineer (Development)**

1. To look after the cases of development projects of all sectors as per distribution.
2. To prepare the budget estimates of non-development and deposit work.
3. To present all cases to the Additional Chief Engineers relating to the above sectors.
4. To prepare review notes, materials for budget speech, etc.

**CHARTER OF DUTIES  
OF  
EXECUTIVE ENGINEER (ESTABLISHMENT)**

1. To look after all the Non-gazetted and sub-assistant engineers establishment cases of the Department.
2. To prepare the establishment budget.
3. To assist preparation of the circular/office memorandum relating to the administrative side of the Department for approval of the Chief Engineer.
4. To act as Member for allotment of Govt. Accommodation Board (A.B.C.) of the Ministry.
5. To act as Drawing & Disbursing Officer of the Non-gazetted staff/Officers of the Chief Engineer's Office.
6. To act as Member-Secretary of the Central Committee of Bangladesh Purta Karmachari Kalyan Trust.
7. To deal with the Salary and all pension cases of the Non-gazetted employees of the P.W.D.
8. To act as liaison Officer of all Department and Ministry as and when necessary on the P.W.D.

**EXECUTIVE ENGINEER (O&M)**

1. To assist the Chairman/Secretary of the Enlistment Board dealing with new enlistment and renewal of enlistment of contractor under P.W.D.
2. To assist the Chairman/Secretary relating to all the training programme under P.W.D.
3. To Assist for prepared of organogram and re-organisation set up of P.W.D.



## EXECUTIVE ENGINEER (ENQUIRY)

1. To look after all the enquiry cases concerning of the officer and staff of the Department.
2. To assist the legal matters of the Department whenever necessary.

S/d-

(MD. SIDDIQUE ULLAH)

Chief Engineer

Public Works Department

Government of Bangladesh

1. **Charter of Duties of Assistant Engineers attached to the working Circles/ Divisions**
  - a. He will act as staff officer to Superintending Engineer/Executive Engineer.
  - b. He will have supervisory function on the Estimating Branch of the Office. All estimates, tenders, schedule of items, S.T./C.S. and Repair estimates shall be processed through him and be placed to the Superintending Engineer/Executive Engineer for disposal except in cases the Superintending Engineer/Executive Engineer decides otherwise.
  - c. All staff of Estimating Branch shall work under his Supervision.
  - d. On instruction he may accompany the Superintending Engineer/Executive Engineer in different work sites and shall note down instructions orders etc. issued by the superintending Engineer/Executive Engineer at site and communicate the same to officers under whom the works are executed through the Superintending Engineer/ Executive Engineer. He will keep track of the follow up action and keep the Superintending Engineer/Executive Engineer informed.
  - e. He shall be responsible for compiling the monthly progress Report of Development works and get it approved by the Superintending Engineer/Executive Engineer well in time.
  - f. He will maintain monitoring functions of projects.
  - g. All other duties as may be assigned to him by the Superintending Engineer/ Executive Engineer.
2. **Charter of Duties for Asstt. Engineers attached to Project and Design Circles/Divisions:**
  - (i) **For Project Engineer:**
    - a. He will prepare rough estimate and P.P. of schemes/Projects assigned to him on receipt of drawings from Architect's office. He will maintain close liaison with the Deptt. of Architecture for obtaining plans.



- b. He will supervise the estimates checked by Estimators and submit the same to the Superintending Engineer/ Executive Engineer for disposal.
- c. He will be responsible for correctness of the S.T./Excess work statement checked by estimators of the office as assigned to him.
- d. He will visit Work-Site as and when sent by the Superintending Engineer/Executive Engineer.
- e. Any other assignment given to him by the Superintending Engineer/ Executive Engineer from time to time.

(ii) For Design Engineers:

- a. He will study the Architectural plans of Buildings and other projects to be undertaken by P.W.D. as assigned to him.
- b. He will do all Engineering Calculations at various stages of preliminary and working drawings.
- c. He will prepare and furnish to all working circles and Divisions complete set of working drawing with structural details duly approved by the Superintending Engineer/ Executive Engineer concerned for implementation of projects to be undertaken by P.W.D.
- d. He may on instruction of Superintending Engineer/ Executive Engineer go in actual site of execution to check and verify whether the works are being execute strictly as per approved Design furnished by the Design Circles and also to look into the soundness of the work. He will inform the Superintending Engineer/Executive Engineer about any change that may be required for construction works to keep conformity with other works around the site.
- e. Any other assignments given in him by the Superintending Engineer/ Executive Engineer from time to time.

S/d-

(M.A. Rouf)

Chief Engineer

Public Works Department

## CHARTER OF DUTIES OF ASSISTANT ENGINEER

(Attached to Circles/Divisions as Staff Officer)

1. He will act as technical staff officer to the Superintending Engineer and Executive Engineer and perform duties assigned to him by his superior officers.
2. He shall contact the concerned Design office and Architectural office on behalf of the Superintending Engineer/Executive Engineer for procurement of architectural and structural drawings of different development project to be executed under the concerned Circle/Division.
3. He shall study the Architectural and Structural drawings as well as finishing schedule of different projects undertaken by the concerned Circle/Division and intimate, apprise the Superintending Engineer/Executive Engineer about confusion, ambiguity etc. if any that may exist well ahead in time.
4. He will contact the concerned Project Circles and Project Divisions to collect the approved PCP & PP of different projects under his Circle/Division and verify wheather the work being undertaken conform to the items of works to that of the approved PCP/PP and report it to the Superintending Engineer/ Executive Engineer for taking necessary action.
5. On instruction he may accompany the Superintending Engineer/Executive Engineer to different work sites and shall note down instructions orders etc. issued by the Superintending Engineer/Executive Engineer at site and communicate the same to officers under whom the works are executed through the Superintending Engineer/Executive Engineer. He will keep track of the follow up action and keep the Superintending Engineer/ Executive Engineer informed.
6. As instructed by the Superintending Engineer/Executive Engineer he will inspect ongoing projects on behalf of the superior officer and will supervise special items of works such as R.C.C. casting work. Finishing work and other such items of works as and when assignd to him.



7. He shall verify and compile the monthly progress reports including other special reports of projects as wanted time to time carefully and shall place the same to the superior officer for disposal and shall remain responsible for timely submission of the reports.
8. He shall verify Tender documents, in respect of rates, quantity, specification, special terms and conditions and as pre-construction requirements, he shall check the availability of fund, administrative approval of the projects and subsequent technical sanction of the estimates of proposed work and apprise the Superintending Engineer/ Executive Engineer about the status of the project before it is embarked.

S/d-

(Md. Siddique Ullah)

Chief Engineer

Public Works Department

Govt. of Bangladesh, Dhaka

**GOVT. OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
OFFICE OF THE CHIEF ENGINEER  
PUBLIC WORKS DEPARTMENT  
PURTA BHABAN, DHAKA**

**THE CHARTER OF DUTIES OF SUB-ASSISTANT ENGINEERS  
UNDER PUBLIC WORKS DEPARTMENT WORKING IN FIELD  
AND DESK**

**A. FUNCTIONS & DUTIES OF SUB-ASSTT. ENGINEER/SENIOR  
SUB-ASSTT. ENGINEER (CIVIL, E/M) WORKING IN FIELD**

1. The Sub-Assistant Engineer shall collect Engineering data, prepare site plan, rough drawing on the basis of surveys conducted by him and prepare estimate for works.
2. He will give layout of works, supervise directly the execution of works through contract or by departmental labour with the help of Supervisor/W.A. as per specification, drawings and inconformity with the standards of the department or otherwise specified. In case of lapses in a work done by a contractor the Sub-Assistant Engineer shall bring the same to the notice of the immediate higher officer. He shall maintain register of progress and instruction on all works and present the same to all inspecting officers on their visits for recording their orders.
3. He shall submit monthly progress report of works within his jurisdiction to his higher authority. He shall also bring to the notice of his immediate higher officer in respect of any bottlenecks, obstruction or difficulty likely to hamper the progress of the work.
4. He shall take the measurement of all works in his jurisdiction by himself and assist the Sub-Divisional Engineer and also the Executive Engineer in checking the same.
5. He shall prepare the Running Account bills and final bills of all the works and submit the same to the Sub-Divisional Engineer.
6. He shall prepare indents in prescribed form for drawal of materials from stores, arrange verification of issue notes monthly to maintain Accounts



of all stock materials at site and T & P's under his charge. The receipts and issues of all materials are to be kept in proper form and a Register of materials also to be kept at site. He shall maintain a register of materials supplied to the contractors from the Departmental stores or received directly from the suppliers showing receipt and issue and intimate his controlling officer. The recoveries to be made from the contractor for the materials actually issued and consumed by him. He shall also ensure that the surplus materials, if any, issued and lying with the contractor are returned back.

7. He shall immediately submit completion plans of all completed works.
8. He shall maintain the measurement books issued to him in safe custody and put up the same to the higher authority as and when required.
9. He will be responsible for proper preparation, maintenance and submission in time of all Muster Rolls and other rolls of works charged establishment employed departmentally and watch the progress of works and record measurement connected therewith.
10. He shall supervise the works of the staff employed under his jurisdiction and check their attendance and submit the nominal roll to his immediate superior officer to prepare the monthly pay bill well in time. He shall also supervise the labourers employed in daily wages or otherwise and submit daily labour report to the immediate higher officer. He shall check their attendance on his visit at site and also measure the work done by them and issue necessary instructions.
11. He shall be responsible for:
  - a) Maintenance of accounts, temporary advances and imprests.
  - b) Maintenance and timely submission of accounts of stores under his custody.
  - c) In case of stock he shall bear the responsibility of custodian of all stock materials as per PW code.

- d) Maintenance and timely submission of accounts for materials at site and stock.
  - e) Maintenance and timely submission of T&P accounts.
  - f) Maintenance of standard measurement books (S.M.B.) specially for Departmental Buildings.
  - g) Maintenance and submission of accounts of surplus and dismantled materials.
  - h) Submission of reports of all accidents and to ensure that no damage takes place to the government property in his charge.
  - i) To keep government land and property free from encroachments. In case of any encroachment temporary or permanent is threatened or actually takes places, the matter to be brought to the notice of the higher authority in writings promptly.
  - j) To take delivery of materials, verification of issue notes, preparation and verification and ATD, receipts of bills etc.
  - k) Preparation and submission of stock accounts, Half-yearly and Yearly Returns of stock and T&P etc.
  - l) To submit survey report of all unserviceable materials, stock and T&P.
  - m) To maintain daily diary keeping details of journies, official tour and results of inspection.
  - n) To report the incidence of pilferage/theft or loss of govt. property and materials to the Sub-Divisional Engineer promptly.
  - o) To report to his superiors for all cases of accidents within his jurisdiction.
12. Any other assignment given by the higher authority from time to time.



**B. FUNCTIONS & DUTIES OF SUB-ASSTT. ENGINEER/SENIOR SUB-ASSTT. ENGINEER (CIVIL, E/M) WORKING IN DESK (POSTED IN SECTOR/ZONE/CIRCLE/DIVISION).**

1. He shall scrutinise the estimates, plans, drawings, designs etc. submitted by the subordinate offices and put up the same for approval to the appropriate controlling authority.
2. He shall check the rate of the items, verify the market for rates, embodied the estimates, check the specification of the items and also analyse the rates of the items not included in the Chief Engineer's Schedule of Rates on the basis of the prevailing market rates.
3. In case of planning and design he will assist the concerned officer in respect of Planning and Designing etc. as directed by his superiors.
4. He shall prepare the Project Proforma Rough Estimate etc. on the basis of the collected data from the sub-ordinate offices and submit the same to the appropriate authority as and when required.
5. He will prepare the draft notice inviting tender, issue notice inviting tender, help the Executive Engineer/Superintending Engineer, as the case may be open the tender/bid prepare the opening memo of the Tender/bids, prepare the comparative statement of Tender/Bids etc. and put up the same to the concerned authority for approval.

S/d-

(Ahbab Hossain Chowdhury)  
Chief Engineer  
Public Works Department  
Dhaka