

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES OF PUBLIC WORKS DEPARTMENT, DIU.

(I) ORGANISATION STRUCTURE

Secretary (P.W.D.)
Dy. Secretary (P.W.D.)
Chief Engineer (P.W.D.)
Executive Engineer (P.W.D.)
Assistant Engineer (P.W.D.)
Junior Engineer (P.W.D.)

(II) FUNCTIONS & DUTIES :

- a) As per Budget provisions and availability of fund, the estimate are prepared and submitted to the Competent Authority for obtaining Administrative Approval & Expenditure Sanction after duly technically sanctioning by the Executive Engineer/Superintending Engineer.
- b) After obtaining A.A. & E.S., the works are tendered for fixing the Agency after preparing tender documents, approval of NIT and duly published in the daily newspapers.
- c) After fixing the Agency, the works are started.
- d) The works are being executed as per the estimates/drawings and Agreement items of the works.
- e) The payments are being made as per work done. Generally once in a month after taking detailed measurements of each items duly recorded in the measurement books, bills are prepared as per rates of each items quoted by the Contractor. The same is being prepared by the Sub-Divisional Officer for checking and payment. Checking and passing is being done by the Divisional Accountant who is posted by the Directorate of Accounts, Daman. Finally the bills are passed and paid to the Agency by the Executive Engineer.

(III) MAINTENANCE OF WATER SUPPLY, ROADS & BUILDINGS :

This Department is looking after the works of maintenance of Water Supply to Diu district, maintenance of all M.D.R & O.D.R. of Diu District and maintenance of Govt. Buildings including Residential & Non-Residential.

(VI) MAINTENANCE OF CIRCUIT HOUSES IN DIU:

This office is maintaining Circuit Houses I & II and Circuit Houses Annexe at Diu & Nagoa.

(V) ORGANISATION:

(i) Division Office:

The Division Office is having following staff:

1. Executive Engineer: Head of Office & overall control on Division Office and 2 Nos. (Two) Sub-Divisions.
1. Assistant Surveyor of Works: Looking after Technical section.
2. Divisional Accountant: Looking after Accounts Section.
4. Head Clerk: Looking after Establishment and Administration Sections.
5. Stenographer, U.D.C, L.D.C.

(ii) Sub - Division Offices:

Under this Division office, there are 2 Nos. (Two) Sub-Divisions.

a) SUB- DIVISION -I, DIU: Assistant Engineer.

This Sub-Division is looking after the execution of works and maintenance & repairs of water supply of Diu district. Maintenance & repairs of Govt. residential & Non- residential buildings, maintenance & repairs to tools and plants and maintenance & repairs of Circuit houses. The Sub Division is looking after the works of Education Department, Medical & Public Health Department, Rural & Urban Water Supply, Power Projects and Tourism Department and also works under MPLAD Scheme.

The Asst. Engineer, P.W.D., SD-I, is also issuing license for new Water Supply connections for domestic as well as commercial use as per the following procedure.

Subject	Procedure	Documents required	Fee payable	Time-limit
For Obtaining Water Supply Connection	To submit application duly signed in the prescribed form available in Sub Division -I Office. After scrutiny of the said application and site-inspection, the Water Supply connection is released.	(1)Recent/last paid House-tax receipt of D.M.C. for Urban area or concerned Panchayat for Rural area. (2) Ownership documents of the property.	Rs. 50/- for Water Supply connection charges. Rs. 50/- meter fixing charge. The Water Supply connection is released by PWD's licensed plumber and the expenditure towards connection has to be borne by the applicant.	15 days.

b) SUB - DIVISION II, DIU: Assistant Engineer.

This Sub-Division -II deals with the execution of works and maintenance & repairs of Major District roads and other District roads in Diu

district. The Sub Division is executing the works of Roads & Bridges, Ports & Lighthouses, Public works, Fisheries, Animal Husbandry and Flood Control and works under MPLAD Scheme.

(VI) MANPOWER AVAILABLE:-

(A) Technical organization chart:

Executive Engineer (Head of office)

Assistant Engineer,

A.S.W.

Assistant Engineer

PWD, S.D. I, Diu.

(Tech. Branch)

PWD, S.D.II, Diu.

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|---|-------------------------------|
| i) Junior Engineer - 4 Nos..... | i) Tech. Assistant - 1 No. |
| ii) Extension Officer 1 No.....
(R.E.) | ii) Junior Engineers - 4 Nos. |

Organization Chart of Other staff:
Executive Engineer (Head of Office)

Accounts Section

Establishment Section

Others

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|---------------------------|-----------------------|----------------------|
| i) Div. Accountant -1 No. | i) Head Clerk - 1 No. | i) Jr. Steno - 1 No. |
| ii) U.D.C. - 1 No. | ii) U.D.C. - 1 No. | ii) Watchman - 1 No. |
| iii) L.D.C. - 1 No. | | |
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Sub-Division I, Diu.

Sub- Division II, Diu.

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|----------------------------------|---------------------------------|
| i) Draughtsman Gr. III - 1 No. | i) Lower Division Clerk - 1 No. |
| ii) Lower Division Clerk - 1 No. | |
| iii) Driver (Heavy) - 1 No. | |
| vi) Road Gang Worker - 2 No. | |

Water Testing Laboratory:

- i) Laboratory Assistant - 1 No.
- ii) Helper - 1 No.

(B) (i) Infrastructure Technology:-

Division Office WD-II, Diu.

6 sets of computers

Sub Division -I

4 nos. Computer sets

Sub Division -II

2 nos. Computer sets

(ii) Machinery:-

Division Office:-

a) Scorpio bearing No. DD-02-D-0007 -1 No.

Sub-Division I, Diu:-

- a) Qualis bearing No. DD-02-B-0005 – 1 No.
- b) Truck (Dumper) No. GDB-74 – 1 No.
- c) Truck bearing No. DD-02-9525
- d) Tempo bearing No. GDB-9512 – 1 No.
- e) Water Tanker – No. DD-02-9502 – 1 No.
- f) Water Tanker – No. DD-03 A-118 –1 No.

Sub-Division II, Diu:-

- a) Qualis Bearing No. DD-02-B-0006 – 1 No.
- b) Truck Bearing No. DD-02-9509 – 1 No.
- c) Road Roller, 1 No.

(iii) MANPOWER:-

Sub-Division I, Diu:-

- a) Permanent /Temporary W.C.E. – 14 Nos.
- b) Ad-hoc W.C. Staff (Quarterly breakup) - 8 Nos.
- c) Ad-hoc W.C. Staff (Monthly break up) - 73 Nos.

Sub-Division II, Diu:-

- a) Permanent /Temporary W.C.E. – 1 Nos.
- b) Ad-hoc W.C. Staff (Quarterly break up) -1 No.
- c) Ad-hoc W.C. Staff (Monthly break up) - 15 Nos.

EXECUTIVE ENGINEER
P.W.D. WD-II, Diu.