

No. DB3/6512/2013/CE/LSGD (1)

Dated : 22.03.2016

CIRCULAR

The estimation software 'PRICE' is being implemented for Local Self Government Department. In the 'PRICE' Software for creating an estimate for a project, the Assistant Engineer concerned should initiate the file and forward it to the Overseer of the section for preparing the estimate. It is hereby ordered that this Overseer seat (in general this seat) will be fully responsible for all the duties assigned to the Overseer for a Public work as per the PWD Manual, or Kerala Municipal / Panchayathi Raj Act or Govt. / Chief Engineers orders issued from time to time. He shall upkeep all the records / documents related to this work. It is the responsibility & duty of this Overseer to properly maintain all the records like Administrative Sanction, DPC Approval, Technical Sanction details, Tender / Beneficiary Committee details, Work order, Site hand over, Orders issued at the site, Spot order book, Bill copy, Security Deposit, Completion Certificate etc. It is also the responsibility of the Overseer to make necessary entries in the registers (like Project Register, TS / AS Register, Cash book etc.) in the absence of clerical staff and get it signed /initiated by the Implementing Officer.

When the Overseer get transferred necessary seat changes will be made in the 'PRICE' Software, and all the files with page numbers shall be handed over to the new Overseer.

It is the responsibility of the Overseer to present the files related to his seat (his or his predecessors) to the audit party (Local fund, Accountant General / Performance Audit) or for any inspection when warranted. Any missing document in the file will be treated as negligence of the Overseer and will be responsible for liabilities or punishments proclaimed / awarded by the audit party or the inspection party.

The Overseer should ensure at the site that the work is executed as per the estimate and specification. Any lapse in this shall be treated as negligence of the Overseer along with the Assistant Engineer & Assistant Executive Engineer.

The general duties assigned to an Overseer in the PWD Manual & Acts, Orders are attached along with this. In addition, duties assigned by the Assistant Engineer or Head of Office, such as Treasury duty in case of absence of Clerks are also part of the duty of the Overseer.

Hence all the Assistant Engineer are directed to initiate estimate file in 'PRICE' and forward it to the Overseer for estimate preparation. If he fails to submit the estimate within the time limit the file can be picked from his inbox with remarks.

Since the movement of file can be traced in 'PRICE' all the Overseers & Assistant Engineers are directed to adhere to their duties with utmost care.


Chief Engineer

Copy to :

- 1) The Secretary, Local Self Government Department,
Thiruvananthapuram (with C/L)
- 2) The Director, Local Fund Audit Department
- 3) All the Superintending Engineers, Executive Engineers of Corporation,
Municipalities & District Panchayaths
- 4) The Accountant General (A & E), Thrissur, Thiruvananthapuram (with C/L)
- 5) State Performance Audit Officer (with C/L)

Duties of Overseers/ Draftsman

An Overseer/ Draftsman posted in a Section/ Subdivision for supervision of works must exercise proper care over the execution of the works and in particular attend to the following:

1. Assist the Assistant Engineer for collection of all field data for preparing layout, designs and preliminary estimates.
2. Prepare detailed drawings based on field data and approved designs.
3. Prepare detailed estimates as per approved designs, after obtaining instructions on provisions and rates from the Assistant Engineer.
4. To see that the plans and specifications are followed in the execution of each item of work.
5. Assisting setting out and in checking setting out of the structure.
6. Check the quality of materials on arrival at site, and to see that the materials comply with the specifications while in use.
7. To watch the proportion of ingredients in mortars, concrete and bituminous premix, and ensure that they are as per standards specified for the particular item of work concerned.
8. Check and see that the workmanship in the execution of work is good. Ensure that quality is maintained. Ensure the proper curing for cement works. The work of cement concrete / cement concrete with skin reinforcement shall be done under his direct supervision and ensure quality of all items of works.
9. In particular he shall be responsible for ensuring quality of items of work, which shall be done only under his direct supervision. These include earthwork filling for various purposes, rubble and brick masonry, plastering, road works, and formwork for R.C.C. and foundations of structures and usage of departmental materials if any, as per specification.
10. Ensure that proper care and protection is taken to avoid accidents or danger to workmen and third parties or to adjacent properties as per the safety code.
11. Monitor that the contractor faithfully observes the general conditions of contract.
12. In the event of violation of any of the items 4 to 11 above, report the matter in writing to the Assistant Engineer immediately and abide by his orders.
13. Maintain a work spot order book as per rules.
14. Take charge of unserviceable dismantled materials obtained during the execution of the work and arrange for their disposal as ordered by higher officers.
15. Ensure that all safety provisions as per PWD Manual are complied with.
16. Ensure that all materials at work site are kept in a safe manner.
17. Keep in safe custody all scientific and mathematical instruments and tools & plant issued for a work.

18. Report the progress achieved at all stages of a work, and shortfall if any, with reasons.
19. Report completion of fixing of formwork.
20. Supervise reinforcement work as directed by Assistant Engineer and report its completion.
21. Report requirements of tools & plant required for a work in time and keep a watch over the proper use of tools and plant, if any, issued to contractors.
22. Carry out any instruction received from higher offices from time to time regarding proper execution of a work.
23. Assist in taking levels and marking of level of structures during execution.
24. Plot the cross section (cs) and longitudinal section (ls) sheets and compute quantity of earthwork.
25. Prepare draft letters and reports and put up for the approval of the Assistant Engineer and assist the Assistant Engineer in office works.
26. Furnish details on petitions after proper investigations, sanctions for road cuttings and other similar matters, with detailed site plans, wherever necessary.
27. Bring to the notice of Assistant Engineer, encroachments on roads/ Local body owned land.
28. Take measurements; prepare plans and detailed calculations for fixing fair rent and valuation of buildings and collection of details of structures for verifying stability, as directed by the Assistant Engineer.
29. Take and record measurements of work up to TS power of Assistant Engineer and assisting in measurements/ check measurements by Assistant Engineer and check measurements/ super check measurement by Assistant Executive Engineer.
30. Carrying out supervisory and other duties on original or maintenance works done on roads, buildings or other structures under his control.
31. Assist in checking the detailed estimates for works and submit notes for issuing technical sanction or forwarding to higher offices.
32. Assist the Assistant Engineer in inviting tender, prepare tender schedule, acceptance of tender, executing agreement for works, passing bills and making payments and submitting notes for issuing orders.
33. Keep in safe custody all the papers/ files relating to a particular work assigned to him in the absence of clerks.
34. Carry out any other work assigned to him by his superior officers.

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CHIEF ENGINEER