

Particulars of Organisation :

The Public Works Department is the principle agency of the govt. of M.P. responsible for the following.

- (a) Architecture, survey, design, construction improvement and maintenance of roads & bridges.
- (b) Design construction & maintenance of public roads.
- (c) Carrying out works assigned in the Comand area development.
- (d) Any other work assigned from time to time.

Organisation Setup:

Engineer-in-Chief is the head of department assisted by C.E. in the Zone.

Executive Engineer is under Chief Engineer as divisional head (District Head). A division is bifurcated in sub divisions of which an Assistant Engineer is officers.

Sub Engineers are posted in various sections under a sub division they are assisted by site assistant.

Duties of the officers & employees have been stated in detail in Annexure - II

The Power and Duties of its Officers and Employees –**Powers :**

Following financial and other powers are excised by the Executive Engineer

- | | | |
|-----|--|--|
| (1) | Grant of Special Pay - | Full powers in respect of clerk only. |
| (2) | Drawal of increments- | Full powers for his staff |
| (3) | To grant leave - | |
| | (a) To Guzzeted Officers- | Full powers to grant leave not exceeding 30 days to A.E. or any class –II office in his division. |
| | (b) Non Guzzeted
establishment- | All kinds of leave except study leave. |
| | (c) Gtant of casual leave- | Full power for his staff |
| (4) | Grant of Advance :- | Full power for his staff up to one months pay plus T.A. |
| (5) | Traveling Allowance- | |
| | (a) Grant of T.A. for Journey
to a government servant under
suspension to attend a
departmental enquiry hold
against him | Full powers in respect of those categories whose
T.A. bill he is empowered to pass. |
| | (b) To counter sign traveling
allowance bills | Full powers in respect of bills of subordinates
other than SDO's and of office and other
establishment |
| (6) | Punishment of establishment :- | Full powers to impose all the penalties |
| | (i) Censure | in respect persons appointed by him in |
| | (ii) With holding of an
increments and promotion. | all the estt. and minor penalties (i) to |
| | (iii) Recovery from pay of the
whole or part of any pecuniary
loss casused by govt. by
negligence or brench of orders. | (iii) to number of estt who are appointed
by S.E. & working under his control |
| | (iv) Reduction to a lower post on | |

- time scale or to a lower stage
in a time scale.
- (v) Compulsory retirement.
 - (vi) Removal from service which shall not be a disqualification for future employment.
 - (vii) Dismissal from service which shall ordinarily be disqualification for future employment.
- (7) Payment class –IV servant for supplying - drinking water or dusting offices Full powers up to Rs. 6 per person in respect of his office
- (8) To fix or change they H.Q. of any officer- E.E. can fix the H.Q. of class III & class IV officers subject to S.E.

Duties Functions and responsibilities of Officers and Employees

Executive Engineer

(1) General :

- (a) The Executive Engineer in charge of a Division is responsible to his Superintending Engineer for the execution and arrangement of all works within his Division.
- (b) His Duties are comprehensive and include planning, investigation, construction and maintenance of all Engineering works entrusted to his charge and accounts of expenditure relating thereto as laid down in the rules. In Particular he shall :-
 - (i) ensure that no work is started without sanctioned detailed estimate and no expenditure is incurred without obtaining funds;
 - (ii) ensure that expenditure proposed during the financial year or different working seasons is based on such estimates so that a detailed review of progress subsequently is possible with reference to these estimates;
 - (iii) review programs each year during June – September or as fixed by S.E. and revise them in the light of the progress;
 - (iv) periodically review physical & financial progress against such programs;

- (v) assess likely requirement of materials for projects and decide program of procurement for difference years;
- (vi) workout the requirement of land for work, quarries and draw up program for land acquisition / land transfer with a view to ensure transfer of required land before target date set for starting of work;
- (vii) draw-up program of testing of construction materials a laboratories;
- (viii) see that final bills of contractors are prepared in due time with in 2 to 3 month of the completion of works by the contractors and paid as early as possible in accordance with the terms of agreement;
- (ix) ensure that stage II estimate, working drawings, completion drawings are prepared well in time;
- (x) ensure that the requirement of stores for each work in progress assessed by subordinates on proper lines according to systems laid down;
- (xi) ensure that no purchase is made without sanction of concerned estimates, availability of funds and approval competent P.C.;
- (xii) ensure that procedure prescribed in the store purchase rule of procurement in followed;
- (xiii) ensure issues of materials to contractors strictly accordance with requirement and terms of contract and that recovery of cost of such materials against contract works is made as early as possible and not left till the final payments to contractors;
- (xiv) ensure that prescribed annual stock taking are done in respect of all the stores such as Sub-Divisional stores and the sub Engineer's materials at site accounts and carryout surprise checks from time to time;
- (xv) carry out necessary exercise/checks as prescribed for Tools and Plant, mathematical, drawing and survey instruments;
- (xvi) ensure that stock limits fixed for the Division is not exceeded;
- (xvii) ensure that a programme of maintenance for the next working season is drawn up;
- (xviii) ensure that annual repairs estimates are sanctioned before actual execution of the work;
- (xix) prepare completion drawings promptly whenever special repairs/re-modeling works were undertaken;

- (xx) ensure that account of maintenance expenditure is maintained in the prescribed expenditure register for each Sub-Division for all the schemes in operation;
- (xxi) ensure that total expenditure on maintenance for different component does not exceed the prescribed norms and limits;
- (xxii) ensure that funds for maintenance are not diverted for any other item of work with out the sanction of competent authority;
- (xxiii) ensure that timely action is taken for the removal of encroachments from the lands belonging to works departments specially along roads and canals;
- (xxiv) ensure that any construction, whether temporary or permanent on water lines, sewer mains etc. are brought to the notice of the S.E. and Collector promptly for further action.
- (xxv) send proposals to the S.E. for the revision of scheduled rate for any item when found necessary.

(2) Control Over Staff :

An Executive Engineer may transfer the establishment with in his Division as per delegation of powers. He may also recommend transfer of A.Es./ Sub-Engineers under him with in or out of his Division.

(3) Relations with other Officers :

The Executive Engineer will receive orders only from Government, departmental superiors, Collector of the district and other authorities duly empowered.

(4) Works :

- (a) He will carry out frequent inspections of the work, and the periodical inspections as provided in the M.P.W.D. Manual – 1983.
- (b) Soon after a work under construction is completed or abandoned, he should close accounts and prepare the completion report.

(5) Accounts :

- (a) The Executive Engineer should obtain funds for the work under his control, keep and compile accounts and submit them punctually to the audit officer the rules for the time being in force.
- (b) He should administer the grant for public works in his Division and to watch the progress of expenditure to ensure against excess. If additional funds are required an application for them should be made in good time.
- (c) The E.E. is responsible for the correctness of original records of cash and stores, receipts and expenditure as also regular posting of accounts.
- (d) In the matter of accounts, he will be assisted by the D.A.
- (e) He is responsible for the assessment of the revenue from works within his Division and will maintain the necessary records and accounts for the purpose.
- (f) He will submit a report to the Superintending Engineer at the end of each working season on the condition of the survey and mathematical instruments in his Division, making good any damage or loss due to neglect or carelessness from the party concerned.
- (g) He should report to the superintending Engineer any probability of excess over the estimated cost of a work and in the case of excess on a sub head.

(6) Accidents :

He should report immediately to the S.E. any important accident or unusual occurrence connected with his Division and state what action he has taken.

(7) Inspection of Sub-Divisional Offices :

He will inspect the Sub-Division Offices under him once in a year and submit a report of his inspection in the prescribed form printed in Appendix 4.14.

Assistant Engineer

- (1) The Assistant Engineer in charge of a Sub-Division is responsible not only for proper execution for works which are entrusted to his charge but also for the correctness the validity of the financial transactions connected there with. He shall carry out his functions and responsibilities through his sub-ordinates in accordance with the

approved specifications, designs, drawings, and rules and instructions in the departmental codes, manuals, technical circulars etc. in force from time to time.

- (2) Government in revenue department in exercise of the powers conferred by section 19(2) of the Land Revenue Code 1959 have declared the Canal Deputy Collectors and the sub divisional officers of the Irrigation Department as Additional Tahsildars to exercise the powers for recovery of arrears under Land Revenue Code within their respective jurisdiction.
- (3) The A.E. Shall -
 - (a) Carry out survey and investigation of projects/schemes as per directions of his superior officers and prepare drawings.
 - (b) Check the initial ground levels himself and layout before start of work.
 - (c) Check measurement and classification of soils during excavation.
 - (d) Ensure proper quality control in all items of work, including supplies and collection of material at work site.
 - (e) Ensure that in case of departmental works arrangement of men and material is adequate to maintain progress according to time schedule.
 - (f) Inspect the works and ensure that necessary action/repairs are carried out well in time.
 - (g) Prepare final bill of contractors latest within three months of completion of work and submit the same to E.E.
 - (h) Submit completion drawings of works within 2 months of their completion.
 - (i) Submit the monthly accounts to division office according to rules.
 - (j) Maintain account and other registers prescribed under the rules correctly and up to date.
 - (k) See that the muster rolls, the bills of contractors, supplier's etc. are paid submitted promptly.
 - (l) Keep stock of materials to the minimum of requirement and within prescribed limits.
 - (m) See that the materials at site are properly cared for and regular material at site accounts are submitted by his subordinates every month.
 - (n) Carryout physical verification of stores, machinery Tools and Plants, M.A.S. accounts road metal balances bungalow furniture and crockery etc. as prescribed under the rules and submit returns to Executive Engineer on due dates.
 - (o) Take action to prevent encroachment on Government Lands.

S.D.O. E/M

The S.D.O. E/M in-charge of a sub division shall generally carry out his functions and responsibilities as laid down in the relevant chapters of W.D. manual C.P.W.A. code fundamental Rules and S.Rs framed thereunder financial code and Treasury code. In particulars he shall-

- (a) Ensure the proper utilisation of machines kept in his charge on works as per the directions of his E.E. and see that no machine remains idle except in the case of repairs or break down.
- (b) Report to E.E. E/M under intimation to E.E. (Civil) about the machines remaining idle for want of work or the additional requirements, if any for the allotted work.
- (c) Frame working estimates for machines against works allotted to his sub division and submit the same to his E.E. for sanction before actual deployment of machines and before taking up the works.
- (d) Frame estimate of repairs to machines and submit the same for sanction to his E.E. (No repair work should be carried out without a sanctioned estimate and without allotment of funds)
- (e) Maintain programme and up to date record of expenditure on repairs.
- (f) Maintain progressive account of Performa reserve fund in respects of each machines,
- (g) ensure proper maintenance of log books and history sheets of machines.
- (h) maintain complete and up-to date inventory of all machines in his charge and submit the information to his E.E. immediately whenever a change on account of transfer of machines or any addition has taken place.
- (i) ensure carrying out the preventive maintenance of machines.

SUB-ENGINEER/SECTION OFFICER

- (1) The Sub-Engineer / S.O. is the official at work site and is the primary executive functionary of the Department. In irrigation revenue matters, he is subject to the control of the I.I./C.D.C. In other matters including the distribution of water he is subordinate to the S.D.O.

(2) He shall,-

- (a) collect data, conduct survey, investigation and prepare estimates and drawings where necessary for works on instructions from his superior;
- (b) incur any expenditure only with authority from the Assistant Engineer;
- (c) ensure that the works in his charge are carried out according to specifications, technical and other instructions of the Department and the terms of contract;
- (d) prepare and submit the prescribed periodical progress report;
- (e) see that the public property and utility services are not used unauthorisedly. He shall obtain instructions from the Assistant Engineer wherever necessary;
- (f) in case of emergency situation like breaches, breakdown of public utility services, stay at works site and act promptly to restrict spread of the damages and restore normally. He shall report the situation to the Assistant Engineer immediately;
- (g) during the execution of work either departmentally or on contract and operation of plant and machinery, always bear in mind and ensure safety requirement especially in excavation, blasting operation, contering works, scaffolding etc. and take suitable precaution to avoid accidents;
- (h) maintain material at site account in respect of the material received by him for works, road metal returns, T. & P. account, furniture and crockery accounts of circuit house, rest house etc., store accounts and submit the same to Assistant Engineer every month, (This is one of the very important duties of the Sub-Engineer);
- (i) make adequate security arrangements for safety against loss or damages;
- (j) carryout physical verification of the store, tools and plants, M.A.S. account, road metal balances and furniture and crockery of circuit houses, rest houses, etc. in his charge, as laid down in the works department Manual and report the result to his Assistant Engineer on due dates;
- (k) see that mathematical and survey instruments when not in use, are carefully stored duly dusted and cleaned and kept in their boxes, protected from moisture to avoid damage . Any damage, should be reported to the Assistant Engineer in time.

DIVISIONAL ACCOUNTANT

- (1) The Divisional Accountant is posted by the Accountant General in each Division Office to assist the E.E. in the discharge of his responsibilities relating to accounts and financial transaction. His functions are threefold viz. (i) compilor of accounts, (ii) internal checked of initial accounts, (iii) financial assistant and advisor to Divisional Officer in all matters relating to the accounts and budget estimates or to the operation of financial rules generally.

- (2) He is personally responsible to see that the monthly accounts relating to the Division are sent to the Accountant General on the due date. Detailed instructions in this behalf are given in chapter – 4 of CPWA Code.
- (3) This Divisional Accountant should exercise proper check and supervision over the work of staff posted under him. At the same time he should guide the staff posted under him and see that the work of the E.E. as far as they relate to his functions and responsibilities is carried out smoothly and efficiently.

Annexure – III

(1) Proposal of works & estimates are submitted by Sub-Engineer / S.D.O.s to the Executive Engineer who gives sanctions under his limits as under –

Technical Sanction	- Up to 1 Crores
Calling Tender	- Up to 1 Crores
Sanction of Tender	- 20% and above for the works up to Rs. 20 Lakh.

The Case beyond above Limits are sent to Chief Engineer of the Zone for further approval.

Works are supervised by Sub-Engineers / S.D.O.s .

Executive Engineer is directly responsible for execution and management of all works.

Annexure – IV

In the Public Works Department works of Roads and Bridges are conducted as per specifications of MOST and building works are carried out as per NBC and CPWD Codes.

Annexure – V

Rules, regulations & instructions are followed as per M.P. works department manual.

Annexure – VI

Following documents are held by the Executive Engineer in his Office –

- (1) Estimate of works sanctioned.
- (2) Tender document.
- (3) Contract agreements.
- (4) Cash Book.
- (5) Paid Voucher.
- (6) Measurement Books.
- (7) Accounts of Payments & Budgets.
- (8) Stock Accounts.
- (9) Register of Building.
- (10) Register of Bridges & Culverts
- (11) Detail Drawing of works & progress.
- (12) Completion Drawing of works.
- (13) Establishment A/rolls Pay-Bills and service books of staff.

Annexure – VII

Sanchar Sankarm Samiti of Jila Panchayat has already been instituted for formulation of policies and control on quality of works.

Annexure – VIII

A Paramarsh datri Samiti is formed having members among the employees for the welfare of employees of this Organisation.

Directory of its Officers & Employees

Name of Office: P.W.D. Division Umaria

Sr.No	Name of Officer/Employee	Date of Birth	Home Distt.	Educational Qualification	Date of appointment in Govt. service	Post held at present	Date of appointment in the present post	Address	Telephone
1	2	3	4	5	6	7	8	9	10
1	Shri D.K. Shariwan	17-5-67	Rewa	B.E. (Civil)	10-7-92	Executive Engineer	19-11-2004	E.E. P.W.D. Division Umaria	222467
2	Shri R.P. Verma	1-5-47	<u>Shahdol</u> Anuppur	M.A.	2-5-72	Divisional Account Officer	8-1-86	Divisional Account Officer	
3	Shri M.P. Shrivastav	1-1-50	<u>Damoh</u>	Diploma in Civil	12-10-71	Sub-Engineer	12-10-71	Subdivision no. 1 Umaria	
4	Shri R.P. Tiwari	1-8-46	<u>Shahdol</u>		12-10-71		12-10-71	Subdivision no. 2 Umaria	
5	Shri G.L. Jayaswal	22-9-45	<u>Raisen</u>		3-9-71		1-1-73	Manpur	
6	Shri R.P. Pandey	5-2-52	<u>Satna</u>		15-2-73		15-2-73	Pali	
7	Shri K.K. Jain	10-8-61	<u>Panna</u>		24-12-85		24-12-85	Subdivision no.2 Umaria	
8	Shri D.S. Verma	1-7-59	<u>Mandla</u>		20-10-83		12-1-89	H.Q. Umaria	
9	Shri P.K. Chaturvedi	15-6-65	<u>Shahdol</u>		22-2-88		22-2-88	Tala	
10	Shri B.K. Tripathi	27-7-63	<u>Rewa</u>		22-2-88		22-2-88	PWD Colony Umaria	
11	Shri A.K. Shrivastav	1-7-55	<u>Jabalpur</u>	I.T.I Civil	2-2-77		4-9-87	Near State Bank of India, Umaria	
12	Shri A.K. Gaur	23-6-60	<u>Jabalpur</u>	Diploma in Civil	3-2-88		3-2-88	Chandia Section	

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1	2	3	4	5	6	7	8	9	10
13	Shri D.K. Singh	26-2-67	<u>Shahdol</u>	B.E. Civil	13-2-96		13-2-96	Indwar Section	
14	Shri Rajendra Prasad Pandey	6-7-61	<u>Satna</u>	Diploma in Civil	25-2-83		23-3-83	Divisional Office Umaria	
15	Shri Omkar Choubey	2-5-60	<u>Sagar</u>	B.E. Mechanical	9-2-88		9-2-88	Subdivision (E/M) Umaria	
16	Shri S.P. Kumbhkar	1-6-71	<u>Shahdol</u>	Diploma in (E/M)	13-2-96		13-2-96	Subdivision (E/M) Umaria	
17	Shri H.K. Jhariya	11-2-75	<u>Shahdol</u>	Diploma in (E/M)	13-2-96	Sub Engineer	13-2-96	Subdivision (E/M) Umaria	
18	Shri P. L. Jhariya	10-5-49	Jabalpur	Higher S.	14-3-73	AG-II	13-6-81	Subdivision (E/M) Umaria	
19	Shri U.B. Vishwakarma	7-6-55	Shidhi	Higher S.	21-10-80	AG-II	9-1-86	Subdivision No.-2 Umaria	
20	Shri P.L. Prajapati	1-9-59	Satna	B.A.	18-6-81	AG-II	24-11-90	Subdivision No.-1 Umaria	
21	Shri R.K. Patel	15-9-57	Rewa	Higher S.	23-2-81	AG-II	29-7-88	Divisional Office Umaria	

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1	2	3	4	5	6	7	8	9	10
22	Shri Harchhati Singh	1-8-61	Shahdol Umaria	Higher S.	21-10-80	AG-III	21-10-80	Subdivision No.-2 Umaria	
23	Shri L.L. Dhurve	18-6-56	Dindori	Higher S.	23-5-83	AG-III	23-5-83	Divisional Office Umaria	
24	Shri S.D. Sonwani	14-6-61	Shahdol Umaria	M.A.	2-3-81	AG-III	17-5-83	Divisional Office Umaria	
25	Shri Chanchal Mazoomdar	8-7-58	Pargana West Bangal	Higher S.	25-1-88	AG-III	25-1-88	Divisional Office Umaria	
26	Shri Munna Lal Kol	17-5-68	Shahdol Umaria	Higher S.	12-9-88	AG-III	12-9-88	Divisional Office Umaria	
27	Smt. Puspa Kol	12-9-74	Shahdol	Higher S.	6-1-94	AG-III	6-1-94	Subdivision No.-1 Umaria	
28	Shri B.K. Upadhyay	4-9-55	Shahdol	M.A.L.L.B.	23-10-90	AG-III	23-10-90	Divisional Office Umaria	
29	Shri Salim khan	15-6-67	Shahdol	M.A.	7-8-95	AG-III	7-8-95	Divisional Office Umaria	
30	Shri Prem Lal Kol	12-6-63	Shahdol Anuppur	Higher S.	12-9-88	AG-III	12-9-88	Divisional Office Umaria	

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31	Shri Shiv Charan Singh	15-11-63	Shahdol Umaria	Higher S.	16-9-88	AG-III	16-9-88	Divisional Office Umaria	
32	Shri Ram Pratik Kol	1-8-66	Rewa	Higher S.	7-10-89	AG-III	7-10-89	Subdivision (E/M) Umaria	
33	Shri Praneet Kumar Chaturvedi	11-2-77	Shahdol Umaria	Higher S.	29-3-96	AG-III	29-3-96	Subdivision (E/M) Umaria	
34	Shri Ram Gopal Patel	4-5-67	Rewa	I.T.I. (Civil) & Diploma	31-8-90	ADM	31-8-91	Divisional Office Umaria	
35	Shri R.L. Vishwakarma	25-6-61	Satna	Diploma (Civil)	29-1-92	ADM	29-1-92	Subdivision No.-2 Umaria	
36	Shri Sukhlal Kol	2-8-62	Rewa	Higher S./ Diploma (Civil)	8-11-89	Tracer	8-11-89	Divisional Office Umaria	
37	Shri Shanksr Singh Sandya	6-4-60	Mandala	Higher S./ I.T.I.	5-12-89	Tracer	5-12-89	Subdivision No.-1 Umaria	
38	Shri Achche Lal Singh	1-9-63	Shahdol Umaria	Higher S.	11-9-89	Peon	11-9-89	Divisional Office Umaria	
39	Shri Parmanand Khangar	2-2-59	Shahdol	5 th	1-7-96	Peon	1-7-96	Divisional Office Umaria	

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40	Shri Chote Lal Yadav	5-6-61	Shahdol	Higher S.	31-3-82	Peon	31-3-82	Divisional Office Umaria	
41	Shri Hemraj Singh	1-1-72	Shahdol	High S.	1-7-96	Peon	1-7-96	Divisional Office Umaria	
42	Shri Kesh Kumar Kol	10-7-71	<u>Shahdol</u> Umaria	High S.	16-7-96	Peon	16-7-96	Divisional Office Umaria	
43	Shri Ramesh Singh	18-2-65	<u>Shahdol</u> Umaria	5 th	12-12-88	Peon	12-12-88	Subdivision No.-1 Umaria	
44	Shri Kudrat Ullah Khan	1-1-60	Shahdol	5 th	1-8-86	Peon	1-8-86	Subdivision No.-2 Umaria	
45	Shri Ramlal Dahiya	10-1-62	Satna	5 th	1-8-86	Peon	1-8-86	Subdivision No.-2 Umaria	

Executive Engineer
P.W.D. (B/R)
Division – Umaria (M.P.)

Directory of its Officers & Employees

Name of Office: P.W.D. Division Umaria

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1	2	3	4	5	6	7	8	9	10
1	Shri Mahendra Kumar Choubey	8-4-55	Sagar	Higher Secondary	Chief E. Raipur No. 33926268 Date 24-7-92	Asstt. Field	8-8-92	Rest house Birsinghpur Pali	
2	Shri Saphir Mohammad	25-7-56	Umaria	11 th	27-5-93	Asstt. Field	27-5-93	Umaria Khalesar	
3	Shri Laxman Kumar Namdev	9-6-57	Dindouri	11 th	21-2-97	Asstt. Field	22-2-97	Karkeli Section	
4	Shri Narendra Nath Khandelwal	21-8-61	Rewa	M.A. LL.B.	9-4-92	Asstt. Field	22-4-92	Umaria Camp	
5	Shri Umakant Sharma	8-1-68	Rewa	11 th	8-2-92	Asstt. Field	17-2-92	Near Rest House Pali	
6	Shri Ambika Prasad Tripathi	1-1-57	Katni	11 th	10-1-89	Asstt.Field	12-1-89	Manpur	
7	Shri Rajendra Singh	1-1-61	Shahdol	11 th	10-1-89	Asstt.Field	12-1-89	Manpur	
8	Shri Balendra Prasad Tiwari	1-9-58	Umaria	11 th	9-4-92	Asstt.Field	23-4-92	Manpur	
9	Shri Rajveer Singh	15-8-65	Shahdol	11 th	24-3-99	Asstt.Field	8-4-99	Budhar	
10	Shri Umesh Kumar Nigam	10-6-64	Umaria	11 th	10-1-89	Asstt.Field	12-1-89	Panpatha Section	
11	Shri Tej Bali Singh	3-5-59	Umaria	11 th	10-1-89	Asstt.Field	12-1-89	Panpatha Section	
12	Shri Ram Kripal Gautam	2-7-54	Umaria	11 th	9-4-92	Asstt.Field	23-4-92	Manpur Section	
13	Shri Ram Prasad Soni	5-1-52	Katni	11 th	5-2-72	Asstt.Field	5-2-72	Chandia Section	
14	Shri Kodu Ram Tiwari	13-6-47	Umaria	8 th	7-2-73	Asstt.Field	7-2-73	Sastara	
15	Shri Loknath Verma	4-1-49	Umaria	11 th	16-2-72	Asstt.Field	16-2-72	Birsinghpur Pali	
16	Shri Nem Singh	1-12-69	Umaria	11 th	31-8-89	Asstt.Field	31-8-89	Chandia	

Sr.No	Name of Officer/Employee	Date of Birth	Home Distt.	Education al Qualificati on	Date of appointment in Govt. service	Post held at present	Date of appointment in the present post	Address	Telephon e
1	2	3	4	5	6	7	8	9	10
17	Shri Ramesh Kumar Singh	1-7-66	Rewa	11 th	1-4-99	Asstt.Field	1-4-99	Shahdol	
18	Shri Ramdas Kumhar	1-12-65	Umaria	11 th	8-4-99	Asstt.Field	8-4-99	Bakeli	
19	Shri Ravi Shankar Vyash	1-9-69	Sagar	11 th	8-4-99	Asstt.Field	8-4-99	Chandia	
20	Shri Ram Lakhan Dixit	10-7-55	Kanpur	11 th	13-3-92	Asstt.Field	23-4-92	Chirhulla Rewa	
21	Shri Ram Milan Singh	11-8-47	Rewa	10 th	15-5-75	Driver	25-5-75	Near Jai stambh Umaria	
22	Shri Vijay Singh	10-5-54	Mandala	11 th	25-11-88	Driver	29-11-88	Near Rest House Umaria	
23	Shri Harideen Singh	4-10-58	Satna	8 th	25-11-88	Driver	30-12-88	Panpatha	
24	Shri Ramesh Prasad Singh	1-1-61	Umaria	8 th	28-11-88	Driver	6-1-89	Barbas Pur	
25	Shri Bhagwan deen	26-6-62	Rewa	11 th	25-11-88	Helper	2-1-89	Birsinghpur Pali	
26	Shri Ram Shiromani	1-7-63	Rewa	5 th	25-11-88	Helper	2-1-89	Near Rest House umaria	
27	Shri Purushottam das	9-9-61	Umaria	5 th	31-12-94	Helper	15-3-95	Baderi	
28	Shri Shiv Kumar Singh	5-9-65	Umaria	6 th	25-11-88	Helper	2-1-89	Kirantal	
29	Shri Pillu Prasad Patwa	25-11-59	Jabalpur	8 th	25-11-88	Helper	17-3-89	Near Jaistambh Umaria	
30	Shri Kamal Kishor Pathak	14-10-58	Bhagalpur	10 th	28-11-88	Helper	3-1-89	Vikatganj Umaria	
31	Shri Ram Sundar Tiwari	6-3-43	Rewa	-	25-11-88	Helper	2-1-89	Panpatha	
32	Shri Ram Bihari	3-3-46	Umaria	5 th	31-1-74	Helper	11-2-74	Subhashganj Umaria	
33	Shri Purushottam Verma	16-1-61	Umaria	7 th	7-10-82	Caretaker	8-10-82	Shubhashganj Umaria	
34	Shri Swami sharan Verma	20-7-52	Shahdol	5 th	28-1-88	Caretaker	28-1-88	Purani Basti Shahdol	

Sr.No	Name of Officer/Employee	Date of Birth	Home Distt.	Education Qualification	Date of appointment in Govt. service	Post held at present	Date of appointment in the present post	Address	Telephone
1	2	3	4	5	6	7	8	9	10
35	Shri Baba deen Kahar	24-8-63	Shahdol	5 th	28-1-88	Caretaker	28-1-88	Behind convent School Shahdol	
36	Shri Dahannulal Kothi	10-8-58	Umaria	6 th	25-1-88	Caretaker	30-1-88	Shubhashganj Umaria	
37	Shri Chandrika Prasad Sen	10-7-61	Umaria	11 th	25-1-88	Caretaker	31-1-88	Shubhashganj Umaria	
38	Shri Bholeram Sahu	1-1-51	Umaria	8 th	6-5-88	Caretaker	20-5-88	Chandpur	
39	Shri Vishambhar Prasad Kevat	20-1-61	Umaria	7 th	6-5-88	Caretaker	20-5-88	Barbaspur	
40	Shri Ramkishor Upadhyay	1-1-54	Umaria	5 th	6-5-88	Caretaker	20-5-88	Kachharwar	
41	Smt. Sudha Bai	1-7-64	Shahdol	5 th	27-1-89	Water Supplier	28-1-89	Purani Basti Shahdol	
42	Shri Pratipal Singh	2-1-63	Umaria	8 th	31-8-89	Caretaker	14-9-89	Dhamni	
43	Smt. Chotki Bai	1-7-54	Umaria	-	2-7-90	Sweeper	9-7-90	Camp Umaria	
44	Shri Lalman Singh	22-3-65	Shahdol	-	12-9-92	Caretaker	12-9-92	Pushparaj Garh	
45	Shri Mahendra dhar Dwivedi	1-4-65	Rewa	11 th	20-9-94	Caretaker	24-10-94	Gudwa	
46	Shri Mudrika Prasad Dwivedi	2-6-67	Sidhi	11 th	20-9-94	Caretaker	24-10-94	Barhi	
47	Shri Shiv Murti Bhatt	1-2-65	Umaria	11 th	31-12-94	Caretaker	2-1-94	Baderi	
48	Smt. Shubhvati Singh	12-7-71	Shahdol	-	20-10-97	Mali	22-10-97	Beohari	
49	Shri Shiv Kumar Dwivedi	22-12-65	Umaria	8 th	8-7-97	Caretaker	28-7-97	Indwar	
50	Shri Raj Kumar Nigam	3-11-66	Umaria	11 th	24-11-95	Telephone Atendent	24-11-95	Karkeli	
51	Shri Mulchand Gupta	10-10-59	Umaria	5 th	6-5-98	Caretaker	6-5-98	Tala	
52	Shri Lavkush Singh	26-1-63	Umaria	5 th	28-1-88	Caretaker	29-1-88	Ghagdar	
53	Shri Anu Kumar Verma	1-1-59	Umaria	5 th	29-1-88	Mali	30-1-88	Near Rest House Umaria	

Sr.No	Name of Officer/Employee	Date of Birth	Home Distt.	Educational Qualification	Date of appointment in Govt. service	Post held at present	Date of appointment in the present post	Address	Telephone
1	2	3	4	5	6	7	8	9	10
54	Shri Shyam Charan Dahiya	1-9-67	Rewa	8 th	1-4-99	Caretaker	1-4-99	Near Rest House Umaria	
55	Shri Gulam Gaush	25-7-56	Umaria	11 th	25-5-93	Asstt. Field	27-5-93	Vikatganj Umaria	

Executive Engineer
P.W.D. (B/R)
Division Umaria (M.P.)

Details of the Monthly Remuneration Received by its Officers/Employees

Sr. No.	Name	Post	Pay Scale	Basic	Special Pay	D.A.	H.R.A.	C.C.A.	T.A	W.A.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
1	Shri D.K. Shariwan	Executive Engineer	10000-375-15000	10475.00	-	5761.00	-	-	-	-	
2	Shri R.P. Verma	Divisional Account Officer	7450-225-11500	9700.00	4850.00 80.00	2474.00	1091.00	-	-	-	
3	Shri M.P. Shrivastav	Sub-Engineer	8000-275-13500	10200.00	-	5610.00	255.00	-	-	-	
4	Shri R.P. Tiwari	Sub-Engineer	8000-275-13500	10200.00	-	5610.00	-	-	-	-	
5	Shri G.L. Jayaswal	Sub-Engineer	8000-275-13500	9925.00	-	5459.00	-	-	-	-	
6	Shri R.P. Pandey	Sub-Engineer	8000-275-13500	10200.00	-	5610.00	-	-	-	-	
7	Shri K.K. Jain	Sub-Engineer	6500-200-9500	8300.00	-	4565.00	208.00	-	-	-	
8	Shri D.S. Verma	Sub-Engineer	6500-200-9500	7300.00	-	4015.00	-	-	-	-	
9	Shri P.K. Chaturvedi	Sub-Engineer	6500-200-9500	7500.00 400.00	-	4125.00	178.00	-	-	-	
10	Shri B.K. Tripathi	Sub-Engineer	6500-200-9500	7100.00	-	3905.00	-	-	-	-	
11	Shri A.K. Shrivastav	Sub-Engineer	6500-200-9500	7400.00	-	4070.00	181.00	-	-	-	
12	Shri A.K. Gaur	Sub-Engineer	5000-150-8000	6900.00	-	3795.00	173.00	-	-	-	
13	Shri D.K. Singh	Sub-Engineer	5000-150-8000	6050.00	-	3328.00	151.00	-	-	-	
14	Shri Rajendra Prasad Pandey	Sub-Engineer	5000-150-8000	6950.00	-	3823.00	-	-	-	-	
15	Shri Omkar Choubey	Sub-Engineer	5000-150-8000	7100.00	-	3905.00	178.00	-	-	-	
16	Shri S.P. Kumbhkar	Sub-Engineer	5000-150-8000	6350.00	-	3493.00	159.00	-	-	-	
17	Shri H.K. Jhariya	Sub-Engineer	5000-150-8000	6350.00	-	3493.00	159.00	-	-	-	
18	Shri P. L. Jhariya	AG-II	4500-125-7000	6500.00	20.00	3575.00	163.00	-	-	-	
19	Shri U.B. Vishwakarma	AG-II	4500-125-7000	6000.00	20.00	3300.00	-	-	-	-	
20	Shri P.L. Prajapati	AG-II	4000-100-6000	5300.00	20.00	2915.00	130.00	-	-	-	
21	Shri R.K. Patel	AG-II	4000-100-6000	5600.00	20.00	3080.00	-	-	-	-	
22	Shri Harchhati Singh	AG-III	3500-80-4200-100-5200	4700.00	-	2585.00	118.00	-	-	-	
23	Shri L.L. Dhurve	AG-III	3500-80-4200-100-5200	4380.00	20.00	2409.00	109.00	-	-	-	

Sr. No.	Name	Post	Pay Scale	Basic	Special Pay	D.A.	H.R.A.	C.C.A.	T.A	W.A.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
24	Shri S.D. Sonwani	AG-III	3500-80-4200-100-5200	4380.00	20.00	2409.00	109.00	-	-	-	
25	Shri Chanchal Mazoomdar	AG-III	3500-80-4200-100-5200	4380.00	20.00	2409.00	109.00	-	-	-	
26	Shri Munna Lal Kol	AG-III	3050-75-3950-80-4590	3875.00	20.00	2131.00	95.00	-	-	-	
27	Smt. Puspa Kol	AG-III	3050-75-3950-80-4590	3800.00	-	2090.00	95.00	-	-	-	
28	Shri B.K. Upadhyay	AG-III	3050-75-3950-80-4590	3725.00	20.00	2049.00	93.00	-	-	-	
29	Shri Salim khan	AG-III	3050-75-3950-80-4590	3800.00	20.00	2090.00	95.00	-	-	-	
30	Shri Prem Lal Kol	AG-III	3050-75-3950-80-4590	3500.00	-	1925.00	-	-	-	-	
31	Shri Shiv Charan Singh	AG-III	3050-75-3950-80-4590	3125.00	20.00	1719.00	-	-	-	-	
32	Shri Ram Pratik Kol	AG-III	3050-75-3950-80-4590	3050.00	-	1586.00	76.00	-	-	-	
33	Shri Praneet Kumar Chaturvedi	AG-III	3050-75-3950-80-4590	3050.00	-	1586.00	76.00	-	-	-	
34	Shri Ram Gopal Patel	ADM	4000-100-6000	5250.00	-	2888.00	-	-	-	-	
35	Shri R.L. Vishwakarma	ADM	4000-100-6000	5125.00	-	2819.00	128.00	-	-	-	
36	Shri Sukhlal Kol	Tracer	3050-75-3950-80-4590	4460.00	-	2453.00	-	-	-	-	
37	Shri Shanksr Singh Sandya	Tracer	3050-75-3950-80-4590	4220.00	-	2321.00	-	-	-	-	
38	Shri Achchhe Lal Singh	Peon	2550-55-2660-60-3200	3215.00	-	1768.00	80.00	-	-	30.00	
39	Shri Parmanand Khangar	Peon	2550-55-2660-60-3200	3200.00	-	1760.00	77.00	-	-	30.00	
40	Shri Chote Lal Yadav	Peon	2550-55-2660-60-3200	3150.00	-	1733.00	77.00	-	-	30.00	
41	Shri Hemraj Singh	Peon	2550-55-2660-60-3200	3080.00	-	1694.00	74.00	-	-	30.00	
42	Shri Kesh Kumar Kol	Peon	2550-55-2660-60-3200	3080.00	-	1694.00	74.00	-	-	30.00	
43	Shri Ramesh Singh	Peon	2550-55-2660-60-3200	3140.00	-	1727.00	77.00	-	-	30.00	
44	Shri Kudrat Ullah Khan	Peon	2550-55-2660-60-3200	3345.00	-	1840.00	84.00	-	-	30.00	
45	Shri Ramlal Dahiya	Peon	2550-55-2660-60-3200	3345.00	-	1840.00	84.00	-	-	30.00	

Executive Engineer
P.W.D. (B/R)
Division Umaria (M.P.)

Details of the Monthly Remuneration Received by its Employees

Sr. No.	Name	Post	Pay Scale	Basic	Special Pay	D.A.	H.R.A.	C.C.A.	T.A	W.A.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
1	Shri Mahendra Kumar Choubey	Asstt. Field	2750-70-3800-75-4400	3380	-	1859	85	-	-	-	
2	Shri Saphir Mohammad	Asstt. Field	2750-70-3800-75-4400	3520	-	1936	88	-	-	-	
3	Shri Laxman Kumar Namdev	Asstt. Field	2750-70-3800-75-4400	3450	-	1898	86	-	-	-	
4	Shri Narendra Nath Khandelwal	Asstt. Field	2750-70-3800-75-4400	3450	-	1898	86	-	-	-	
5	Shri Umakant Sharma	Asstt. Field	2750-70-3800-75-4400	3590	-	1975	90	-	-	-	
6	Shri Ambika Prasad Tripathi	Asstt.Field	2750-70-3800-75-4400	3520	-	1936	88	-	-	-	
7	Shri Rajendra Singh	Asstt.Field	2750-70-3800-75-4400	3520	-	1936	88	-	-	-	
8	Shri Balendra Prasad Tiwari	Asstt.Field	2750-70-3800-75-4400	3450	-	1898	86	-	-	-	
9	Shri Rajveer Singh	Asstt.Field	2750-70-3800-75-4400	3170	-	1744	79	-	-	-	
10	Shri Umesh Kumar Nigam	Asstt.Field	2750-70-3800-75-4400	3520	-	1936	88	-	-	-	
11	Shri Tej Bali Singh	Asstt.Field	2750-70-3800-75-4400	3520	-	1936	88	-	-	-	
12	Shri Ram Kripal Gautam	Asstt.Field	2750-70-3800-75-4400	3450	-	1898	86	-	-	-	
13	Shri Ram Prasad Soni	Asstt.Field	2750-70-3800-75-4400	3875	-	2131	97	-	-	-	
14	Shri Kodu Ram Tiwari	Asstt.Field	2750-70-3800-75-4400	3800	-	2090	95	-	-	-	
15	Shri Loknath Verma	Asstt.Field	2750-70-3800-75-4400	3800	-	2090	95	-	-	-	
16	Shri Nem Singh	Asstt.Field	2750-70-3800-75-4400	3380	-	1859	85	-	-	-	
17	Shri Ramesh Kumar Singh	Asstt.Field	2750-70-3800-75-4400	3170	-	1744	79	-	-	-	
18	Shri Ramdas Kumhar	Asstt.Field	2750-70-3800-75-4400	3170	-	1744	79	-	-	-	
19	Shri Ravi Shankar Vyash	Asstt.Field	2750-70-3800-75-4400	3170	-	1744	79	-	-	-	

Details of the Monthly Remuneration Received by its Employees

Sr. No.	Name	Post	Pay Scale	Basic	Special Pay	D.A.	H.R.A.	C.C.A.	T.A	W.A.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
20	Shri Ram Lakhani Dixit	Asstt.Field	2750-70-3800-75-4400	3240	-	1782	128	-	-	-	
21	Shri Ram Milan Singh	Driver	3500-80-4700-100-5200	4540	-	2497	-	-	-	-	
22	Shri Vijay Singh	Driver	3500-80-4700-100-5200	4300	-	2365	-	-	-	-	
23	Shri Harideen Singh	Driver	3500-80-4700-100-5200	4300	-	2365	-	-	-	-	
24	Shri Ramesh Prasad Singh	Driver	3500-80-4700-100-5200	4300	-	2365	108	-	-	-	
25	Shri Bhagwan deen	Helper	2550-55-2660-60-3200	3140	-	1727	<u>77</u> 34	-	-	-	
26	Shri Ram Shiromani	Helper	2550-55-2660-60-3200	3140	-	1727	77	-	-	-	-
27	Shri Purushottam das	Helper	2550-55-2660-60-3200	3140	-	1727	77	-	-	-	-
28	Shri Shiv Kumar Singh	Helper	2550-55-2660-60-3200	3140	-	1727	77	-	-	-	-
29	Shri Pillu Prasad Patwa	Helper	2550-55-2660-60-3200	3140	-	1727	77	-	-	-	-
30	Shri Kamal Kishor Pathak	Helper	2550-55-2660-60-3200	3140	-	1727	77	-	-	-	-
31	Shri Ram Sundar Tiwari	Helper	2550-55-2660-60-3200	3140	-	1727	77	-	-	-	-
32	Shri Ram Bihari	Helper	2550-55-2660-60-3200	3200	-	1760	-	-	-	-	30
33	Shri Purushottam Verma	Caretaker	2550-55-2660-60-3200	3200	-	1760	-	-	-	-	30
34	Shri Swami sharan Verma	Caretaker	2550-55-2660-60-3200	3140	-	1727	79	-	-	-	30
35	Shri Baba deen Kahar	Caretaker	2550-55-2660-60-3200	3140	-	1727	79	-	-	-	30
36	Shri Dahannulal Kothi	Caretaker	2550-55-2660-60-3200	3200	-	1760	80	-	-	-	30
37	Shri Chandrika Prasad Sen	Caretaker	2550-55-2660-60-3200	3200	-	1793	80	-	-	-	30
38	Shri Bholeram Sahu	Caretaker	2550-55-2660-60-3200	3140	-	1727	79	-	-	-	30
39	Shri Vishambhar Prasad Kevat	Caretaker	2550-55-2660-60-3200	3140	-	1727	79	-	-	-	30
40	Shri Ramkishor Upadhyay	Caretaker	2550-55-2660-60-3200	3140	-	1727	79	-	-	-	30

Details of the Monthly Remuneration Received by its Employees

Sr. No.	Name	Post	Pay Scale	Basic	Special Pay	D.A.	H.R.A.	C.C.A.	T.A	W.A.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
41	Smt. Sudha Bai	Water Supplyer	2550-55-2660-60-3200	3080	-	1694	79	-	-	-	30
42	Shri Pratipal Singh	Caretaker	2550-55-2660-60-3200	3080	-	1694	79	-	-	-	30
43	Smt. Chotki Bai	Sweeper	2550-55-2660-60-3200	3140	-	1727	79	-	-	-	30
44	Shri Lalman Singh	Caretaker	2550-55-2660-60-3200	3080	-	1694	77	-	-	-	30
45	Shri Mahendra dhar Dwivedi	Caretaker	2550-55-2660-60-3200	2960	-	1628	79	-	-	-	30
46	Shri Mudrika Prasad Dwivedi	Caretaker	2550-55-2660-60-3200	2960	-	1628	79	-	-	-	30
47	Shri Shiv Murti Bhatt	Caretaker	2550-55-2660-60-3200	2960	-	1628	79	-	-	-	30
48	Smt. Shubhvati Singh	Mali	2550-55-2660-60-3200	2605	-	1433	74	-	-	-	30
49	Shri Shiv Kumar Dwivedi	Caretaker	2550-55-2660-60-3200	2780	-	1529	60	-	-	-	30
50	Shri Raj Kumar Nigam	Telephone Atendent	2750-70-3800-75-4400	2780	-	1529	70	-	-	-	30
51	Shri Mulchand Gupta	Caretaker	2550-55-2660-60-3200	2800	-	1540	70	-	-	-	30
52	Shri Lavkush Singh	Caretaker	2550-55-2660-60-3200	3140	-	1727	79	-	-	-	30
53	Shri Anu Kumar Verma	Mali	2550-55-2660-60-3200	3200	-	1760	80	-	-	-	30
54	Shri Shyam Charan Dahiya	Caretaker	2550-55-2660-60-3200	2900	-	1595	73	-	-	-	30
55	Shri Gulam Gaush	Asstt. Field	2750-70-3800-75-4400	3450	-	1898	86	-	-	-	30

Executive Engineer
P.W.D. (B/R)
Division Umaria (M.P.)

Annexure – XI

Following are the major budget allocations proposal and expenditure.

Major Head	Year	Proposal (in lac)	Expenditure (in lac)
84/4059 (5052)	2005-2006	160.00	0.94
67/4059 (7094)	2005-2006	3.75	Nil
24/5053 (4727)	2005-2006	100.86	23.58
24/5054 (1513)	2005-2006	24.00	1.64
24/5054 (7087)	2005-2006	200.73	29.29
42/5054 (2457)	2005-2006	100.34	5.25
42/5054 (7081)	2005-2006	87.00	7.63
	Total	676.68	68.33

Annexure – XII

No such subsidized programme is executed under this Office.

Annexure – XIII

Following persons are entitled for a free stay in rest houses-

Governor Ministers, State Ministers, Dy. Ministers, Parliyamnt Secretary, Judges of the High Court, M.P.s, M.L.A.s, Officers & Employees of state Government class – I, II, III and Accountant General members of his audit parties on their Government duties.

Following persons has been exempted from payments of Tool Tax Barriers –

V.V.I.P.s President of India, Vice President of India, Central & State Minister's opposition Leader of Lok Sabha, Rajya Sabha, Vidhan Sabha who's code are equivalent of minister, Governor, Speaker of Lok Sabha, Vidhan Sabha and all Central Government Vehicals & State Government Vehicals Foreign Diplomat Stationed in India Using Car with C.D. Symbol.

Annexure – XIV

Details of Information available-

Following information is available for the people in this office on demand and after Payment of fees.

- (1) Paid M/rolls Bills and Vouchers.
- (2) Sanction Orders.
- (3) Word Order and copy of material purchase order.
- (4) copy of measurement book.
- (5) Copy of agreement
- (6) Copy of approved estimate.
- (7) Copy of Comparative statement of Tenders.

The information will be provided with in 3 days after payment of fees.

Those documents can also be seen in the office on a payment of Rs. 50.00 for every 15 minutes.

Annexure – XV

The information given in annexure – XIV under in the right information is available in office hours i.e. 10:30 AM to 5:30 PM on every working day.

Annexure – XVI

Following Employees have been nominated as public information officers-

Name	Designations & Particulars of the public information officers
Shri R.G. Patel	ADM in the Divisional Office
Shri S.S. Sandya	Tracer in Sub-Division No. 1 Umaria
Shri Harchhati Singh	Asstt. Gr.III in Sub-Division No.II Umaria
Shri P.L.Jhariya	Asstt. Gr.II in Sub-Division (E/M) Umaria

Annexure – XVII

Other informations about the organisation is available on M.P. PWD
website : www.mp.nic.in/pwd.mp