

#### **4(b)(i) FUNCTIONS AND DUTIES OF ENGINEERING OFFICIALS**

**Sr.DEN/Co-ord/BZA : Overall incharge of Civil Engineering department  
of Vijayawada division.**

<b>Sr.DEN/DEN</b>	<b>Jurisdiction</b>	
	<b>From Station</b>	<b>To Station</b>
<b>Sr.DEN/South/BZA</b>	<b>Karavadi</b>	<b>Gudur</b>
<b>Sr.DEN/Central/BZA</b>	<b>Krishna Canal</b>	<b>Ammanabrolu</b>
	<b>Gunadala</b>	<b>Pulla</b>
<b>Sr.DEN/North/BZA</b>	<b>Kaikoram</b>	<b>Thadi</b>
	<b>Samalkot</b>	<b>Kakinada Port</b>
	<b>Kakinada Town</b>	<b>Kotipalli</b>
<b>DEN/East/BZA</b>	<b>Vijayawada</b>	<b>Kondapalli</b>
	<b>Vijayawada</b>	<b>Nidadavolu (Via Gudivada)</b>
	<b>Gudivada</b>	<b>Machilipatnam</b>
	<b>Bhimavaram</b>	<b>Narasapur</b>

- **Inspection and maintenance of track, buildings and other structures under the jurisdictions of Sr.DENs/DENs.**

#### **4(b)(ii) POWER AND DUTIES OF OFFICERS AND EMPLOYEES.**

##### **Officers :**

- **Inspections, maintenance and execution of Permanent way works and Civil engineering works under their jurisdiction.**
- **Sanctioning of estimates as per the guide lines laid in Schedule of powers.**

##### **Employees :**

- **Attending day to day maintenance works and special works.**
- **Implementation of Higher official instructions.**
- **Preparation of plans, estimates and tender schedules for the sanctioned works.**
- **Preparation of replies for headquarters correspondence.**

**4(B)(III) PROCEDURE FOLLOWED IN THE DECISION MAKING  
PROCESS INCLUDING CHANNELS OF SUPERVISION AND  
ACCOUNTABILITY**

- **Any decision may be taken as per the guide lines laid down in the respective manuals and to be preceded accordingly without any deviations. If any deviation occurred, concerned employee is accountable.**

#### **4(B)(IV) NORMS SET FOR THE DISCHARGE OF FUNCTION.**

- **Knowledge of rules and regulations must be known for the discharge of functions.**
- **Observance of the rules and procedures relating to the duties.**
- **Coordination with the officials of other departments.**

**4(B)(V) RULES, REGULATIONS, INSTRUCTIONS ARE TO BE  
FOLLOWED AS PER THE FOLLOWING CODES &  
MANUALS.**

- **Establishment code**
- **Financial code**
- **Engineering code**
- **General and Subsidiary rules**
- **Permanent way manual**
- **Bridge manual**
- **Works manual**