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D.O. LETTER NO. RW/PL-30 (120)/84 DATED THE 14TH AUG., 1984 FROM D.G. (RD) & ADDL. SECY. TO THE GOVT. OF INDIA ADDRESSED TO SECRETARIES CEs of STATE PWDs. & COPY TO ROs/ELOs & SECY., NORTH EASTERN COUNCIL

Subject : Duties and responsibilities of the Regional Officers (Chief Engineer or Superintending Engineer) and Engineer Liaison Officers of the Ministry of Shipping & Transport (Roads Wing) posted in the Regional Offices situated in various States review thereof

As is well known, the Regional Officers and Engineer Liaison Officers of this Ministry have been functioning in the States for quite sometime past with a view to assisting the State PWDs in the execution of original and maintenance works on National Highways and under other Centrally Financed Schemes. The duties and responsibilities of these officers as previously indicated in our letter No. PL-30 (46)/68 dated 18.7.73, have been reviewed in the light of the experience gained in the past as well as the recommendations made by the Vohra Committee on Agency System for National Highways. The duties and responsibilities of the ROs and ELOs as now stipulated are given in the enclosed Annexures I, II and III.

2. In some States, we have also posted Superintending Engineers (Mechanical) to look after the Central Machinery/Equipment. Annexure IV indicates the duties and responsibilities of the Superintending Engineers (Mech.) posted in the States.

3. I would like to draw your kind attention particularly towards the following two recommendations of the Vohra Committee for bringing about qualitative improvement in the Agency System :

- (i) "The present standard of monitoring of National Highway works both at the Centre and in the States is inadequate and should be suitably improved in order to avoid infructuous expenditure. Greater use of Regional Offices of the Ministry should be made for this purpose." (Para 1.6).
- (ii) "The Ministry must clearly define the scope of surveys and investigations which should precede the preparation of project and must not issue any sanction unless these have been carried out to its satisfaction." (Para 1.2).

Keeping the above observations in view, I hope you will fully agree with me that an indepth association of our ROs/ELOs at critical and important stages of investigations and project preparation is called for and we have accordingly given directions to our ROs/ELOs vide my d.o. letter No. NHIII/P/31/77 dated 12.8.85 with which I have issued detailed guidelines for the association and interaction of our officers with those of the State PWDs.

4. As the successful functioning of the ROs and ELOs of this Ministry depends to a great extent on the cooperation and assistance of the State Governments/State PWDs, so generously extended by them in the past, I shall be extremely grateful if the same assistance and cooperation is continued to be extended to the ROs and ELOs in future also so as to help them in the proper discharge of the duties and responsibilities entrusted to them.

5. I also wish to draw your personal attention towards the contents of our letter Nos. NHIII/P/31/77 dated 10.1.85 and RW/NHIII/P/31/77-Pt. dated 14.1.85 wherein it has been mentioned that before framing a detailed estimate, the State PWD would furnish the technical proposals in respect of road and bridge works in the first instance to the Ministry. In this connection, it may kindly be ensured that whenever a technical proposal relating to a road or bridge work is projected to the Ministry, a copy thereof is invariably supplied to our RO/ELO because otherwise the scrutiny of the same is likely to get delayed in the Ministry in the absence of relevant comments from our Regional Offices.

Encls : Annexure I, II, III and IV.

DUTIES AND RESPONSIBILITIES OF THE REGIONAL OFFICERS (C.E. OR S.Es.) POSTED IN THE REGIONAL OFFICES OF THE MINISTRY OF SHIPPING AND TRANSPORT (ROADS WING)

1. The Regional Officer will act as the local representative of the Government of India, Ministry of Shipping and Transport (Roads Wing) in order to render effective help to the State PWDs. in the areas of planning, field investigations, preparation of detailed projects and execution of original works on National Highways and under other Centrally Financed Schemes and maintenance works on National Highways.
2. He will fully associate himself with the concerned authorities of the State PWDs in the stages of planning, detailed site investigations, surveys, subsoil explorations, collection of soil and hydraulic data and other related inputs necessary for the preparation of technically sound and economically viable road and bridge projects on National Highways and under other Centrally Financed Schemes (for detailed guidelines, reference may be made to Ministry's Circular No. NHIII/P/31/77 dated 12.8.85).
3. He will render technical advice to the State PWDs on alignments of roads, siting of bridges, adoption of suitable flood protection measures, utilisation of proper construction methods and procedures depending upon the locally available materials. He will also render all necessary help in the design of roads and structures thereon.
4. He will examine the detailed estimates (FDR, SR and revised) pertaining to road and bridge works projected by the States and forward his comments thereon to the Director General (Road Development) on various aspects of design, site conditions, alignments, construction materials, specifications, leads and other essential supporting data such as the physical and financial schedule of construction. If there are any points requiring to be brought particularly to the notice of the DG (RD) in the case of original estimates, the same should be specifically mentioned without waiting for invitation of comments on specific points from the Ministry.
5. He will maintain close liaison with the concerned officers of the State Government/State PWD for all matters pertaining to development and maintenance of National Highways and other improvement works for Centrally Financed roads.
6. He will oversee the execution of all Centrally financed road and bridge works (by undertaking frequent inspections) with a view to ensuring implementation of effective quality control and timely execution of the sanctioned jobs so that the bursting of estimates on account of time and cost overruns or violation of the sanctioned specifications could be avoided as far as possible.
7. He will keep necessary watch in regard to the prompt fixation of agency by the State PWDs for execution of sanctioned works on the ground speedily after the sanction of projects. He will also monitor the action taken by the State PWD for prequalification of tenderers as per Ministry's instructions on the subject. He will also monitor the progress of all Centrally Financed works (with an emphasis on pinpointing bottlenecks in the expeditious execution of works) and send a quarterly report to the Ministry in the prescribed format (please refer to Ministry's letter No. RW/NHIII/P/26/84 dated 5.9.84).
8. He will ensure that the field formations of the State PWDs maintain regularly the road and bridge registers as well as traffic census data for National Highways, care being taken that the same are updated regularly.
9. He will ensure that the concerned authorities of the State PWDs furnish according to the prescribed time-table the maintenance Abstract particulars for National Highways to the Roads Wing.
10. He will keep a watch on the State PWDs utilising the Maintenance & Repair grants as per specific programmes that may be approved by the Roads Wing. For this purpose, he will approve (every year in the month of January) the Kilometres on various National Highways under his jurisdiction where the work of periodic renewals is to be carried out in accordance with the funds likely to be placed at the disposal of the State PWD for the ensuing financial year. Simultaneously, he will also identify the specific works relating to Bridge Repair (B.R.) required to be carried out on NHs.
11. He will pursue with the State authorities to see that all reports/information called for from the State in respect of Parliament Questions, items concerning Consultative Committee of Members of Parliament, P.A.C. matters and Audit Paras and observations of the Accountant General are furnished to the Roads Wing promptly and completely.
12. He will ensure that the State PWDs observe and furnish to the Roads Wing regularly and timely the prescribed traffic census data for National Highways as per prescribed instructions in which context he will associate himself with the State authorities for proper adoption of traffic count stations and also occasionally associate his staff to ensure that the traffic counts observed and reported are accurate and reliable.
13. For original works pertaining to roads and bridges costing less than Rs 10 lakhs each (which are required to be accorded only administrative approval by the Ministry), the Regional officer shall strictly follow the procedure laid down in Ministry's letter No. RW/NHIII/COORD/34/84 dated 12th December, 1984.
14. He will associate himself (right at the initial stages of road work) for proper assessment of the extent of levelling course needed before laying strengthening/surfacing courses on the existing pavement and his assessment will be treated as final.
15. He will also monitor the progress of Research Schemes of the Ministry by pursuing the matter suitably with the implementing agencies such as State PWDs or Research Stations or Engineering Institutions etc.
16. He will monitor the quality of road construction on National Highways by the use of roughometers as laid down in the Ministry's letter No. NHIII/P/10/84 dated 15.5.85.

ADDITIONAL DUTIES AND RESPONSIBILITIES OF THE REGIONAL CHIEF ENGINEER, GAUHATI

1. He will accord technical clearance to all estimates for road and bridge works (irrespective of the cost thereof) received from the North-Eastern Council. However, for the estimates amounting to more than Rs 75 lakhs, he may seek advice from the Ministry on certain issues, if need be.
2. He will approve the hydraulic particulars (such as site, design discharge, design velocity, waterway, span arrangement, design scour depth, type and depth of foundations, vertical clearance and deck level etc.) for all bridges (irrespective of the length or cost of bridge) on Strategic Roads in the States of Tripura and Meghalaya. He will also approve the hydraulic particulars for all bridge works on National Highways under his jurisdiction (i.e. in the States of Assam, Meghalaya, Manipur, Nagaland and Arunachal Pradesh) where the cost of bridge work is not likely to exceed Rs 75 lakhs.
3. He will examine the detailed estimates relating to the construction/reconstruction of bridges (and their approaches) on the Strategic Roads in Tripura and Meghalaya and forward the estimates (with or without any modifications, duly carried out in the estimate) along with a technical note for enabling the Ministry to arrange financial sanction.
4. He will approve the detailed working drawings (based on detailed design calculations) for all bridge works (irrespective of the cost thereof) on the Strategic Roads in Tripura and Meghalaya.

ANNEXURE-III**DUTIES AND RESPONSIBILITIES OF ENGINEER LIAISON OFFICERS POSTED IN THE REGIONAL OFFICES OF THE MINISTRY OF SHIPPING & TRANSPORT (ROADS WING)**

1. Under the overall control and direction of the Regional Officer, he will act as local representative of the Government of India, Ministry of Shipping and Transport (Roads Wing) in order to help the State Public Works Department in proper and speedy planning, investigations, project preparation and execution of original and maintenance works on National Highways and other highway projects financed by the Central Government. He shall render all such necessary assistance to the Regional Officer, as he may be called upon to do, for enabling the Regional Officer to perform his functions as defined in 'Duties and Responsibilities of Regional Officers' in respect of the area coming under the jurisdiction of the Engineer-Liaison Officer.
2. He will assist the Regional Officer in associating with the State Public Works Departments, as may be necessary and feasible and as directed by the Regional Officer, in detailed project preparation as explicitly defined in the 'Duties and Responsibilities of the Ministry's Regional Officers' (Annexure-I).
3. He will assist to the best of his ability in the Planning of development works on National Highways with due regard to the requirements of the Central Government.
4. He will furnish all necessary information to the Regional Officer to enable him to furnish comments to the Roads Wing on the suitability or otherwise of the work estimates or furnish comments thereon covering all technical and allied aspects.
5. He will examine proposals for works at site in the company of a P.W.D. Officer of the rank not below that of an Executive Engineer/Assistant Executive Engineer as may be desired by the Chief Engineer of the State concerned, and visit works in progress.
6. He will assist the Regional Officer in monitoring the progress of works periodically and ensure timely submission of periodic financial and physical progress reports by the State Public Works Department to the Roads Wing.
7. In respect of works costing less than Rs 10 lakhs he will assist the Regional Officer in the functions assigned vide relevant para of the 'Duties and Responsibilities of the Regional Officers', as called upon to do by the Regional Officer.
8. He will assist the Regional Officer in ensuring timely submission of Maintenance Abstract Particulars, proper maintenance and periodic renewals of National Highways by the State Public Works Department. He will make himself familiar with the liabilities for maintenance of National Highways within his sphere of jurisdiction and preserve cordial relations with the State P.W.D. Officers.
9. He will be responsible for looking after the interests of the Government of India in road matters and particularly ensure proper maintenance of National Highways and other roads, for the development and proper maintenance of which grants are sanctioned by the Centre, under the overall guidance of the Regional Office of the Roads Wing in the area.
10. He will render necessary assistance to the Regional Officer in timely inspection of flood/rain damages on the National Highways under his jurisdiction and in furnishing necessary assessment regard flood damage repairs as expeditiously as possible. He will also assist the Regional Officer in finalising the Flood Damage Repairs estimates and S.R. estimates in an expeditious and befitting manner.
11. He will ensure that the Engineers of the State Govt. maintain regularly road and bridge registers for National Highways indicating upto date position.
12. He will pursue with the State authorities to see that all reports/information called for from the State in respect of Parliament Questions, items concerning Consultative Committee of Members of Parliament, P.A.C. matters and Audit Paras, observations of the Accountant General and other important matters are furnished to the Roads Wing promptly and completely.
13. He will ensure that the State Public Works Departments observe and furnish to the Roads Wing regularly and timely the prescribed traffic census data and any other data pertaining to road and bridge works for National Highways as per prescribed procedure in which context he will associate himself with the State Public Works Department for judicious selection of traffic count stations and also ensure that the traffic counts observed and reported are accurate and reliable.

14. He will hold periodic meetings/discussions with the State Public Works Department officers for expediting action on important matters and outstanding issues and keep the Ministry/Regional Officer posted with the developments and bring to their notice any important matters regarding estimates, designs, budgetary aspects etc. requiring Ministry's immediate attention.
15. He will ensure that records pertaining to National Highway land are properly maintained by the field formations of the State Public Works Department.
16. He shall furnish prescribed quarterly report covering all the points mentioned therein, as stipulated in the Ministry's letter No. RW/NHIII/P/26/84 dated the 5th Sept., 1984.
17. He will discharge any other official duty assigned to him by the Regional Officer.

ANNEXURE-IV

DUTIES AND RESPONSIBILITIES OF SUPERINTENDING ENGINEERS (MECHANICAL) POSTED IN THE REGIONAL OFFICES

1. The Superintending Engineer (Mechanical) will act as a local representative of the Government of India, Ministry of Shipping & Transport (Roads Wing) for all matters pertaining to Central machines.
 2. He will inspect the Central machines available in his region from time to time to check their condition, repairs, maintenance, documentation, and their proper utilisation. He will also inspect documents pertaining to Central machines maintained by State P.W.Ds.
 3. He will watch the utilisation of Central machines and monitor their performance. He will also assist the State P.W.Ds. in finalization of annual utilisation, programme of machines and suggest their alternative deployment in the best interest of Government.
 4. He will approve and sanction repairs of Central Machines within the financial powers delegated to him by this Ministry vide letter No. RM-23 (33)/75 dated 3rd November, 1976 and also recommend other repairs to this Ministry exceeding his financial powers. He will also watch the progress of repairs of Central machines, so as to keep the down-time to bare minimum.
 5. He will watch the recovery of hire charges earned vis-a-vis the repair expenditure, while according sanction of repair estimates.
 6. He will assist the State P.W.Ds. for commissioning and trial run of new machines purchased, and take follow-up action in this regard. He will also ensure proper utilisation of initial spares purchased alongwith new machines.
 7. He will pursue with the State P.W.Ds. to see that all reports/information called for from the States by this Ministry are furnished by them. He will also ensure that other information called for by this Ministry pertaining to Central machines, involving Parliament Questions, items concerning Parliament/PAC matters, Audit Paras, etc. are furnished to Roads Wing promptly by State authorities.
 8. He will associate with the State PWDs for timely disposal of unserviceable machines and surplus machines with them and for expeditious action in this regard.
 9. He will process the loan proposals sent by the States for purchase of machines needed for execution of NHs works, and send suitable recommendations to this Ministry.
 10. He will keep the Ministry informed about day-to-day important developments pertaining to Central machines through quarterly reports, and watch the overall interest of Central Government on all aspects, so far as the use of machines are concerned.
 11. He will see that policies/instructions issued by this Ministry regarding machines are followed by State PWDs and take necessary follow-up action.
 12. He will supervise inter-state transfer of Central machines, and assist the collection teams of other States, in their region.
 13. He will maintain an upto date inventory of Central machines in the region in his office.
 14. He will coordinate with R.Os. of this Ministry, in matters relating to utilisation of Central machinery, unit rate and machinery use in the works estimates etc.
 15. He will provide Technical Assistance to the State PWDs regarding specifications, suitability according to job condition etc.
 16. He will act as a Technical know-how deputation centre for Mechanisation and modernisation of highway construction.
 17. He will assist the State PWDs in organising training for supervisory and operating staff for better operation, up-keep and utilisation of machinery.
 18. He will provide data for rate analysis for different items of mechanised work to the Ministry and State P.W.Ds.
 19. Wherever necessary, he will assist the State P.W.Ds. in establishing appropriate Mechanical set-up and creation of repair infrastructure.
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