

1.B. Functions and duties of each unit of the office (1 to 2 page)

S.No.	Unit/Section	Functions performed
1	Administrative section	Relating to office establishment
2	Accounts	All account matters including compilation of divisional accounts for sub-mission to AGMP.
3	Stores	Receipt issues of material and maintaining the store accounts.
4	Record Room	Keeping old and current records.
5	Technical Section	All technical work relating to estimate of roads and building etc. and proposal of new work and maintenance of road and building.

2- Work distribution order of each officer can be updated and put in the following format. U/S 4.1(b)(ii)

S.No.	Name	Designation	Remuner ation	Duties
1	K.K. Mishra	Executive Engineer	Gross 39002.00	Execution and Final disposal of field and official matters
2	R.K. Tiwari	S.D.O. Panna-I	37554.00	Looking all after sub divisional works (Road & buildings)
3	D.P. Rohitas	S.D.O. Panna-II	34134.00	Looking all after sub divisional works (Road & buildings)
4	I.P.S. Bundela	S.D.O. Pawai	33858.00	Looking all after sub divisional works (Road & buildings)
5	B.L. Mishra	S.D.O. Panna E/M	26213.00	Looking after E/Mworks

**3- Decision Making Process in graphic form (one page) U/S 4.1(b)(ii)**

Initiating the file	Channels	Decision Making authority
Dealing staff	Officers handling the	
And the section	file at each level	
1. Establishment	-	Executive Engineer
2. Accounts	D.A.O.	Executive Engineer
3. Technical section	-	Executive Engineer

**Supervisory Authority  
Officer to whom accountable**

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- 4- A) time norm, if decided by the organization U/S 4.1 (b)(ii)**  
**B) Quality Norms, decided by the organization** as per specification laid down.  
**C) Quality target, For the office work to be done in the year.** as proposed and sanctioned by the goverment.

**5- List of Acts, Rules Regulations Manuals, Circulars related with the functioning of office constituting the organization. (Original text to be given in electronic form) U/S 4.1(b)(v)**

Acts	-
Rules	CPWA Code, M.P. Works manual 1983. part I, II and III
Ragulations	-
Manuals	CPWA Code, M.P. Works manual 1983. part I, II and III
Circulars	All circulars issued by the govt. and Higher office time to time.

**6- Statement of Various categories of document held by it or under its control U/S 4.1(b)(vi)**

S.No.	Name of document	Kind of document like microfilm Resister Books Diskette etc.	Nature and content of document	Duration of records
	<p><b>Related to Execution of work schedule of rates</b></p> <ol style="list-style-type: none"> <li><b>1. Road work</b></li> <li><b>2. Building work</b></li> <li><b>3. Bridge work</b></li> <li><b>4. Electricity work</b></li> </ol>	<ol style="list-style-type: none"> <li><b>1. Estimates of road &amp; building</b></li> <li><b>2. Estimates of maintenance road &amp; building works</b></li> <li><b>3. Estimates MOW/SR work</b></li> <li><b>4. . Estimates for construction of brige and culverts</b></li> <li><b>5. Rent fixation and valuation</b></li> <li><b>6. Detents certificate</b></li> <li><b>7. Account register</b></li> <li><b>8. Budget register</b></li> <li><b>9. Work cash Book</b></li> <li><b>10. Tender register</b></li> <li><b>11. Pay account ragister</b></li> <li><b>12. Rent register</b></li> <li><b>13. Stock register</b></li> <li><b>14. Receipt and dispatch register</b></li> <li><b>15. Court register</b></li> <li><b>16. Contractor C class register</b></li> <li><b>17. Stationary register</b></li> <li><b>18. Fourth class peon and work charge dress register</b></li> <li><b>19. Complains</b></li> <li><b>20. Departmental inquiry cashes</b></li> <li><b>21. Typing machine and computers</b></li> <li><b>22. Toposites</b></li> </ol>	<p><b>Technical section</b></p> <p><b>Technical section</b></p> <p><b>Technical section</b></p> <p><b>Technical section</b></p> <p><b>Technical section</b></p> <p><b>Technical section</b></p> <p><b>Technical section</b></p> <p><b>Auditors</b></p> <p><b>Budget section</b></p> <p><b>S.A.C.</b></p> <p><b>S.A.C.</b></p> <p><b>E.C.</b></p> <p><b>R.C.</b></p> <p><b>S.C.</b></p> <p><b>H.C.</b></p> <p><b>H.C.</b></p> <p><b>H.C.</b></p> <p><b>H.C.</b></p> <p><b>H.C.</b></p> <p><b>H.C.</b></p> <p><b>H.C.</b></p> <p><b>H.C.</b></p> <p><b>H.C.</b></p> <p><b>Technical section</b></p>	<p><b>In present position</b></p>

**7-I. Structure of consultative communities in which public representatives are members are including**

- Name of the Community- Road & Transport Sub committee.
- Copy of the Orders/Circulars for information –enclosed collector No. 760/05/date 28.06.2005
- Functions process monitoring
- Members- 7 (President 1+ members5+Secretary1) and all related head of office.
- Duties and responsibilities-
- Accessibility of minutes for public **U/S 4.1(b) (vii)**- As per right of information.

II. Proceeding Minutes of the meetings (copy to be made available and be given in the electronic form from hypertext Link)-

8- I Name of the Board, Council, Communities etc. including members and their qualifications (Original text to be given in electronic form) **U/S 4.1(b)(viii)**

S.No.	Name of the Body	Name of the members	Qualification
	----- Nil -----		

II Order of the formation

(Original text to be given in electronic form and to be hyper linked)

III. Character Memorandum of articles of Association.

(Original text to be given in electronic form and to be hyper linked)

IV. Govt. instruction for the way in which meeting be conducted.

(Original text to be given in electronic form and to be hyper linked)

V. Whether open to public or not.

VI. Availability of the proceeding/ minutes of the last meetings (Original text to be given chronologically in electronic form and to be hyper linked)

**9- Directory of of the officers and Employees (to be Linked with treasury data bank) U/S 4.1(b) (ix)**

S. No.	Name	Designation	Address & Contact No.if any
1	Shri K.K. Mishra	E.E.	Indrapuri Colony
2	Shri Soumitra Mandal	D.A.O.	Benisagar
3	Shri R.K. Tiwari	Asstt. Eng.	Indrapuri Colony
4	Shri D.P. Rohitas	Asstt. Eng.	Benisagr Near the Shriram School
5	Shri I.P.S. Bundela	Asstt. Eng.	Amanganj
6	Shri Idrish Mohammad	Sub Eng.	Panna in front of State Bank
7	Shri M.S. Thakur	Sub Eng.	Pawai
8	Shri I.D. Pathak	Sub Eng.	Pawai
9	Shri R.K. Jain	Sub Eng.	Pawai
10	Shri Y.S. Kurmi	Sub Eng.	Ajaygarh Rest house
11	Shri B.L. Mishra	Sub Eng.	Indrapuri Colony
12	Shri A.K. Pateriya	Sub Eng.	Panna back side of Bus stand
13	Shri M.K. Richhariya	Sub Eng.	Amanganj
14	Shri N.K. Dhuriya	Sub Eng.	Ajaygarh
15	Shri Anupam Shukla	Sub Eng.	Govt. house civil line Panna
16	Shri B.L. Vishwakarma	Sub Eng.	Raipura

17	Shri S.K. Yadav	Sub Eng.	Panna Near Ram Mandir
18	Shri A.K. Mishra	Sub Eng.	Katyanan Niwas Panna Near the Chhatrasal collage
19	Shri Y.K. Shukla	Sub Eng.	Gunor
20	Shri S.S. Raghuwanshi	Sub Eng.	Panna
21	Shri P.C. Awashthi	Sub Eng.	Pawai
22	Shri Pradip Nayak	Sub Eng.	Tikuriya Mohalla Near kanch Mandir Panna
23	Shri P.K. Sirothiya	Sub Eng.	Panna
24	Shri L.K. Bajpai	Asstt. Gr-II	Indrapuri Colony
25	Smt. Maya Devi Raikwar	Asstt. Gr-II	Indrapuri Colony
26	Shri S.K. Mandal	Asstt. Gr-II	Jagat Chouki Panna
27	Shri Indrapal Singh Parmar	Asstt. Gr-II	GhandhiCouk Pailish Panna
28	Shri M.L. Ahirwar	Asstt. Gr-II	Indrapuri Colony
29	Shri Mohd. Anwar Khan	Asstt. Gr-II	Gullaychi Mohalla Panna
30	Shri D.C. Kori	Asstt. Gr-II	Indrapuri Colony
31	Shri Imtiyaz Ali	Asstt. Gr-II	Panna
32	Shri R.K. Matele	Asstt. Gr-II	Panna
33	Shri V.k. Dubey	Asstt. Gr-III	Dham Mohalla Panna
34	Smt. Deepa Khare	Asstt. Gr-III	Benisagar Panna Near shara bank
35	Smt. Usha Mishra	Asstt. Gr-III	Indrapuri Colony Nagar sena
36	Shri R.K. Shukla	Asstt. Gr-III	Govt. house Near Dist. Hospital Panna
37	Shri K.P. Wanshkar	Asstt. Gr-III	Tikuriya Mohalla Panna Back side of A.T.M. Bank
38	Shri Rafat Ullah	Asstt. Gr-III	Pawai
39	Shri Beni Prashad Adiwashi	Asstt. Gr-III	infrunt of Education Departmet Panna
40	Shri B.K. Gupta	Asstt. Gr-III	Katra Mohalla Panna
41	Shri S.K. Khare	A.D.M.	Agra mohalla Panna
42	Shri C.L. Prajapati	Tracer	Indrapuri Colony
43	Shri R.k. Chourha	Tracer	Tikuriya Mohalla Near kanch Mandir Panna
44	Shri K.N. Bahroliya	Tracer	Indrapuri Colony
45	Shri R.P. Pandey	Tracer	Tikuriya Mohalla Panna
46	Shri Amir Mohd.	Peon	Raniganj Mohalla back side of Gurudwara
47	Smt. Shanta Raikwar	Peon	Raniganj Mohalla
48	Shri Ganpat Lal Jatav	Peon	Indrapuri Colony
49	Shri Ram Sharan Ahirwar	Peon	infrunt of Education Departmet Panna
50	Shri Hakim Singh	Peon	Govt. house Janpad panchayat office Panna
51	Shri Raman Kumar Kushwaha	Peon	Tikuriya Mohalla Near Gallamandi
52	Shri Anil Kumar choudhri	Peon	Pawai

10- Monthly remunertion compensation (to be linked with treasury data bank )

<b>S. No.</b>	<b>Name</b>	<b>Designatio n</b>	<b>Remunertion</b>	<b>Compensatio n</b>
1	Shri K.K. Mishra	E.E.	Gross 39002.00	
2	Shri Soumitra Mandal	D.A.O.	21250.00	
3	Shri R.K. Tiwari	Asstt. Eng.	37554.00	
4	Shri D.P. Rohitas	Asstt. Eng.	34134.00	
5	Shri I.P.S. Bundela	Asstt. Eng.	33858.00	
6	Shri Idrish Mohammad	Sub Eng.	31616.00	
7	Shri M.S. Thakur	Sub Eng.	29465.00	
8	Shri I.D. Pathak	Sub Eng.	27243.00	
9	Shri R.K. Jain	Sub Eng.	24880.00	
10	Shri Y.S. Kurmi	Sub Eng.	27305.00	
11	Shri B.L. Mishra	Sub Eng.	26213.00	
12	Shri A.K. Pateriya	Sub Eng.	23470.00	
13	Shri M.K. Richhariya	Sub Eng.	21450.00	
14	Shri N.K. Dhuriya	Sub Eng.	21889.00	
15	Shri Anupam Shukla	Sub Eng.	18841.00	
16	Shri B.L. Vishwakarma	Sub Eng.	22319.00	
17	Shri S.K. Yadav	Sub Eng.	16982.00	
18	Shri A.K. Mishra	Sub Eng.	16216.00	
19	Shri Y.K. Shukla	Sub Eng.	26213.00	
20	Shri S.S. Raghuwanshi	Sub Eng.	26213.00	
21	Shri P.C. Awashthi	Sub Eng.	16000.00	
22	Shri Pradip Nayak	Sub Eng.	16000.00	
23	Shri P.K. Sirothiya	Sub Eng.	26213.00	
24	Shri L.K. Bajpai	Asstt. Gr-II	18549.00	
25	Smt. Maya Devi Raikwar	Asstt. Gr-II	18922.00	
26	Shri S.K. Mandal	Asstt. Gr-II	17424.00	
27	Shri Indrapal Singh Parmar	Asstt. Gr-II	18392.00	
28	Shri M.L. Ahirwar	Asstt. Gr-II	17419.00	
29	Shri Mohd. Anwar Khan	Asstt. Gr-II	17016.00	
30	Shri D.C. Kori	Asstt. Gr-II	14092.00	
31	Shri Imtiyaz Ali	Asstt. Gr-II	17533.00	
32	Shri R.K. Matele	Asstt. Gr-II	18549.00	
33	Shri V.k. Dubey	Asstt. Gr-III	15522.00	
34	Smt. Deepa Khare	Asstt. Gr-III	15325.00	
35	Smt. Usha Mishra	Asstt. Gr-III	14196.00	
36	Shri R.K. Shukla	Asstt. Gr-III	14249.00	
37	Shri K.P. Banshkar	Asstt. Gr-III	13228.00	
38	Shri Rafat Ullah	Asstt. Gr-III	13296.00	

39	Shri Beni Prashad Adiwashi	Asstt. Gr-III	11811.00	
40	Shri B.K. Gupta	Asstt. Gr-III		
41	Shri S.K. Khare	A.D.M.	18111.00	
42	Shri C.L. Prajapati	Tracer	16355.00	
43	Shri R.k. Chourha	Tracer	16203.00	
44	Shri K.N. Bahroliya	Tracer	11608.00	
45	Shri R.P. Pandey	Tracer	5339.00	
46	Shri Amir Mohd.	Peon	12272.00	
47	Smt. Shanta Raikwar	Peon	11404.00	
48	Shri Ganpat Lal Jatav	Peon	11080.00	
49	Shri Ram Sharan Ahirwar	Peon	11137.00	
50	Shri Hakim Singh	Peon	10769.00	
51	Shri Raman Kumar Kushwaha	Peon	10687.00	
52	Shri Anil Kumar choudhri	Peon	10687.00	

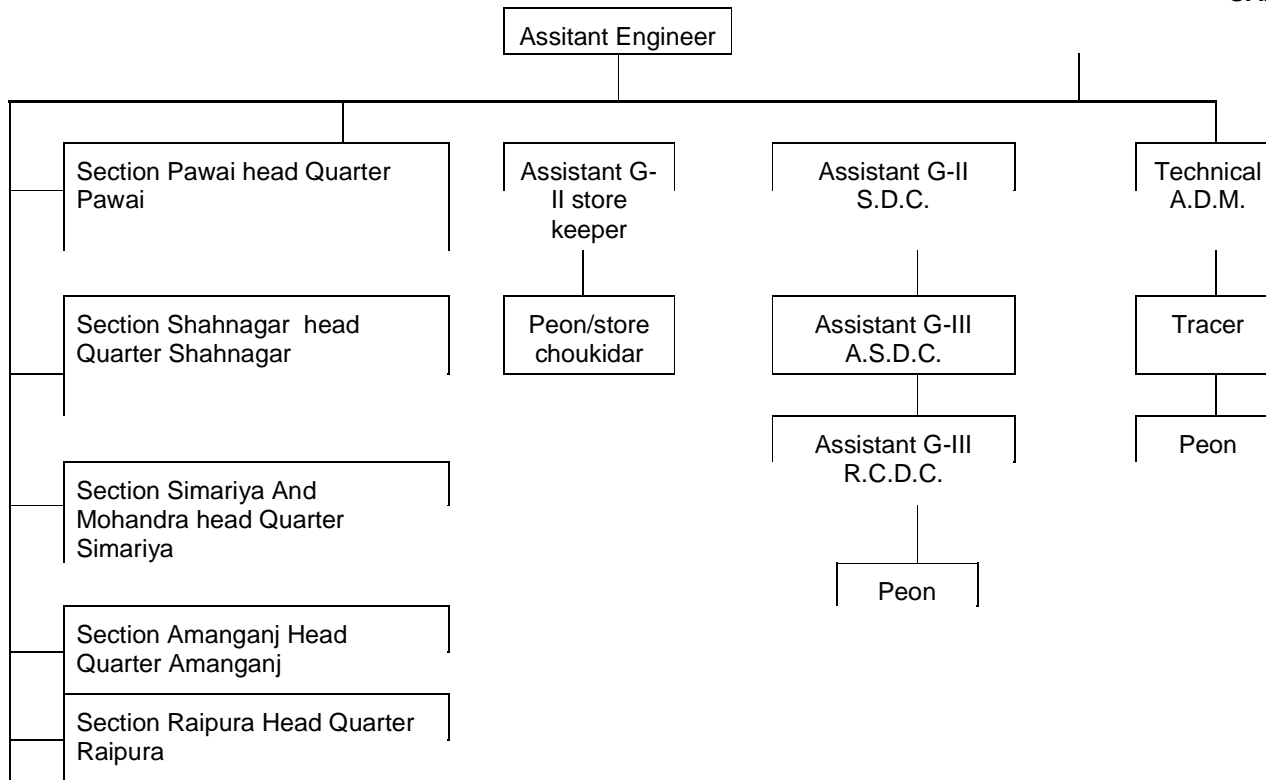
11- Annual Budget allocation and Expenditure statement(to belinked with treasury Data Bank) U/S 4.1(b)(xi).

S.No.	Budget Head	Name of work	Year	Allocation in lacs	Expenditure Lacs
1	24/3054 State high-way road pay work	State High-Way Road	2010-11	-	-
2	24/3054 MDR-Pay work	MDR	2010-11	-	-
3	67/2059 Non Reside Building Pay work	Non Reside Building	2010-11	-	-
4	67/2059 Special repair	Special Repair	2010-11	-	-
5	67/2059 Stock	Stock	2010-11	-	-
6	67/2059 RTC and Pay work	RTC and P	2010-11	-	-
7	67/2059 Telephone	Telephone	2010-11	-	-
8	67/2059 circuit house	circuite house	2010-11	-	-
9	67/2059 Expen. Of pol and Diesel	Expen.of pol and Diesel	2010-11	-	-
10	67/2059 Office Expen.	Office Expen.	2010-11	-	-
11	67/2059 Minor original work	Minor orignal works	2010-11	38.78	37.68
12	67/2216 Residencies Building pay work	Residencies Buildings	2010-11	-	-
13	67/2216 Special Repair	Special Repair	2010-11	-	-
14	67/2059 Miscellaneous	Miscellaneous	2010-11	3	2.85
	Total		2010-11	-	-
15	24/5054(5139) MDR	MDR	2010-11	200.00	200.00
16	24/5054(1222) Village Road	Village Road	2010-11	36.26	36.26
17	24/5054(2457) M.N.P work	M.N.P. Work	2010-11	130.62	130.62
18	76/5054(6590) Nabard	Nabard road	2010-11	-	-
19	24/5054(948) CRF Work	CRF Work	2010-11	-	-
20	42/5054 (6590) Nabard	Nabard	2010-11	42.91	42.91
21	64/5054(9002) Harijan Dominated plan	Harijan Dominated Plan	2010-11	26.65	26.18
22	67/4059 Court Room	Court Building	2010-11	-	-
23	19/4210 Primary health centre	Primary Health centre	2010-11	2.05	2.05
24	64/4210 C.H.C.	C.H.C.	2010-11	11.6	11.6
25	86/4059 11th Fiance department	11th fiance department building	2010-11	-	-
26	67/4211 Primary health center	Primary Health centre building	2010-11	-	-
27	Total Non Budgeted		2010-11	-	-
28	2071 Pension Gratuity	pay	2010-11	-	-
29	8011 G.I.S.	pay	2010-11	-	-
30	8009 D.P.F.	PAY	2010-11	-	-
31	8443 Family Benefit fund	pay	2010-11	-	-
32	8443 Deposit Works	Works	2010-11	-	-
	Total			-	-
	Grand Total			-	-



## Function and Duties of Sub Divisional Offices P.W.D. Sub Division Pawai

SAMPLE -IIIrd

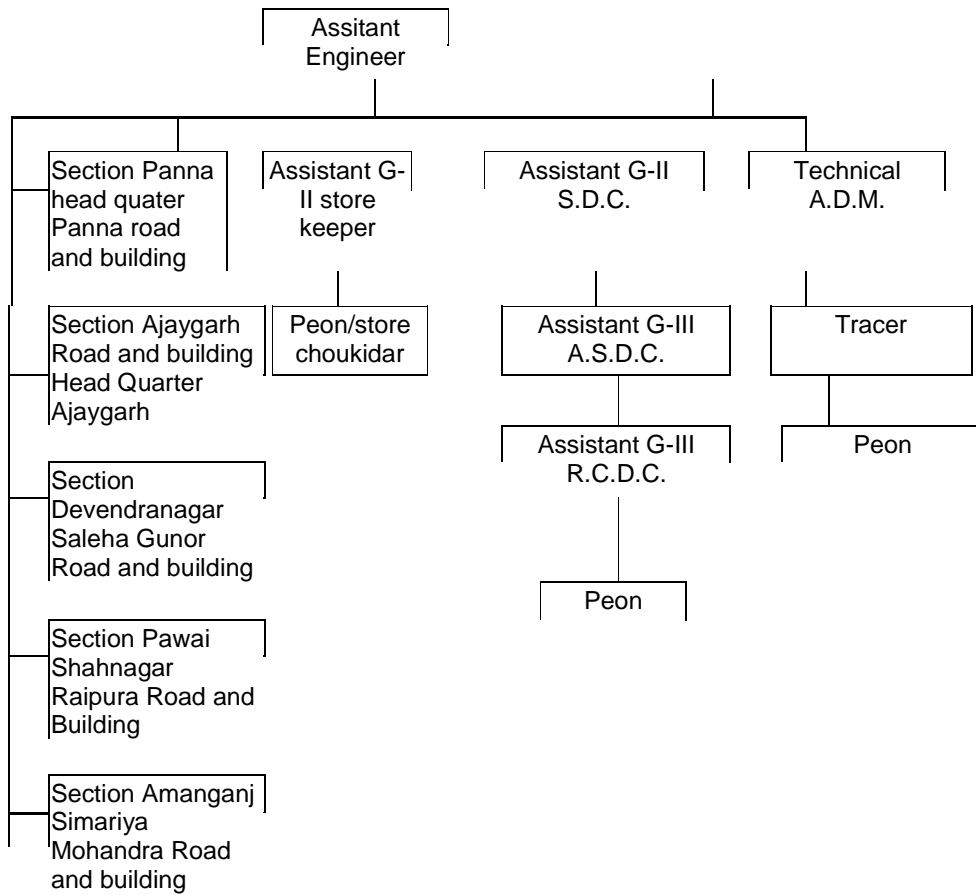


### INDECATION

information as per sanction strength

<b>S.D.O.:-</b>	<b>1</b>
<b>Sub Eng.:-</b>	<b>5</b>
<b>A.D.M. :-</b>	<b>1</b>
<b>Tracer :-</b>	<b>1</b>
<b>G-II :-</b>	<b>2</b>
<b>G-III :-</b>	<b>2</b>
<b>Peon :-</b>	<b>2</b>

## Function and Duties of Sub Divisional Offices P.W.D. Sub Division E/M Panna SAMPLE -IIIrd



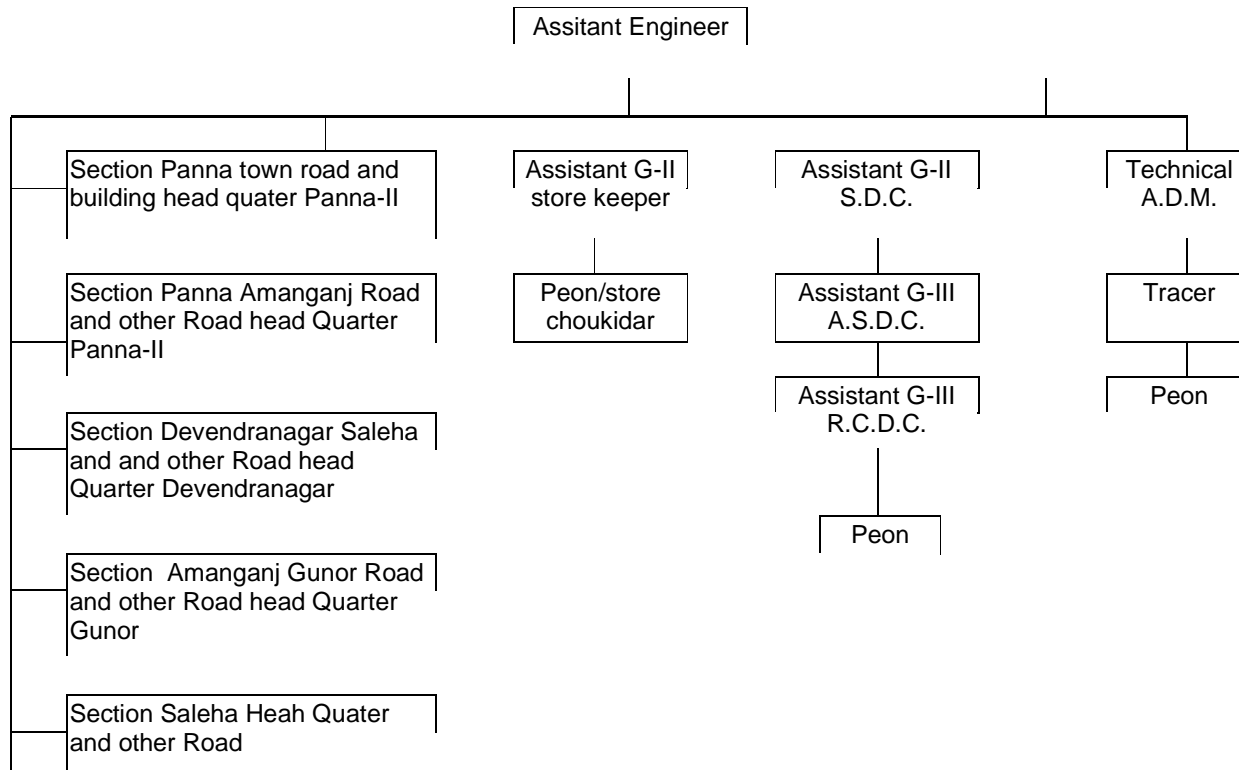
### INDECATION

information as per sanction strength

S.D.O.:-	1
Sub Eng.:-	5
A.D.M. :-	1
Tracer :-	1
G-II :-	1
G-III :-	2
Peon :-	2

## Function and Duties of Sub Divisional Offices P.W.D. Sub Division Panna-IInd

SAMPLE -IIIrd

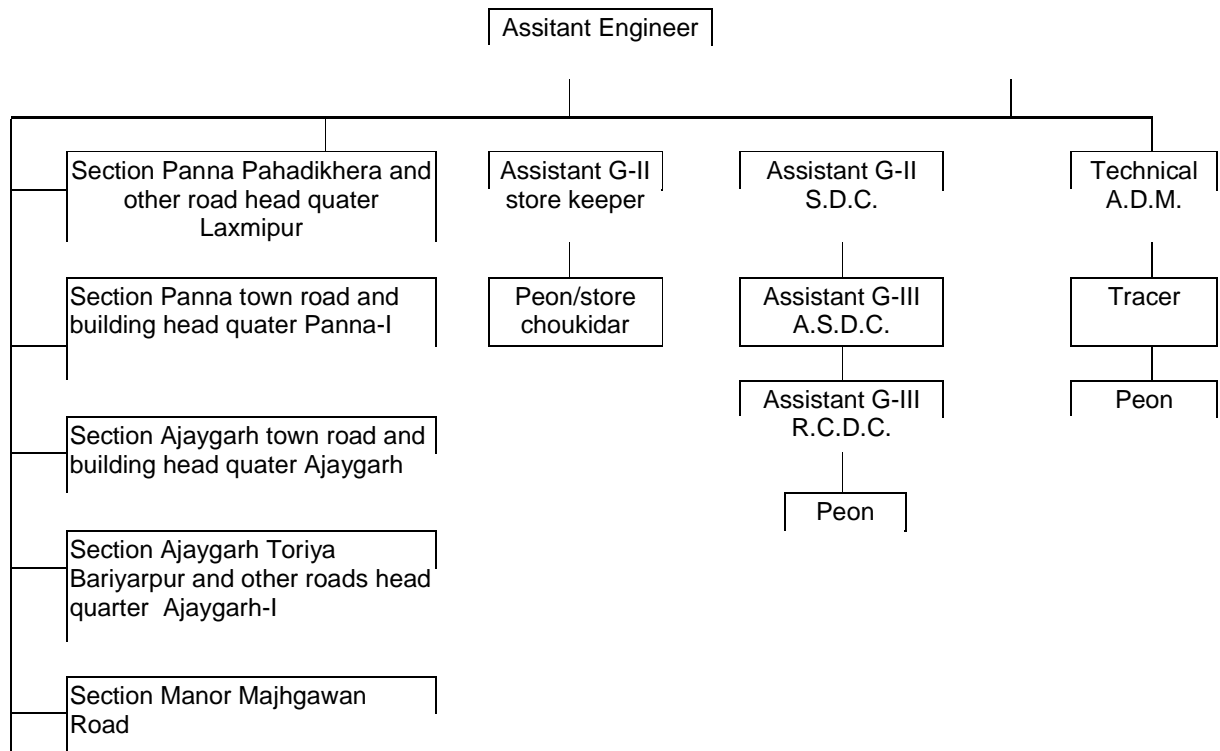


### INDEICATION

information as per sanction strength

<b>S.D.O.:-</b>	<b>1</b>
<b>Sub Eng.:-</b>	<b>5</b>
<b>A.D.M. :-</b>	<b>1</b>
<b>Tracer :-</b>	<b>1</b>
<b>G-II :-</b>	<b>2</b>
<b>G-III :-</b>	<b>2</b>
<b>Peon :-</b>	<b>2</b>

## Function and Duties of Sub Divisional Offices P.W.D. Sub Division Panna-I SAMPLE -IInd

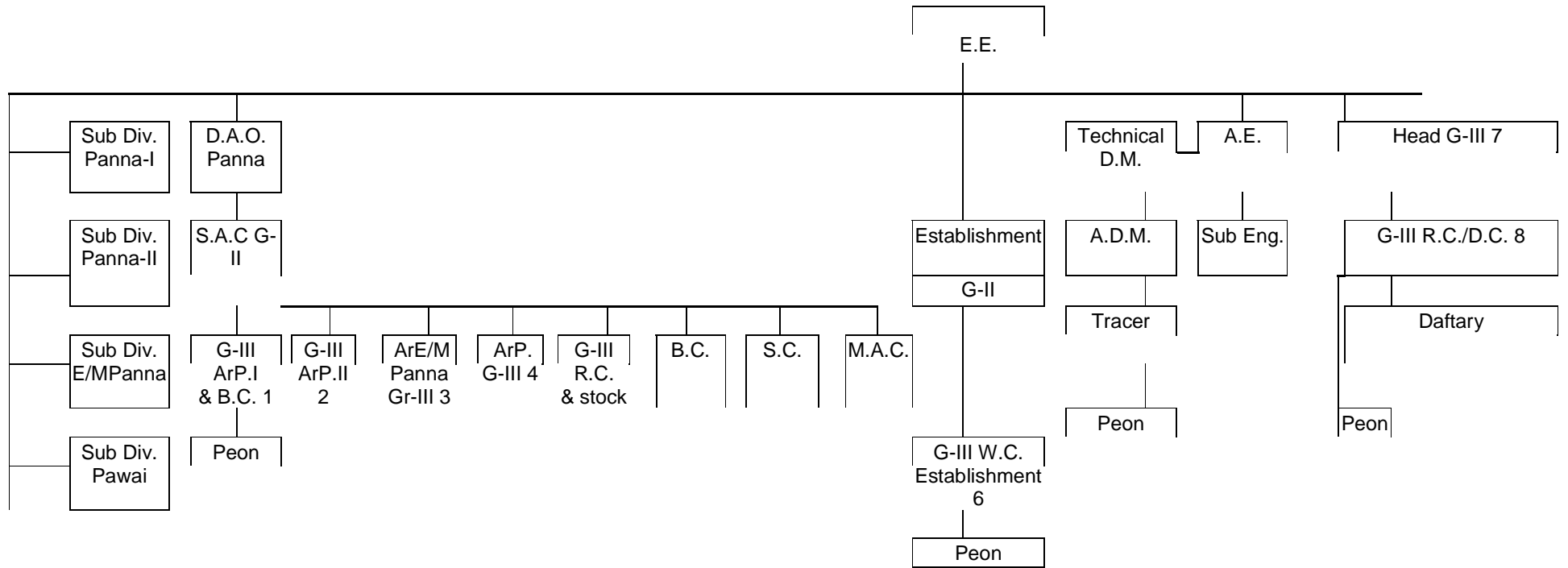


### INDECATION

information as per sanction strength

<b>S.D.O.:-</b>	<b>1</b>
<b>Sub Eng.:-</b>	<b>5</b>
<b>A.D.M. :-</b>	<b>1</b>
<b>Tracer :-</b>	<b>1</b>
<b>G-II :-</b>	<b>2</b>
<b>G-III :-</b>	<b>2</b>
<b>Peon :-</b>	<b>2</b>

**ORGANIZATION SET-UP  
FUNCTIONS AND DUTIES OF P.W.D. DIVISION OFFICE PANNA US4.1 (b)(i)**



**INDEICATION**

information as per sanction strength

<b>E.E.:-</b>	<b>1</b>
<b>D.A.O.:-</b>	<b>1</b>
<b>A.E.:-</b>	<b>1</b>
<b>Sub Eng. :-</b>	<b>1</b>
<b>D.M. :-</b>	<b>1</b>
<b>A.D.M. :-</b>	<b>1</b>
<b>Tracer :-</b>	<b>1</b>
<b>G-II :-</b>	<b>2</b>
<b>G-III :-</b>	<b>8</b>
<b>Daftary :-</b>	<b>1</b>
<b>Peon :-</b>	<b>4</b>