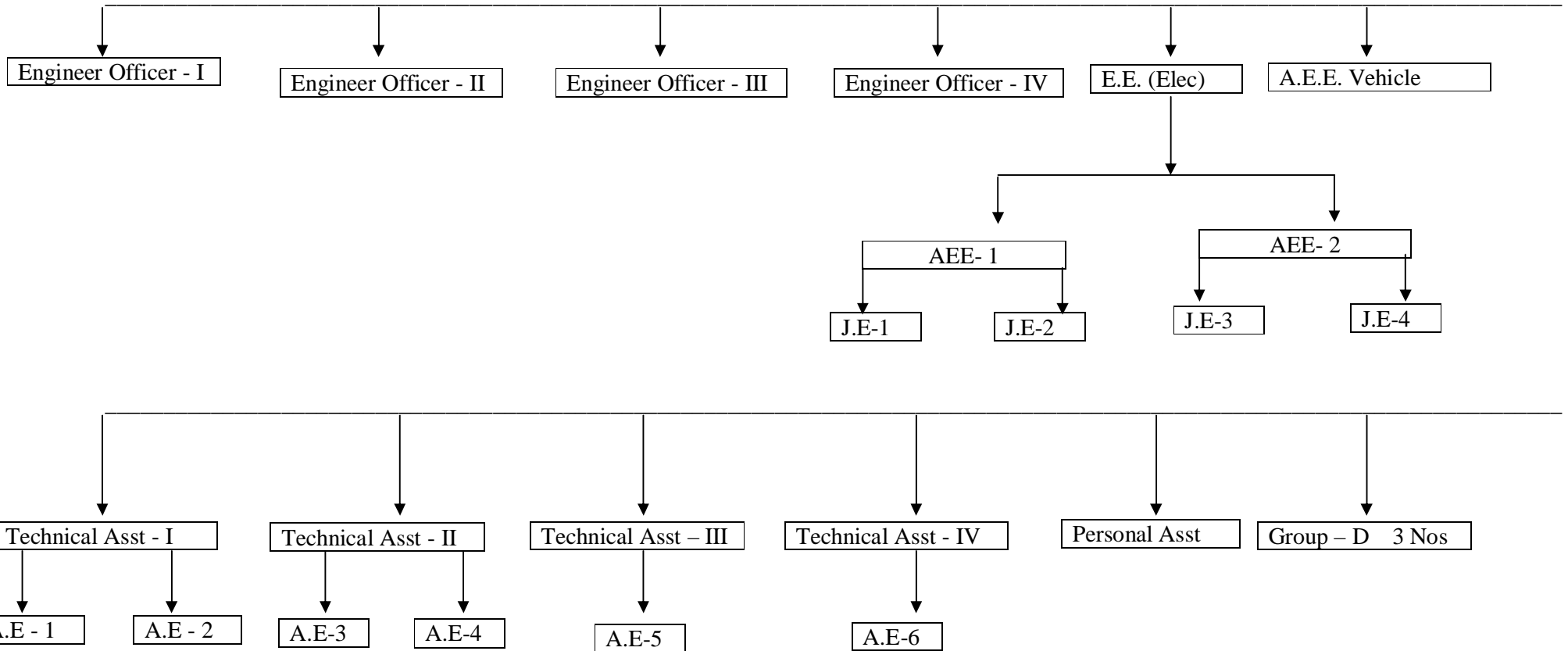


ORGANIZATION CHART OF ENGINEERING - SECTION IN BDA

COMMISSIONER

ENGINEER MEMBER



DUTIES AND RESPONSIBILITIES OF ASSISTANT EXECUTIVE ENGINEER IN BANGALORE DEVELOPMENT AUTHORITY

1. Execution of work assigned to the Sub Division.
2. Daily inspection of the layout / area assigned.
3. Identification and protection of BDA land.
4. Issuing of Building Licenses permission for road cutting under Sub Division level.
5. Submission of C D Report for intermediated corner and C A Sites.
6. Submission of estimates, inspection of works
7. Checking measurements of Bills.
8. Issuing of Notice to the unauthorized Construction/Violation of Building Byelaws.
9. Review of works under progress / programmed at Sub Division level.
10. Correspondence with the other Civic bodies towards providing basic amenities to the layout and reporting to the higher office.
11. Reporting of unauthorized Constructions in the layout identified by Assistant Engineer to the higher officer and to initiate action for removal of the same.
12. Reconciliation of land under the jurisdiction of the Sub Divisions.
13. Maintaining property register of the land, Residential and Commercial Sites (Both intermediate & Corner) and C A Site etc.
14. Submission reports and replies to the applications received from General Public and also from the other officer.
15. Maintaining the Sub Divisional Office records weekly.
16. Review of paper / files received and submission of reports.
17. Submissions of notification for auction of Corner / Intermediate sites.
18. Submission of PWR for Court case and filling of vacalath for the cases pertaining to the sub division.
19. Replies to the RTI received in the sub division.
20. To arrange for recovery of property with all concurrence.

21. Submission of revised estimates / work slip / EIRL.
22. Release of sites of the approved private layout.
23. Maintenance of list of private layout. Details of the C A sites / Relinquishments deed of the same.

DETAILS AND RESPONSIBILITIES OF EXECUTIVE ENGINEERS

1. Inspection of works of sub-divisions.
2. Review of works of sub-divisions.
3. Approval of plans for which powers are delegated.
4. Scrutiny of estimates and onward submission to higher authorities.
5. Preparation of tender schedules, issue of tender notification, receipt of tenders and opening of tenders.
6. Acceptance and passing of bills submitted by the Assistant Executive Engineers.
7. Maintenance of accounts / Division Bill Register, Custodian of Bank Guarantees, authority for Execution of Agreements and Issue of work orders.
8. Co-ordinating Officer between BDA and other departments like BBMP, BESCOM, BWSSB, Railways etc.
9. Inspection of buildings and recommendation for issue of Commencement Certificate and Occupancy Certificate.
10. Monitoring of sub ordinate Officers / Officials and recording of annual performance reports of all the sub ordinate Officers / Officials.
11. Inspection and recommendation for allotment of marginal lands.
12. Key role in formation of layouts from the stage of preparation of Scheme report, execution of layout works, preparation and submission of list of sites for allotment for general public as well as farmers (incentive sites).
13. Key role in initiation of any major project.
14. Submission of progress reports / attend review meetings with higher Officers.
15. Submission of reply for Audit paras.
16. Submission of all reports / files / papers initiated by the Assistant Executive Engineers to higher Officers
17. To co-ordinate is recovery of BDA properties with other Officers.
18. Submission of work slip / EIRLs / revised estimates.
19. Execution of relinquishment deeds of private layouts.

20. Preparation of programme of works, preparation of Budget estimates, programme of auction of Corner / Intermediate / Commercial sites.
21. Monitoring of RTI application, legal and Lokayuktha matters.
22. Any works assigned by higher Officers.

DUTIES OF RESPONSIBILITIES OF TECHNICAL ASSISTANTS

1. Verification of processed and scrutinized estimate, Technical sanction, DTS, Tender and other connected works of Time Extensions, EIRL, Completion Certificate etc., submitted by the case workers and to submit to the superior officers.
2. Verification of building plans, release of plans after approval, processing of files pertaining to issue of Commencement Certificate and Occupancy Certificate.
3. Attending correspondence files submitted by different offices and submitting the same to superior officers.
4. Attending verifying and forwarding replies of RTI, Human Rights, Cour case, Lokayuktha etc., submitted by the case workers.
5. Arranging and attending meetings pertaining to TSC, Negotiation of Tender, Consultancy Services etc., called by the superior officers.
6. Preparation of Authority Notes for different works in Engineering Section as assigned by Engineer Member.
7. Compilation of Budget of Engineering section received from divisions and put up for approved of programme of work.
8. Maintenance of attendance under Engineering Officer Section and sending monthly attendance for drawing salary.
9. Registration of contractors under BDA.
10. Attending Public grievances.

11. Preparing and submitting replies to L.A and L.C. Question.
12. Any work assigned by higher officers.

DUTIES OF RESPONSIBILITIES ASSISTANT ENGINEER

1. Maintenance of Records in Head Office.
2. Processing and scrutiny of Estimate, Technical Sanction, Scrutiny of DTS, Tenders etc.
3. Processing of Building Plans, and Release of plan after approval and processing of issue of Commencement Certificate and Occupancy Certificate file.
4. Processing of Correspondence file submitted by different office and submission to higher officer.
5. Processing of Contractor license file and Release of license.
6. Attending files of RTI, Human right, Court Cases, Lokayuktha etc.
7. Any other work entrusted by Higher officer.

DUTIES OF RESPONSIBILITIES ENGINEER OFFICER

1. Inspection of works, Review of works.
2. Issue of Demolition orders for encroachments.
3. Verification and recommendations of Estimates, Draft Tender Schedule (DTS) Tenders, Bills, Board Notes.
4. Inspection and recommendation for approval of Building plan, Commencement Certificate and Occupancy Certificate for private and C A sites and parks.
5. Inspections and recommendations for release of sites in Private layout, Bit of land etc.
6. PLO for RTI.

7. Meeting of inter Department.
8. Monitoring the performance of subordinate officers.
9. Submission of annual performance report (C.R) of all subordinate officials.

DUTIES OF RESPONSIBILITIES OF ASSISTANT ENGINEER / JUNIOR ENGINEER'S AT FIELD AND IN SUB DIVISION OFFICE.

1. Conducting survey work, preparation of estimates and drawings to take up fresh works.
2. Submission of estimate and obtaining sanction to the estimate from the competent authority.
3. Submission of proposal for direct entrustment of works on piece work system.
4. Submission of proposal to entrust the works (construction works and consultancy services) on single source system (direct entrustment) as per the provision in the KTPP Act.
5. Fixing mark out for execution of fresh work (work take up on piece work system and on tender).
6. Taking pre measurement and susceptible measurements of executed work in field book and recording it in measurement books.
7. Submission of running bills and final bills for making payment and close the contract.
8. Preparation of revised estimates / work slips / EIRL to obtain approval of competent authority.
9. Preparation of completion certificate for completed works.
10. Maintenance of MAS account.
11. Maintenance of Tools and Plant.
12. Inspection, supervision and maintenance of buildings, works coming in the jurisdiction.

13. Accepting grievances of public and attending the request / problems as per the instructions of sub-divisional officer.
14. Preparation of Annual maintenance estimate for roads, flyover, underpass and buildings coming in the jurisdiction.
15. Maintenance of property register.
16. Inspection of buildings (including high rise buildings) and reporting of violation (bye laws) to sub-divisional officer.
17. Recommendation for issue of Occupancy Certificate and completion certificate for the buildings.
18. Watching BDA property (CA Site, Park etc) and reporting unauthorized constructions to the sub-divisional officer.
19. Taking part in demolition of buildings and any other encroachments in BDA property along with higher officers.
20. Submission of MAS account, MB returns and log book extract of the machineries.
21. Maintaining tappal register (inward and Outward).
22. Handing over of charges to the successor (list of completed works, status of on going works, proposed fresh works, measurement books, copy of sanction estimate, correspondence files etc).