

VOLUME 1 - RULES

CHAPTER I - ESTABLISHMENT

Section 1. - Applicability

1.001. This Manual is applicable to the following departments and such other departments which the Government may notify :-

- (i) Water Resources Department.-
- (ii) Public Works Department.
- (iii) Public Health Engineering Department.

Section 2.-Functions of Departments

1.002. The functions of the above departments are generally as follows :-

- (a) **Water Resources Department.-** The Water Resources Department is the principal water conservation agency of the Government of Chhattisgarh and is responsible for utilisation of water resources for irrigation purposes of the State. The Water Resources Department is responsible for the following :-

Collection of hydrological data for planning of water resources.

Evaluation and preparing programme for utilisation of surface and sub-surface water resources of the State.

Undertaking research activities for materials of construction and model studies of hydraulic.

Carrying out surveys, design, construction and maintenance and modernisation of major and multipurpose irrigation and hydro-electric works, medium and minor irrigation schemes and flood control works.

Carrying out works assigned in the Command Area Development.

Any other work assigned from time to time.

- (b) **Public Works Department.-**The Public Works Department is the principal agency of the Government of Chhattisgarh responsible for the following :-
Architecture.

Surveys, design, construction, improvement and maintenance of roads and bridges of the State.

Design, construction and maintenance of public buildings of the State.

Carrying out works assigned in the Command Area Development.

Any other work assigned from time to time.

- (c) **Public Health Engineering Department.**-The Public Health Engineering Department is the principal agency of the Government of Chhattisgarh responsible for the following:-

Preparation and execution of the water supply and sanitation projects in the State, maintenance of which may be done either by itself or through local agencies.

Carrying out works assigned in the Command Area Development.

Any other work assigned from time to time.

Section 3.- Organisational Set-up

- 1.003. Engineer-in-Chief and Chief Engineer shall be Heads of Department. The Engineer-in-Chief of works department shall be from Civil Engineer cadre. The E.-in-C. will have overall supervisory powers over all the activities of the department and shall be responsible to the Government for proper functioning of the department.
- 1.004. The C.E.s in charge of Zones/Basins will have under them Circles/Divisions/Sub-Divisions as sanctioned by Government. In addition other formations such as Research, Designs, etc., may also be constituted as required.
- 1.005. The requirement of Sub-Divisions/Divisions/Circles shall be assessed as per norms fixed by the State Government from time to time and on the basis of work load.

Chhattisgarh Irrigation Projects Board

- 1.006. (i) In view of the need for expeditious execution of Irrigation and Multipurpose Projects there shall be a Chhattisgarh Irrigation Projects Board (CIPB).
- (ii) The Board will be over all incharge of investigation, and preparation of project reports, preparation of river basin-Master Plans and construction of Major, medium Irrigation and Multipurpose Projects including their financial forecasts.
- 1.007. The constitution of the Chhattisgarh Irrigation project Board would be as given below :-

(i)	Chief Minister of C.G.	Chairman
(ii)	Ministers for Water Resources Department, C.G.	Member
(iii)	Minister for Finance, C.G.	Member
(iv)	Minister for Public works Deptt., C.G.	Member
(v)	Minister for Public Health Engineering Department, C.G.	Member
(vi)	Minister for Agriculture, C.G.	Member
(vii)	Chief Secretary, C.G.	Member
(viii)	Secretary, Finance Department, C.G.	Member

(ix)	Secretary, Water Resources and Energy, Deptt. C.G.	Member
(x)	Secretary, Public Works Department, C.G.	Member
(xi)	Secretary, Public Health Engineering Department, C.G.	Member
(xii)	Chairman, Chhattisgarh State Electricity Board	Member
(xiii)	Representative of Central Water Commission	Member
(xiv)	Representative of Central Electricity Authority	Member
(xv)	Engineer-in-Chief, Water Resources Deptt. C.G.	Member
(xvi)	Engineer-in-Chief, Public Health Engineer Department, C.G.	Member
(xvii)	All Chief Engineer, Water Resources Deptt. C.G.	Member

(i) The Board shall be assisted by a Secretary, a financial advisor, and such other staff as may be necessary.

(ii) The Board shall have its headquarters at Raipur. The Board shall have the powers to invite in its meetings such other officers as it may consider necessary.

2. The Board shall be assisted by the "Executive Committee" and "Technical Advisory Committee" which shall be formed as below :

EXECUTIVE COMMITTEE

(i)	Chief Secretary, C.G.	Chairman
(ii)	Secretary, Finance Department, C.G.	Member
(iii)	Secretary, Water Resources and Energy, Deptt. C.G.	Member
(iv)	Secretary, PHE Deptt.	Member
(v)	Chairman, Chhattisgarh State Electricity Board, C.G.	Member
(vi)	Engineer-in-Chief, Water Resources Deptt., C.G.	Member
(vii)	All Chief Engineer, W.R.D., C.G.	Member
(viii)	Financial Advisor	Member
(ix)	Secretary, Chhattisgarh Irrigation Projects Board	Member Secretary

TECHNICAL ADVISORY COMMITTEE

(i)	Engineer-in-Chief, Water Resources Deptt., C.G.	Chairman
(ii)	Engineer-in-Chief, Public Works Deptt., C.G.	Member
(iii)	All Chief Engineer, W.R.D., C.G.	Member
(iv)	Chief Engineer (Civil) (C.S.E.B.)	Member
(v)	Secretary, Chhattisgarh Irrigation Projects Board	Member Secretary

1.008. The functions and powers of Chhattisgarh Irrigation Projects Board and Executive Committee are given in Appendix-1.01.

1.009. Deleted.

Inter-State Control Boards

- 1.010. There shall be Inter-State Control Boards for Inter-State Projects as may be constituted by the Government from time to time.

Section 4.- Administrative Structure

- 1.011. **Engineer-in-Chief.**-The Engineer-in-Chief is the professional adviser to the Government and is responsible for the overall working of the department. He will also be the coordinating authority amongst the Chief Engineers.
- 1.012. **Chief Engineer.**-The Chief Engineer is the Head of Department in respect of administration and control of staff within his jurisdiction.
- 1.013. **Circle.**-The administrative unit of the department is the Circle in charge of a S.E., who is responsible for execution and management of works, within his Circle.
- 1.014. **Division.**-
- (a) The executive unit of the department is the Division in charge of an E.E. who has cleared the account examination prescribed for the A.E.s The E.E. is responsible for execution and management of works within his Division.
 - (b) The Divisional Officer, as a primary disbursing officer of the Division, shall be responsible for all financial transactions of the whole Division and for the proper maintenance of accounts. He is further required to submit his accounts to the Accountant General every month by a fixed date for audit and incorporation in the general accounts. He is also responsible to ensure that the accounts of his Division are not allowed to fall into arrears.
- 1.015. **Sub-Division.**-The Division is divided into Sub-Divisions. Each Sub-Division shall be in charge of an Assistant Engineer, who has cleared the prescribed accounts examination. The Sub-Divisional Officer is responsible to the E.E. for management and execution of works, within his Sub-Division.
- 1.016. **Section.**-A Sub-Division is divided into Sections under charge of Sub-Engineers, who shall be responsible for the management and execution of works, in their respective Sections. The Sections, their limits and headquarters will be fixed by the E.E. No Sub-Engineer shall be given charge of a Section unless he has undergone the prescribed training programme or has cleared the Accounts examination.

Section 5.-Classes of Establishment

- 1.017. The establishment of the department is divided as follows:-
- C.G. Engineering Services Class- I and II.
 - C.G. Engineering Department Class-III Non- Technical and Technical (Executive and Non-Executive) Services.
 - C.G. Engineering Department Class-IV services.

- 1.018. The Class-III Non-Technical Establishment generally refers to the ministerial posts while the Technical Non-Executive Establishment refers to various technical posts in the offices. The Technical Executive Establishment is sanctioned for supervision and carrying out works in field formations.
- 1.019 The posts under the establishments mentioned above are created by the Government from time to time on permanent or temporary basis according to needs which form the cadre strength of the services of the respective department.
- 1.020. The scales of staff admissible for offices of the E.-in-C., C. E., S.E., E.E., S.D.O. and Canal Deputy Collector are given in Appendices 1.02 to 1.05. For other offices, the staff will be sanctioned as per actual requirements in each case.
- 1.021 The posts required under the revenue establishments of Water Resources Department, viz., Canal Deputy Collectors, Irrigation Inspectors and Amins are sanctioned by Government on the basis of norms of work load vide Appendix 1.06. The posts are sanctioned in bulk with reference to the total area under irrigation and distributed among the field formations according to their actual requirements.

Section 6.- Categories of Posts (State Wide/Non-State Wide)

- 1.022. **Gazetted.**-The Class-I and II Gazetted establishment of the departments is as shown in Appendix 1.07. These are State-wide cadre posts. The posts of E.-in-C., C.E. and S.E. are classed as Administrative posts.
- 1.023. **Class-III Non-Gazetted.**-The Non-Gazetted Technical and Non-Technical Establishment in the various offices of the departments are categorised as State wide and Non-State-wide cadres and are shown in Appendix 1.08.
- 1.024. **Class-IV Establishment.**- The Class –IV establishment of the department is generally of the following grades:-
 Daphtery,
 Jamadar,
 Peons,
 Pressmen and Blue Printers,
 Laboratory Attendant,
 Security Guard
 and other posts which may be brought under this class from time to time. These are Non State-Wide cadre posts.

Section 7-Appointments, Promotions, Confirmation and Gradation List

- 1.025. All appointments and promotions, both in Gazetted and Non-Gazetted posts, will be governed by the provision in the relevant recruitment rules shown below and standing orders of Government issued from time to time:-
 C.G. Public Works Engineering (Gazetted) Service Recruitment Rules, 1969.

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- C.G. Public Health Engineering (Gazetted) Service Rules, 1980.
- C.G. Irrigation Service (Gazetted) Recruitment Rules, 1969.
- C.G. Public Works Department (Non-Gazetted) Service Rules, 1972.
- C.G. Public Health Engineering Department (Non-Gazetted) Service Recruitment and Conditions of Service Rules, 1976.
- C.G. Irrigation Department (Non-Gazetted Recruitment Rules, 1969.
- C.G. Class-IV Services on the establishment of Public Health Engineering Department-Recruitment Rules, 1980.

Confirmation

- 1.026. A calendar indicating the action to be taken by various offices regarding collection of confidential reports/personal registers, completing the proceedings of the D.S.C. and confirming the incumbents is given at Appendix 1.35.

The E.-in-C. shall fix the calendar for such of the posts which are not included in appendix 1.35 or may be sanctioned from time to time.

Gradation List

- 1.027. A gradation list for each class of establishment under permanent and temporary services shall be published separately as on the 1st April every alternate year. Changes to this list shall be published in other alternate years in which full list is not published.
- 1.028. The Government publishes the gradation lists of gazetted officers in each cadre.
- 1.029. The E.-in-C. will publish the gradation lists of State-wide cadre posts in the Non-Gazetted establishments under his control.
- 1.030. The C.E. will publish the gradation lists of Non State-wide cadre posts which are administered by him in his Basin/Zone/Project.
- 1.031. The S.E. will publish the gradation list of Non State-wide cadre posts which are administered by him in his circle.
- 1.032. A return showing the details required for the preparation of gradation list (Appendix 1.09) shall be initiated by the Head of the Office by 10th April so as to reach the authority publishing the gradation list by 31st May.

Section 8.- Transfer of Government Servants

- 1.033. Detailed instructions on transfer are contained in G.B.C. 1-6.
- 1.034. Liability to transfer any where in the State when necessary in the interest of public service, is a condition of employment of every government servant in the department

and no option will be allowed.

- 1.035. The transfer of Government servants is made as per policy laid down by State Government from time to time.
- 1.036. As far as possible, E.Es., S.D.Os. and Sub-Engineers, who are in charge of construction of a project, should not be transferred till the completion of the project. Transfers should be particularly avoided when nala closure works are in progress unless there are special reasons or circumstances to do so. When a transfer of any of the above officers is ordered by the competent authority, it should be the responsibility of the officer/official in-charge to render completion report of the work executed in his incumbency up to the time of his transfer and give a detailed account of it in his handing over note to his successors.
- 1.037. The S.E. is competent to depute/direct one or more sub-engineers and A.Es. within his circle for some definite period on any work which calls for additional persons for supervision, management, etc.

Powers of Officers

- 1.038. The E.E. is competent to transfer any official other than S.D.Os. within his Division.
- 1.039. The S.E. is competent to transfer A.Es Sub-Engineers and other Non-Gazetted staff within his Circle.
- 1.040. The C.E. is competent to transfer A.Es./ Sub-Engineers and other Non-Gazetted staff within his Basin/Zone/Project.
- 1.041. The E.-in-C. is competent to transfer A.Es./Sub-Engineers and other Non-Gazetted staff from one Basin/Zone/Project to another.

Section 9.-Code of Conduct

- 1.042 The Works Department employees are governed by C.G. Civil Services (Conduct) Rules, 1966 and Chhattisgarh Vinirdishta Bhrastra Acharan Nivaran Adhiniyam, 1982.

Section 10-Confidential Reports

- 1.043. Instructions for initiation and submission of confidential reports for gazetted officers are given in G.B.C. I-7.
- 1.044. Instructions regarding confidential reports/ character rolls in Class-III/Class-IV officials are given in G.B.C. I-8

Section 11- Special Pay and Allowances

- 1.045. (a) A special pay of Rs. 20 per month is admissible to the Accounts Clerk working on the following posts in Sub-Division and Division Offices and also to noters and drafters in the Circle Office:-

Sub-Divisional Assistant	In Sub-Division Office
Store-keeper	do.....
Senior Accounts Assistant	In Division Office
Auditors	do.....
Establishment Assistant	do.....
Budget Assistant	do.....
Stock Assistant	do.....
Rent Assistant	do.....
Miscellaneous Accounts Assistant	do.....
Noters and Drafters	Six Asstt. of Circle Office assigned with job of noting and drafting in General and Establishment Sections.

Project Allowance and Other Allowances

- 1.046. Project allowance and project facilities to all categories of Government servants residing at work site on all major and medium irrigation projects under construction in state is regulated by the Chhattisgarh Finance Department Order No. B-11-61/13/R-II/IV, dated 23-5-1973 and subsequent orders from time to time issued by Government.

Travelling Allowance

- 1.047. Travelling allowance of officers/officials of the Works Department is regulated by the Chhattisgarh Travelling Allowance Rules.

The following further instructions should be observed by the works Department officers /officials:-

- (a) The traveling allowance bills of the staff of a Division should reach the Division Office by the 5th of the month succeeding that to which the claim pertains. Those which require the countersignature of the S.E., should be despatched to him not later than the 10th of the month.
- (b) In the bills, the column "Purpose of journey" should be completed in such a manner as to enable the controlling officer to accept the claim with confidence.
- (c) S.Os. and S.D.Os. should maintain a diary for each month showing therein briefly how they are occupied on each day of the month. The S.Os should submit their diaries to the S.D.Os and the S.D.Os. should submit theirs to the E.Es. for their perusal and orders, if any, by the 10th of the month following that to which the diary relates.

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- (d) When claims are disallowed, the reasons should be given.
- (e) Travelling allowance to appear at the superior Clerkship Examination will be allowed one time during a clerk's service.

Section 12- Leave

- 1.048 Leave is granted to Government servants in accordance with the provisions contained in the Fundamental Rules and Chhattisgarh Civil Services (Leave) Rules, 1977. Powers to sanction leave are indicated in Appendix 1.33.

Any Gazetted Officer who intends to proceed on leave should submit his application, to the authority competent to sanction, through his departmental superiors, six weeks prior to the date on which he intends to proceed on leave.

Casual Leave

- 1.049. The rules regarding the casual leave are contained in G.B.C. II-6. The authority granting leave shall maintain a register of such leave in form given in Appendix 1.21.

Section 13.- Pension

- 1.050. The retirement and pension of works Department Officers/Officials are governed by the Chhattisgarh Civil Services (Pension) Rules, 1976 as amended from time to time.

**Section 14.- Security from Government Servants
Working as Store-keepers and Cashiers**

- 1.051. Rule 282 of the Financial Code Vol. I lays down that except where exemption may be made by special or general orders of Government every cashier, store-keeper and any other subordinate, who is entrusted with the custody of cash, stores or other valuables, shall furnish security, the amount being regulated according to circumstances and local conditions in each case under the orders of the head of the department

Note.- Where personal surety is accepted, the continued solvency of the surety should be verified by the E.Es. and a certificate to this effect submitted to the S.Es. by the 15th May each year.

Section 15.-Examinations

Professional Examination and Language Examination for Assistant Engineers and Class II Technical Officers of the Works Department

- 1.052. The A.E.s and other technical officers in the Class-II services shall be required to pass professional examination in their respective disciplines, Language Examination (unless otherwise exempted) and the examination in the Public works accounts within three years of their joining the appointment.
- 1.053. These officers shall not draw their third or subsequent increments until they have passed the examinations. On passing these examinations they will draw the rate of pay that they would have attained if their increments had not been stopped, unless the Government directs otherwise. In special cases the Government may extend the period within which an officer is required to pass an examination.
- (A) On attaining the age of 45 years the Assistant Engineer will be exempted by the Engineer in Chief from passing the professional examination in Engineering and Accounts, and will be allowed to draw with effect from the 1st of the month in which they attain the age of 45 years, pay at the same rate that they would have otherwise drawn but for not passing the examination. They will, however, not be allowed to get, the financial benefit by way of arrears on account of annual increment for the period previous to the 1st of the month in which they attain the age of 45 years.
- (B) Provision stipulated in para 1.014/ 1.015 that a division Sub Division shall be incharge of an E.E/Assistant Engineer who cleared the prescribed Accounts Examination shall not get affected by the above relaxation
- 1.054. The rules and syllabuses for the departmental examination of A.E.s are given in Appendices 1.10 to 1.14. The E.-in-C. shall lay down the syllabuses for the examinations in other disciplines in respect of Class-II Technical Officers.

An A.E. is required to write up the accounts of a sub-division for three consecutive months. Having done this, he will be attached to a Division Office for a period of one month to learn how the Sub-Divisional accounts are dealt with in Division and are consolidated in the accounts of the Division. The controlling officer shall see that this training is imparted within the prescribed period. An entry to this effect shall be made in the service book.

Professional Examinations for Sub-Engineers and Other Class III Technical Officials

- 1.055. The Sub-Engineers and other Class III Technical Executive Officials will have to pass departmental examination in Engineering (unless otherwise exempted by the appointing authority) in their respective disciplines and in Accounts within three years of their joining appointment.

- 1.056. Every Sub-Engineer and other Class III Technical Executive Official who, within three years of the date of his joining, fails to pass the departmental examination in Accounts may be liable to be discharged forthwith provided that the appointing authority may, in any particular case, extend the period specified above by a period not exceeding two years.

A Sub-Engineer and other Class III Technical Executive Official who fails to pass the said examination within prescribed period and who has been permitted to pass such examination within the extended period shall not draw his third or subsequent increments on the time-scale until he has passed the examination. On passing the examination the increments withheld during the period under this rule shall be allowed to accrue, from the date of passing the examination without affecting the usual date of accrual of the increments.

- (A) On attaining the age of 45 years the Sub Engineers will be exempted by the Engineer-in-Chief from passing the department examination in Engineering and Accounts and will be allowed to draw with effect from 1st of the month in which they attain the age of 45 years, pay at the same rate that they would have otherwise drawn but for not passing the examination. They will however, not be allowed to get the financial benefit by way of arrears on account of an increment for the period previous to the 1st of the month in which they attain the age of 45 years.
- (B) Provision stipulated in para 1.015/1.016 that no Assistant Engineer/ Sub Engineer shall be given charge of a Sub Division/Section, unless he has undergone the prescribed training programme or has cleared the Accounts Examination, shall not get affected by the above relaxation.

- 1.057. The detailed rules and syllabuses for the examinations of Sub-Engineers, Civil/Electrical and Mechanical are given in Appendices 1.16 to 1.19 and 1.19A. The E.-in-C. will lay down the Syllabuses for the examinations of subordinates in other disciplines.

Superior Clerkship Examination

- 1.058. A departmental examination called the Superior Clerkship Examination is conducted for the members of the clerical establishment of the department in the following subjects :-

- (1) Precis.
- (2) Drafting.
- (3) Establishment.
- (4) Public Works Accounts.

The rules and syllabus for the examination are given in Appendix 1.20. The Assistants are appointed from those who have passed Superior Clerkship Examination referred to in Appendix 1.20 and in accordance with the procedure laid down in recruitment rules.

**Accounts Examination Conducted by
Director of Treasuries**

- 1.059 The members of the clerical establishment of the department may also, in their own interest, appear in the Accounts Examination conducted by the Director of Treasuries and Accounts, C.G. Those who pass the examination are allowed advance increments as prescribed by Government from time to time.

Section 16.-Training to Personnel

- 1.060. Every engineer on entering the service, shall receive an induction or orientation training for a period not exceeding three months. Thereafter, generally every engineer shall undergo a refresher course at an interval of 3 to 5 years.
- 1.061. The orientation training shall familiarise the officers with proper technical practices of the department and shall acquaint them with the accounts practice, rules, regulations and working of the department.
- 1.062. All classes of serving personnel of the department from the level of Sub-Engineers to S.E. shall have to undergo training as and when they are selected.
- 1.063. The S. Es. and E. Es. shall be nominated by the E.-in-C. The selection of candidates in other cadres for training will be done by the C. E.
- 1.064. The officers/officials attending the training shall be treated as on tour/duty and shall be entitled to usual T.A., D.A., etc.

The faculty members, guest faculty members and trainers who are required to deliver lectures, conduct tutorials, workshops, study tours, etc., shall also be entitled to usual T.A., D.A., etc., if they are Government servants of any department. The Engineers/Trainers/ faculty members/guest faculty members shall be given an honorarium of Rs. 100 per hour or as revised from time to time. A similar honorarium and T.A., D.A. shall be paid to others who are not Government servants.

**Deputation of Engineers for Higher Qualification
or Training**

- 1.065. The engineers in the department shall be encouraged to acquire, degree/post graduate degree or diploma/other higher qualifications or training during their service.
- The selected engineers shall be sent to any suitable University/Institute for the purpose. They shall be treated on duty and will draw their usual salary plus such allowances as sanctioned from time to time. Expenses for enrolment, examination fee, migration fee, hostel fee, and travel expenses in connection with training shall be borne by Government.
- 1.066. Permission to join part time classes may be granted by the Head of Department.

Deputation for Seminars, Workshops, Conferences, etc. within the Country and Abroad

- 1.067. The engineers in the department shall be encouraged to attend trainings, seminars, workshops, conferences, research sessions, etc., within the country and abroad.

An entry in this respect will be made in the service book and annual confidential report of the officer/ official concerned.

Membership of Professional Associations / Societies, etc.

- 1.068. To secure a process of continuing education the engineers in the department should be induced to enrol themselves for membership of the Professional Associations/Societies, etc., so that they can keep in touch with the latest developments. 50% of the fees paid by an engineer employee for life membership/fellowship of any two National or International Associations/Societies etc. approved by the state Government shall be reimbursed to him. An entry regarding such membership when acquired will be made in the service book of the engineer.

**Section 17.- Office Arrangements, Computer Laptops
Photo copiers, Typewriters, Plotters etc.**

- 1.069. DELETED.
- 1.070. DELETED.
- 1.071. DELETED.
- 1.072. DELETED.
- 1.073. DELETED
- 1.074. DELETED.
- 1.075. DELETED.
- 1.076. DELETED.
- 1.077. DELETED.
1. 078. DELETED.
- 1.079. DELETED.
- 1.080. DELETED.

1.081. DELETED.

1.082. DELETED.

1.083. DELETED.

1.084. DELETED.

1.085. DELETED.

1.086. DELETED.

1.087. DELETED.

Section 18.-Miscellaneous Touring and Inspections of Works

1.088. Detailed instructions regarding touring of officers are contained in G.B.C. II-12. The basic objectives of touring are :-

- (i) to gain familiarity with conditions prevailing;
- (ii) to bring about alertness in the working of subordinates;
- (iii) to inspect the work of subordinate authorities and bring out deficiencies if any, for immediate rectification, etc.;
- (iv) to solve local problems;
- (v) to dispose off maximum possible numbers of cases on the spot.

1.089. The controlling officers should therefore, fix the number of days per month for sustained touring expected of touring officers upto the Division level.

1.090. It is the duty of controlling officers to check the touring done by their subordinates. Every officer must submit to the controlling officer a monthly diary showing the work done by him on tour during the month by the 5th of the succeeding month to which the diary relates. Controlling officers should refer to this diary while passing the T.A. claims of the officers concerned. The S.E./C.E./E.-in-C. shall issue inspection notes immediately on completion of the tour.

1.091. A reference to the number and date of issue of the inspection note by S.E./C.E. should be given in their T.A. bills.

Transfer of Charge-Procedure for Handing Over

1.092. No officer or subordinate should delay making over-charge to his reliever; nor can he leave the station before the arrival of his successor without the previous permission of his immediate superior.

- 1.093. In case of any sudden casualty or a necessity arising for an official to quit his charge, the next senior official of the department present should take over.
- 1.094. The relieving official must bring to the notice of his superior officer, within three months, any deficiency or defects in work or stores taken over from his predecessor. Failure to do so will render him responsible for them, both as to quantity and quality, so far as he was in a position to ascertain it.

Charge Notes by Officers on Relinquishing Charge

- 1.095. In the interest of continuity and efficiency of administration/work it is essential that whenever an officer leaves his office either on leave, transfer or retirement he should leave for his successor, a charge note covering every branch of the administration/work and its problems. A copy of the note should be forwarded to the immediate superior officer.
- 1.096. The charge note should cover the following items as far as they are applicable :-
- (i) General nature of the functions of the office;
 - (ii) Brief details of works in progress and how they are being executed ;
 - (iii) Points which call for special attention:
 - (iv) Arrears of works in office. and which work calls for priority attention;
 - (v) Special instructions, if any, of higher officers in respect of works and administrative matters;
 - (vi) Establishment of the office and problems, if any, facing the establishment;
 - (vii) Budget position and action called for savings and excesses;
 - (viii) Accounts matters which may need special attention;
 - (ix) Pending bills of contractors, suppliers and other liabilities;
 - (x) Recoveries to be effected from contractors and others;
 - (xi) Position of revenue realisation ;
 - (xii) Position of pending estimates, administrative approval awaited etc. ;
 - (xiii) Other matters not covered by above.

Special Instructions for Divisional and Sub-Divisional Officers

- 1.097. In case of the transfers of Divisional and Sub Divisional charges the cash book and the register of undisbursed salary traveling allowance, or imprest account should be closed on the date of transfer and a note recorded in it, over the signature of both the relieved and relieving officers showing the cash and imprest balances and the number of unused cheques, made over and received in transfer by them, respectively. A copy of this note to gather with the following documents should be forwarded on same day to the S.E. in the case of Divisional or to the E.E. in case of sub Divisional charges:-
- (1) Transfer report Appendix 1.38 being used in the case of Sub Division charge.
 - (2) Receipt of stock, tools and plants surveying and mathematical instruments and other stores under the immediate charge of the relived officer, From A and B referred to in paragraph 22.2.2 of the C.P.W.A. code being used for Divisional and Sub Divisional charges respectively.

- 1.098. Receipts of cash and stores balances should be prepared by the relieved officer, but the relieving officer should note any inaccuracies therein so that, S.E. or E.E. as the case may be may pass such orders in respect of any deficient articles as may be necessary. A copy of the receipt may be given to the relieved officer, if desired by him.

Inspection and Handing Over Note

1. 099. It is the duty of the relieving officer to inspect with the relieved officer the records, cash, stores, works and materials at site of works in charge of subordinates; but in the case of the transfer of a Divisional charge, the relieved officer should accompany the relieving officer in the inspection of the outstations only when so directed by the S.E. The relieving officer should examine the accounts, count the cash, inspect the stores, and count, weigh and measure certain selected articles, in order to test the accuracy of the returns, and should examine the works in progress as to their quality; and as to their being in accordance with the sanctioned plans, estimates and should also record his opinion as to the correctness of the accounts of materials at site.
- 1.100. The relieved officer should give the relieving officer a list and memorandum showing all the works in hand and the orders remaining to be complied with and of such matters as particularly require his attention with full explanation of any peculiarity of circumstances, or apprehended difficulties. He should also furnish the relieving officer with a complete statement of all unadjusted claims, with the reasons for their not having been adjusted and a report as to any complication likely to arise owing to their non-adjustment.
- 1.101. The relieving officer, in reporting that the transfer has been completed, should bring to notice, anything irregular or objectionable that may have come officially to his notice. In the case of the transfer of a Divisional charge he should describe the state of the records, cash, stores and works, mentioning what outstations he has yet to inspect, and when he proposes to visit each.
- 1.102. A relieving Divisional Officer should mention specially in his transfer report whether the accounts may be considered fairly to represent the progress of the works.
- 1.103. In the case of the transfer of a Division, the report of completion of transfer should, except in special circumstances be submitted within a fortnight of such transfer. In the case of any disagreement between the relieved and relieving officer a reference should be made to the S.E.
- 1.104. The transfer report of a Sub-Divisional charge should, on receipt by the E.E., be scrutinised by him, any remarks necessary being entered in the column provided for that purpose. The report should then be forwarded to the S.E. who after passing such orders, as may be necessary, should return it to the E.E. for record in the Divisional Office.
- 1.105. If a Divisional or Sub-Divisional charge becomes vacant by the death or sudden departure of the officer-in-charge, the succeeding officer should take action as above and assume charge, forwarding to the S.E. or E.E., as the case may be, the receipts

which would otherwise be given to the relieved officer.

- 1.106. In the case of transfer of charges other than Division or Sub-Division, the E.E. should issue the instructions as to the works to be jointly inspected by the relieved and relieving officials.

Register of Incumbency

- 1.107. Every office shall maintain a register showing the period of incumbency of not only the officer who has held charge of that office but also of the several subordinate officials under it. The register should be posted and brought upto date as and when any change in incumbency takes place. Separate registers for officers and non-gazetted staff, if necessary may be maintained. The incumbency register in each office will be maintained as follows :-

Name of Office	Showing the Incumbency of
Sub-Division Office	S.D.O. and all staff attached to that office
Division Office	E.E., A.E.s. and other staff borne on the establishment of the Division Office.
Circle Office	S.E., E.E.s. and A.E.s. under the Circle and staff of the Circle Office
C.E.'s Office	C.E., attached officers and other staff of the C.Es Office. S.E.s., E.E.s. and A.E.s. of the Zone/Basin/Project.
E.-in-C.'s Office	E.-in-C. and all C.E.s., S.E.s., E.E.s. and A.E.s. and other Officers of the department and staff of E.-in-C.'s Office.

- 1.108. The E.E. will send a consolidated statement of incumbency annually to S.E. in the month of July every year. The S.E. will send to the C.E. a similar statement in August every year under intimation to E.-in-C. The changes during the preceding month shall be intimated by the following dates :

E.E. to S.E.	5 th of every month
S.E. to C.E.	10 th of every month
C.E. to E.-in-C.	15 th of every month

Public Holidays

- 1.109 The grant of public holidays is regulated by the order of State Government contained in G.B.C. II-4. Neither officers nor subordinates have the right to leave their charges and head quarters during such holidays without sanction of their superiors. Permission will ordinarily be granted only when arrangements have been made for carrying on all necessary routine work and important works in hand.

Address of Officers and staff

- 1.110. A list of addresses of all officers and staff members employed in an office will be maintained upto date. The changes if any in their residential addresses shall be intimated by them to the office soon after the change .

Leaving of Head Quarters/Station

- 1.111. No member of the staff whether gazetted or non-gazetted shall leave his head quarters or station of posting without permission of the head of office. When an officer leaves the station/head quarters whether during holidays or casual leave or regular leave with proper sanction, he shall leave his address at the station to which he is proceeding.

Communication from Government officers Regarding Personal matters

- 1.112. Communication from officers regarding their leave, pay, transfer, leave allowance, fund subscriptions and analogous matters are not official and should not be sent at public expense.

Procedure When Officers and Subordinates Are Served With Summons

- 1.113. When an officer or subordinate who has been served with a summons to appear in a court, subsequently receives orders incompatible with the summons, he should at once inform his superior that he has been summoned to court.

The procedure to be followed when a Government servant is summoned by a court to give evidence in a departmental enquiry or civil or criminal proceedings or to produce official documents for the purposes of evidence is contained in G.B.C. III-A.

Procedure in Regard to Law Suits

- 1.114. Law suits affecting Government servants are governed by the rules in Chapter-VIII and XIV of the Law Department Manual. Rules as to what extent financial assistance may be given to Government servant involved in legal proceedings are contained in the G.A.D. memo No. 889-1163-I (iii)/60, dated 5-4-1961 and are governed by orders issued from time to time.

Petitions and Representations

- 1.115. The following instructions on two important matters are summarised :-
- (a) **Representations from Officials.**-A petition or representation to any authority from an official on service matters must be submitted through the head of the office or department to which the petitioner belongs or belonged. The submission of an advance copy of a petition or representation to an individual

- member of Government, to a Secretary or to any other authority is prohibited.
- (b) **Anonymous Petitions.**-Important matters are some times first indicated by anonymous petitions and advantage should be taken of them without injury to anyone and within proper limits. Vague petitions about character should ordinarily be destroyed, but when they contain definite statements of any alleged occurrences, they should as a rule, be sent confidentially to the responsible authorities for information and if it seems desirable for private enquiry.

Relation Between Officials of the W.D. and other Government Officers

- 1.116. It is the duty of officers and subordinates to facilitate the transaction of Government business And to work in harmony with other departments.
- 1.117. The E.-in-C. and C.Es. shall keep informed Secretary to Government in respective works department of the activities within their jurisdiction.
- The S.Es. shall keep the Commissioners apprised of the development activities in accordance with rules in force.
- 1.118. The E.E. is the professional adviser to Collector in his district in all matters concerning public works on which his advice is asked.
- 1.119. The E.E. shall keep the Collector of the district informed of the development activities and comply with his directions in accordance with rules in force.
- 1.120. The E.E. or S.D.O. if asked by Collector to inspect an important work should do so; but the E.E. may direct the S.D.O. to make the inspection in his place; and if the work lies outside the area of his ordinary tours the E.E. will exercise his discretion after consultation with the Collector in regard to making the inspection.
- 1.121. Orders to S.D.O will not be issued by the Collector but in exceptional cases (such as out break of epidemic) when immediate action is necessary, the S.D.O. should at once place himself at the disposal of the Collector and carry out his orders.
- 1.122. W.D. Officers or subordinates may not give orders to subordinates of local bodies. Local bodies should be addressed through the Collector except on matters of a routine nature or those relating to state works transferred for construction or maintenance.

Contingent Expenses

- 1.123. The rules regarding incurring expenditure on establishment contingencies are contained in Chapter-6, Chhattisgarh Financial Code Vol. I. Applications for changes in permanent advances of contingent expenses should be submitted through the A.G. as required by rule 102(iii) of Chhattisgarh Financial Code Vol. I.

Advertisement Charges

- 1.124. The publication of advertisements should be entrusted to the Director of Information and Publicity.

Payment to Class-IV Servant for Supplying Drinking water or Dusting Offices

- 1.125. Heads of Offices are empowered to make Small monthly payments to Class-IV servants up to a maximum limit of Rs. 50 per month or as revised by the Government from time to time for supplying drinking water or dusting offices each subject to the following conditions:-
- (a) that the work to be done is really necessary and is outside the regular duties of a Class-IV servant;
 - (b) that the grant of the extra allowance is distinctly more economical than the employment of a fresh agency ;
 - (c) that the payments is of purely contingent character;
 - (d) that the allowance will not count for leave allowances or pensions.
 - (e)

Communication of Official Information

- 1.126. No Government servant shall except in accordance with any special or general order of the State Government divulge, directly or indirectly, any official information which he may acquire in the course of his duties.(See also G.B.C. I-9).

Inter-State and Inter-Departmental Transfers

- 1.127. Rules relating to the submission of applications for outside posts and transfer of the services of Government official from one Government to another or from one department to another are contained in G.B.C. IV-11.

Disbursement Slips

- 1.128. The head of office should as a rule issue a disbursement slip for payments made to each employee in his office in the form in Appendix 1.34 to enable the latter to maintain his own record for future reference. This slip should be issued under the dated signature of the drawing and disbursing officer or the head of office at the time of making payment to the employee.

Section 19.- Duties and Powers

- 1.129. Duties of various officers/official are given in Appendices 1.22 to 1.32-A.
- 1.130. The powers of departmental officers in respect of establishment matter are given in Appendix 1.33.

Section 20.- Work charge Establishment and Contingency paid Employees Definition

- 1.131. Work-charged Establishment will include such establishment as is employed upon the actual execution as distinct from general supervision, of a specified work or upon subordinate supervision of departmental labour, stores, running and repairs of electrical equipment and machinery in connection with such a work excluding the daily paid labour and muster roll employees on the work.
- 1.132. Contingency paid employees are those who are employed in an office establishment and who are paid on monthly basis and whose pay is charged to 'Office Contingencies'

Selection, Recruitment, and Appointment

- 1.133. The recruitment to the various posts on the work charged establishment and establishment paid from contingencies are governed by the rules framed by the State Government which are as follows and any other orders issued from time to time :-
- (i) C.G., P.W.D. Work-charged and Contingency Paid Employees Recruitment and Conditions of Service Rules, 1976.
 - (ii) C.G., P.H.E.D. Work-Charged and Contingency Paid Employees Recruitment and Conditions of Service Rules.
 - (iii) C.G., Water Resources Department Work-Charged and Contingency Paid Employees Recruitment and Conditions of Service Rules, 1977.
 - (iv) C.G., Work-Charged and Contingency Paid Employees Revision of Pay rules, 1977.
- 1.134. Powers exercised by the Works Department officers regarding establishment matters of Work. Charged and Contingency Staff will be as applicable to the corresponding services of regular employees.