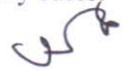


CHARTER OF DUTIES
CHIEF ENGINEER

He will

1. Act as technical and administrative head of the Health Engineering Department (HED) and the Chief Professional Advisor to the Government.
2. Full technical and administrative control over the personnel of the Department.
3. Issue standing orders on appropriate topics. Standing orders will, unless specifically stated, be binding upon all personnel of the Department.
4. May delegate certain of his duties to his Additional Chief Engineers provided this delegation is made through a standing order which defines the maximum extent and period of validity of the delegated powers.
5. Report on all HED issues to the Secretary and the Minister of Ministry of Health & Family Welfare (MOHFW).
6. Ensure the proper planning, design and supervision of works carried out by the Department. He will periodically review the existing organization, procedures and systems and ascertain that these are adequate and fully in compliance with the rules and regulation issued by the Government.
7. Hold monthly management meetings and review all matters relating to the operations, systems and procedures of the Department.
8. Review the physical work plan, monitor progress of work on a monthly basis, also seek clarification with regard to reasons for any problematic or delayed programmes.
9. Ensure that the execution works and the operations of the Department are carried out in accordance with the acts, ordinances, rules, regulations and directives issued by the Government from time to time.
10. Make inspections of his own office at least once in every year. During his visits he will formally address officers and staffs on issues concerning the Department. He will also inspect at least two Circle offices and two Division offices each year.
11. Responsible for the proper functioning and discipline of the Department and in cases of default will be responsible for initiating disciplinary proceedings against the concerned personnel. This will include appointing enquiry officers and the processing and disposal of cases according to disciplinary rules.



12. Ensure disciplinary cases, complaints, reinstatement of service and similar cases against Departmental officers are reviewed and settled at meetings attended by the Secretary and the Minister of MOHFW.
13. Write the ACRs of Additional Chief Engineer and forward these to the MOHFW for countersigning by the Secretary and for custody.
14. Countersign the ACRs of Superintending Engineers and forward these to the MOHFW for custody.
15. Review the ACRs of Executive Engineers and bring any particular instances of merit or default to the notice of the Ministry at the time forwarding the ACRs for custody.
16. Maintain custody of the ACRs of Class I and Class II Officers of the Department below the level of Executive Engineer and ensure that any special merits or adverse remarks are communicated to the persons concerned.
17. Responsible for the transfer and the posting, in accordance with the current policies of the Government, anywhere in Bangladesh of all officers up to and including the level of Executive Engineer.
18. Make recommendations to the MOHFW for the transfer and posting of Additional Chief Engineer and Superintending Engineers.
19. Responsible for the recruitment of class-III & IV employees of the department as per Government rules and regulation.
20. Promptly dispose of cases related to promotion, confirmation, approval of training for further development, personnel crossing efficiency bars, pensions, advances and other service related matters for all officers up to the level of Executive Engineer.
21. Ensure that the current Human Resources Development and Training Policies of the Department are adhered to at all times. In particular he will ensure that the procedures followed for the posting and training of personnel are consistent with the needs to develop and post personnel in specialist disciplines and to make full use of new technologies.
22. Exercise drawing and disbursing powers as delegated by the MOHFW.
23. To exercise a concurrent control with the Additional Chief Engineer. He will be responsible for the maintenance of the accounts and will extend all legitimate support to enforcing the regulations concerning the disbursement of money and the submission of accounts.
24. Responsible for ensuring that the annual budget estimates for all repair, maintenance and development work of the Department are prepared by the prescribed time. He will review the estimates and make the necessary requests to Government for the appropriate budget allocations.



25. Monitor Departmental expenditures against the relevant budget grants to ensure that no excess expenditures are permitted to occur. If additional budget appropriations are required he will ensure that the applications are made at the appropriate time. He will ensure that the yearly budget grant is effectively utilized and will avoid incurring large expenditures in the closing months of the year. He will also ensure that any surplus funds are surrendered to the Government within the prescribed time period.

26. Ensure that the revenues under his control arising from IIED operations are fully recovered and deposited in accordance with Government procedures.



CHARTER OF DUTIES
ADDITIONAL CHIEF ENGINEER

He will

1. Ensure the proper planning & design of works. Make sure that modern management and control systems are established. He will periodically review, and report to the Chief Engineer on the existing organization, procedures and systems and will ascertain that these are adequate and fully in compliance with the rules and regulation issued by the Government.
2. Ensure that adequate training is provided to all HED Personnel in order to make the best use of their potential and that all training is relevant to the planned postings.
3. Establish & Develop effective management and human resource development (HRD) systems to guide the promotion, posting and development of all HED personnel.
4. Ensure that the execution of all works and all other operations are carried out in accordance with the Acts, Ordinances, Rules, Regulations and Directives issued by the Government from time to time.
5. May delegate certain of his duties to his Superintending Engineers provided this delegation is made through a standing order which defines the maximum extent and period of validity of the delegated powers.
6. Review, and report to the Chief Engineer on, the physical work plans and together with the relevant SEs, monitor progress of the work on a monthly basis, also seek clarification with regard to reasons for any problematic or delayed programmes.
7. Ensure the timely submit of PPs, PCPs, OP, DPP to the MOHFW and Planning Commission.
8. Provide advice and assistance to the Department on all procurement issues.
9. Co-ordinals and interface with other zones for the development of plans.
10. Identify and develop design and qualify standards.
11. Oversee the development and application of quality control and quality assurance procedures for construction and maintenance works.
12. Monitor progress (Physical, quality and financial) and manage programmes for maintenance and new construction works.

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13. Established the frame work wherein all services (survey, pre work activities, drawings, design, supervision) can be provided or procured by the Department.
14. Recommend programmes for repair, maintenance and development project based on prioritized listings and designed to the use of Government funds.
15. Write the ACRs for the officers/staffs working under him (where applicable) and forward these to the Chief Engineer for countersigning prior to forwarding to the MOHFW for custody.
16. Countersign the ACRs for the officers/staffs working under him and forward these to the Chief Engineer for review and forwarding to the MOHFW for maintaining custody.
17. Review the ACRs of all Class I and Class II officers below the rank of Executive Engineer under him bring any particular instances of merit or default to the notice of the Chief Engineer at the time forwarding the ACRs to the Chief Engineer for custody.
18. Make recommendations to the Chief Engineer for the transfer and posting of Class I and Class II officers up to and including the level of Executive Engineer.
19. Manage the preparation of the ACRs of all officers and staff, and ensure that they are produced on time and their appropriate actions are taken.
20. Responsible for the transfer and the posting in accordance with the current polices of the Government, any where in Bangladesh of Class-III and Class-IV Staff as instructed by the Chief Engineer.
21. Promptly dispose of cases related to promotion, confirmation, approval of training for further development, personnel crossing efficiency bars, pensions, advances and other service related matters for all Class III and IV staff.
22. Provide advice to enquiry proceedings and recommended disciplinary actions for officers and staff as laid down in the Bangladesh Service Regulations.
23. Manage the provision and maintenance of office accommodation and furnishings for the HED Headquarters.
24. Exercise drawing and disbursing powers as delegated by the MOHFW.
25. Responsible for ensuring that the annual budget estimates for all maintenance and development works are prepared by the prescribed time. He will review the estimates and make the necessary requests to the Chief Engineer for the appropriate budget allocations.

