

Jammu and Kashmir Government

Jal Shakti (RTIC) Department, Jammu

Function and duties of the Officers

Office of the Chief Engineer, Jal Shakti (RTIC) Department Jammu, Location- Near Ranbir Canal Head Opposite Punjab National Bank.

The functions and duties of the Officers of R T I C D e p a r t m e n t Jammu are fully explained in the book i.e. J&K PWD financial powers and financial codes and Civil Service rules. However, brief functions and duties of the officers are described in the table below:-

1.	Chief Engineer	Overall administrative and technical control.
2.	Superintending Engineers, Civil and Mechanical	Overall planning; supervision and monitoring for achievement of quality works vis-a-vis achievement of fixed targets.
3.	Executive Engineers, Civil	Supervision and monitoring in the field for achievement of quality works. Providing irrigation water to the beneficiaries through a network of canals and distribution system; Floating of NITs for the works; Collection and recovery of Abiana as per targets fixed. Ensuring implementation of Water Resources (Regulation & Management) Act 2010.
4.	Executive Engineers, Mechanical	Supervision and monitoring of various Lift Irrigation Stations to ensure round the clock pumping of waters into the canal / distribution system as per requirement. Implementation of Water Resources (Regulation and Management) Act 2010.
5.	Assistant Executive Engineers, Civil	To assist Executive Engineers and Survey; investigation and design preparation of Projects. Supervision for achievement of quality works; providing irrigation water to the beneficiaries through a network of canals / distribution system. Implementation of Water Resources (Regulation and Management) Act 2010.
6.	CAO	Dealing with all the matters where financial implication is necessary; Discharging of D.D.O. Powers, Insitu Promotion cases, allocation of funds to various subordinate offices, furnishing of monthly expenditure and QPR to the higher authorities, GPF cases, Reconciliation of expenditure and receipts with A.G. office.
7.	AAO	Conduction of reconciliation of expenditure and receipt figure of all the divisions/ subordinates offices with the office of Principal Accountant General, Preparation of monthly expenditure, preparation of Quarterly Progress Report of the department and furnish to the higher authorities, processing of GPF cases, watch the progress of O.B. Items in respect of various divisions.

8.	Assistant Executive Engineers, Mechanical	To assist Executive Engineers and Exercising complete supervision and monitoring of electromechanical components of various LIS. Preparation of Projects / estimates. Implementation of Water Resources (Regulation & Management) Act 2010.
9.	Assistant Engineers, Civil	To assist Assistant Executive Engineers and Preparation of detailed Project Reports. Looking after the routine technical matters.

10.	Assistant Engineers, Mechanical	To assist Assistant Executive Engineers Looking after the routine technical matters.
11.	Junior Engineers, Civil	Supervision for achievement of quality works; providing irrigation water to the beneficiaries through a network of canals / distribution system. Execution of works / framing of bills; preparation of TA/TS; NITS and Projects of Projects.
12.	Junior Engineers, Mechanical	Supervision and monitoring of electro-mechanical components of various LIS . Preparation of estimates.
13.	Amin and Patwaries	To collect Abiana and take care of land encroachments.