

MANUAL – 1

Particulars of Organization, functions and Duties (Section 4 (1)(b)(i))

1. AIMS AND OBJECTIVES OF THE ORGANISATION

Works Department look into the following works in the State.

1. Improvement of roads and construction of bridges.
2. Construction of Government buildings.
3. Maintenance and repair of State Highways, Major District roads, Other District Roads and Bridges on these Roads.
4. Finalization of Technical details of bridges and buildings.
5. Construction, improvement and maintenance of National Highways and bridges on it in the state.

2. MISSION VISION

Works Department emphasizes to prepare an integrated vision plan for coming five years amalgamating with the purpose behind the programme of Rural Connectivity. It is also necessary to identify the source of funding. Creation of a dedicated Road Fund for construction and maintenance of Road Net work in the State is under preparation. A draft road Policy for Orissa is also under preparation. Master Plan for Roads for the Works Department is almost ready for finalization. Works Department is also taking steps to prepare a guideline for the roads to be taken up on BOT basis with private participation.

3. BRIEF HISTORY AND BACKGROUND FOR ITS ESTABLISHMENT.

This is a Department functioning since the creation of separate Orissa province. This Department was created to provide connectivity and maintain Public Buildings. Subsequently on creation of R.D. Department.& Panchayati Raj Department the task of providing connectivity to the Rural Roads up to Panchayat Samitee level are now entrusted to them. Works Deptt. is now in charge of maintaining State Highways, Major Districts Roads and other District Roads.

4. ORGANISATION CHART

- a. Administrative Set up in State Secretariat, Bhubaneswar.
- b. Engineer-in-Chief (Civil), Nirmana Soudha, Bhubaneswar.
- c. Chief Engineer, DPI & Roads, Nirmana Soudha, Bhubaneswar.
- d. Chief Engineer, Buildings, Nirmana soudha, Bhubaneswar.
- e. Chief Engineer, World Bank Projects, Nirmana Soudha, Bhubaneswar.
- f. Chief Engineer, National Highways, Bhubaneswar.
- g. Chief Engineer, Research Development & Quality Promotion, O/o Chief Engineer, National Highways, Bhubaneswar.

5. ALLOCATION OF BUSINESS

Policy decision is taken at Govt. level Powers are delegated to the Heads of Department for transaction of business. In respect of establishment matters relating to Secretariat Establishment and other matters. Delegation of power among the Officers of Department is given in Annexure-I. So far as Public Works are concerned, this Department follows the OPWD Code. The powers of the Officers from Secretariat level

to District level in the matter of finalization of Tender is as follows:-

	Public Works	Tender Finalisation Power
1.	Engineer-in-Chief	Above Rs.3.00 Crores & up to Rs.5.00 Crores
2.	Chief Engineer	Above Rs.1.00 Crores & up to Rs.3.00 Crores
3.	Superintending Engineer	Above Rs.25 lakhs & up to Rs.1.00 Crores
4.	Division Officer	Up to Rs.25.00 lakhs

Tenders for works or supplies above Rs.5.00 Crores are referred to this Department by the concerned Chief Engineer which are placed before a Committee consisting of Secretary, Works Department, Secretary, Finance Department, Secretary of the Law Department and Chief Engineer concerned. On their recommendation Govt. orders are obtained.

6. DUTIES TO BE PERFORMED TO ACHIEVE THE MISSION.

Funds to provide better connectivity is the main constraint. It is necessary to locate funding agencies like NABARD, World Bank, JBIC. This apart funds are provided by Govt. of India under different Schemes such as Central Road Fund, E&I Scheme, KBK (RLTAP), Addl. Central Assistance etc.. It is necessary to have a close touch with P&C Deptt., Finance Deptt. who are the nodal Department of State Govt. and Ministry of Road Transport, Shipping & Highways, Govt. of India and Ministry of Economic Affairs, Govt. of India. To ensure quality of the work, a quality Monitoring Cell has been created. The Supervision Officers have been instructed to supervise the work and guide the Field Level Officers and executive agencies to ensure quality and timely completion of the projects.

7. DETAILS OF SERVICES RENDERED

This department has already completed 95 Nos. of Roads and bridges from RIDF-I to XI with NABARD assistance. Similarly under ACA within 3 years i.e. from 03-04, till date 7 Nos. of Road Stretches of Tourism importance have been completed. Under Central Road Fund 83 Nos. of Road stretches and 11 Nos. of Bridges have also been completed to provide better services to the people of Orissa.

8. CITIZENS INTERACTION

9. POSTAL ADDRESS OF MAIN OFFICE, ATTACHED/SUBORDINATE OFFICE/FIELD UNITS.

- i. Works Department, Orissa Secretariat, Bhubaneswar-751001, Fax No. 2391651
- ii. O/o the Engineer-in-Chief (Civil), Nirmana Saudha, Bhubaneswar. Ph 2394804
- iii. Chief Engineer, D.P.I. & Roads, Nirmana Saudha, Bhubaneswar Ph. 2391523
- iv. Chief Engineer, Buildings, Nirmana Saudha, Bhubaneswar. Ph. 2391322
- v. Chief Engineer, World Bank Projects, Nirmana Saudha, Bhubaneswar. Ph. 2538016
- vi. Chief Engineer, National Highways, Unit-IV, Sachivalaya Marg , Bhubaneswar. Ph. 2391519
- vii. Chief Engineer, Resource Development & Quality Promotion, O/o Chief Engineer, National Highways, Bhubaneswar. Ph. 2396562
- viii. Orissa Bridge & Construction Corporation Ltd. (A Govt. of Orissa Undertaking), Setu Bhawan, Nayapalli, Post Box No.84, Bhubaneswar. Ph.2396326

10. MAP OF OFFICE LOCATION

11. WORKING HOURS BOTH FOR OFFICE & PUBLIC

10 A.M. to 5 P.M. on all working days excluding Sunday and Second Saturday and other public holidays.