

4(1)(b)(i)

## The Particulars The Powers and Duties of its officers and Employees

### **1. Powers of Director, CSMRS:**


Director, CSMRS is exercising the powers as HoD delegated under the Delegation of Financial Power Rules. In addition, Director, CSMRS has also been delegated some additional Financial Powers vide MoWR letter No.29/37/93-E.II dated 27/10/94, 18/45/99-E.II dated 15/05/2001,18/53/99-E.II dated 20.09.2002 and 8/3/2004-IWSU-329 dated 11/7/06. Copies of the same are enclosed as Annexure -1 Vide MoWR Letters No.29/37/93-E.II dated 27.10.94, 18/45/99-E.II dated 15/05/2001,18/53/99-E.II dated 20/09/2002 and 8/3/2004-IWSU dated 11/7/2007

No:20/37/93 - E.II  
Government of India  
Ministry of Water Resources

New Delhi , the      October, 1994

To

5.	Outsourcing of Services	<p>(i) The first time delegation of any service will be with the approval of Ministry.</p> <p>(ii) At the time of outsourcing of service for the first time the organization and the Ministry shall ensure that there is no staff sanction / earmark for taking up of that service.</p> <p>(iii) For more operational efficiency and availability of qualitative service the scope of such service with respect to the requirements, existing establishment and financial resources be decided.</p> <p>(iv) Services will be outsourced in accordance with Rule 163 to 185 of General Financial Rules – 2005.</p> <p>(v) An annual report will be sent to the Ministry about the services outsourced.</p>
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The Director  
Central Soil and Materials Research Station  
Olof Palme Marg,  
Hauz Khas  
New Delhi - 110016

Sub : Delegation of Additional Power to Director, Central Soil and Materials Research Station, New Delhi.

Sir,

I am directed to convey the approval of the Competent Authority for the delegation of additional powers to Director Central Soil and Materials Research Station, New Delhi as decided in the meeting held on 10.2.94 under the chairmanship of Financial Advisor (WR) The delegated powers are enumerated in Annexure (Pages1 - 4) enclosed herewith.

This issues with the approval of Secretary (WR).

Yours faithfully

Encl : As above

(RAJ KUMAR)  
Under Secretary to the Govt. of India

**Copy to :**

1. Finance Desk, M/o Water Resources
2. Budget and Technical section, M/o Water Resources
3. Controller of Accounts, M/o Water Resources
4. Pay and Accounts Officer, CSMRS
5. Sanction file.

(RAJ KUMAR)  
Under Secretary to the Govt. of India.

**DELEGATION OF ADDITIONAL POWERS TO DIRECTOR, CENTRAL SOIL AND MATERIAL RESEARCH STATION AS DECIDED IN THE MEETING**

S.N o.	Item	Powers delegated
1.	Procurement of Steel Item	Rs.1.50 lakhs per item without any limit.
2.	Acceptance of Single tender	Rs.50 lakhs under his own authority. Note : Full reasons should be recorded by the approving authority who should guard against contractors holding out for unjustifiably higher rates.
3.	Award of work by negotiation with the lowest tenderer	Rs.100 lakhs under his own power
4.	Award of work by acceptance of a tender other than the lowest	Rs.30 lakhs under hiw own power subject to the conditions laid down in GFR and CPWA code. Note : Where the lowest tender is not accepted, reason should be recorded confidentially and prior approval of authority next higher than the one competent to accept the tender should be obtained.
<u>5</u>	Write off of T&P and other articles of which part value has been recorded.	Rs.30,000/- subject to GFR and CPWA code
<u>6</u> .	To make advance payment to private firms/autonomous bodies for chemical analysis and testing of material.	Authorised to make advance payment upto a ceiling of Rs.10,000 in each case out of the work contingencies subject to the fulfillment of following conditions :-  (i) Advance payments are4 made only in case where it is considered absolutely necessary.  (ii) Advance payment is made on the basis of a valid expenditure sanction of the competent authority.  (iii) The firm should be well established and has reputation for fair dealings.

		<p>(iv) The officer charging the money for making advance payment shall be responsible<sup>4</sup> for which purchase he will send the detailed bills to the accounts officer within a period of one month from the date of the drawl of the advance; a detailed report should be sent to the competent authority concerned.</p> <p>(v) The amount of advance shall be drawn on a simple receipt and accounted for under the final head to which the expenditure on services in question would be debited.</p> <p>(vi) The advance will only be given to Central/State Government Companies, IITs and universities.</p>
7.	Power to sanction advertisement charges	Full powers subject to the condition that advertisements released through DAVP.
8.	Acceptance of tenders for smaller works likely to crop-up during the execution of work/project and for which no specific provision exist in the sanctioned project estimate.	Full powers subject to availability of funds under sub head 'Contingencies' in the sanctioned project estimate.
9.	accord of sanction to extra./substituted items	Full powers subject to guidelines of CPWD.
10.	Accord of expenditure sanction	Rs.15 lakhs subject to the condition that in case of projects costing more than Rs.1.00 lakhs pre-budget scrutiny should have been done by the competent authority.
11.	Accord sanction to expenditure on ceremony connected to laying of foundation stone and opening of public building.	Rs.2500/- subject to the approval of Financial adviser (WR)
12.	Write off infructuous expenditure of construction.	1% of the contract value subject to a ceiling of Rs.20,000/-.

13.	Sanction minor works and additions on non residential buildings in respect of each case.	Rs.1.00 lakhs
14.	Legal charges, other legal charges, arbitration cases.	Full powrs subject to Ministry of Law's guidelines and conditions mentioned in S.No.9 of Annexure to Schedule v of DFR's 1978 and Rule 95 of GFRs.
15.	To write off losses of stores :  (a) Due to theft, fraud or negligence of indivisuals. (b) not due to theft fraud or negligence of indivisuals.	(a) Rs.2,000/-  (b)Rs.10,000/-
16.	Cash Payment :-  Power to sanction cash payment in case of urgent purchases.	Rs 2,000/-
17.	Printing of reports, manuals, Miscellaneous technical publications.	Rs. 2,50,000/- per annum subject to budgetary provision and other existing conditions as stipulated on the subject.
18.	Sponsoring/Co-sponsoring of symposia, seminars and workshops	Rs. 15,000/- per conference subject to FA (WR)'s approval.
19.	Advance payment for publications, books journals, video films, slides etc.	Full powers subject to prior approval of publications and books by selection Committee and journals etc. by T.C. or the organization.
20.	Membership of International and National professional organization/ bodies.	Full powers for continuance of membership subject to budgetary provisions
21.	Hiring of trucks	Rs. 1500/- in each case subject to ceiling of Rs.15,000/- per annum.

22.	To issue after dealing stores- (including spares parts of vehicles) other than those involving losses as surplus or unserviceable, the original purchase of articles being estimated, if not known.	Rs.1.00 lakhs subject to the condition that the proposal is recommended by a team appointed by the Head of Department which should include Pay and Accounts officer and also subject to guidelines incorporated in Purchase Manual.
23.	Sanctioning of advance to a Govt. pleader in connection with lawsuit to which Govt. is a party.	Rs.500/- at a time subject to adjustment at the time of settlement of counsels fee bills and also subject to guidelines of Ministry of Law.

No. 18/45/99-E.II  
Government of India  
Ministry of Water Resources

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, the 15<sup>th</sup> May, 2001.

To  
The Director  
Central Soil and Materials Research Station  
Olof Palme Marg  
Hauz Khas  
New Delhi – 110016.

Subject: Delegation of additional powers to Director, CSMRS for accepting private works upto Rs. 5 lakhs regarding.

Sir,

I am directed to refer to your Letter No. MOU/WAPCOS/CSMRS/2000-01/154 dated 23.01.2001 on the subject mentioned above and to convey the approval of competent Authority for enhancement of financial powers of Director, CSMRS for accepting private works from the existing ceiling of Rs. 200,000 (Rs. Two Lakh) to Rs. 500,000 (Rs. Five Lakhs) per estimates subject to the following conditions:-

- (i) for works costing more than Rs. 5 lakhs and commercial works from private parties relating to Projects in and outside India, the works would be routed through WAPCOS as per point 2.2 of Clause 2 of the MOU signed between CSMRS and WAPCOS.
- (ii) The study of works is to be taken up by CSMRS after the study done by Internal Committee constituted in CSMRS.

2. This issues with the concurrence of the Integrated Finance Wing of this Ministry vide their Dy. No. 744 (JS7FA) dated 02.05.2001.

Yours faithfully,

(INDERJIT SINGH)  
DEPUTY SECRETARY TO THE GOVT. OF INDIA  
TEL. NO. 3714374.

Copy to:

Pay and Accounts Officer, CSMRS, New Delhi.



No: 18/53/99- E.II  
Government of India  
Ministry of Water Resources

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, the 20<sup>th</sup> Septemeber, 2002

To  
The Direcor  
Central Soil and Materials Research Station  
Olof Palme Marg  
Hauz Khas  
New Delhi - 110016

Sub: Proposal in pursuance of recommendation of High Powered Committee in respect of delegation of financial powers to Director, CSMRS for enhancing the efficiency of the Research Station.

Sir,

I am directed to refer to your letter Numbers C-I/HPC/CSMRS/00/1044 dated 07.06.99; No :

I/HPC/CSMRS/99/2078 dated 14.08.99; No: C-I/Dir. Powers/CSMRS/2000/1399 dated 25.07.2000; No: C-I/CSM/Seminar/2000/1411 dated 27.07.2000: No:C-I/HPC/CSMRS/2002/703 dated 29.04.2002 and No:CI/CSMRS/HPC/2002/767 dated 10.05.2002 on the subject mentioned above and to say that the matter regarding enhancement of existing financial powers delegated to Director, CSMRS has been reviewed in consultation with Integrated Finance Division of the Ministry. Accordingly, the approval of the Competent Authority for enhancement of existing financial powers for the Director, CSMRS in regard to certain items as the details given in Annexure to this letter, is hereby conveyed subject to the condition that CSMRS may ensure that approval of enhanced powers should not lead to expansion of expenditure beyond approved budget in a particular financial year.

C-

This issues with the approval of the Integrated Finance Division vide their diary number 1594/Dir (F) dated 11.09.2002.

Yours faithfully

Encl: As above

(GOPAL DASS)  
UNDER SECRETARY TO THE GOVT. OF INIDA.  
TELE: 3716928

Copy to :

1. Finance Desk, Ministry of Water Resources
2. Budget and Technical Section, , Ministry of Water Resources
3. Controller of Accounts, M/o Water Resources
4. Internal Work Study Unit, M/o Water Resources
- 5 Pay and Accounts Officer, CSMRS 6. Sanction file.

(GOPAL DASS)  
UNDER SECRETARY TO THE  
GOVT. OF INDIA

Annexure referred to in Ministry of Water Resources letter No: 18/53/99-E.II dated 20.09.2002.

<b>S. N O.</b>	<b>Items</b>	<b>Existing delegated Financial Power</b>	<b>Revised delegated Financial Powers w.e.f. 20.09.2002</b>
1.	Accord sanction to expenditure on ceremony connected to laying of foundation stone/opening of public building.	Rs.2500/- subject to approval of FA (MoWR)	Rs.20,000/- subject to approval of JS & FA (WR)
2.	Write off of infructuous expenditure on construction	1% of contract value subject to ceiling of Rs.20,000/-	1% of the contract value subject to ceiling of Rs.30,000/-
3.	To sanction minor works and additions on non-residential buildings	Rs. 1 lakh	Rs. 3 Lakhs subject to the condition that minor works would be carried through CPWD.
4.	To issue order declaring stores(including spares parts of vehicles) other than those involving passes as surplus or unserviceable, the original purchase of articles being estimated if not known.	Rs.1 lakh subject to the condition that the proposal is recommended by a a team appointed by the Head of Deptt. which should include Pay and Accounts Officer and also subject to guidelines incorporated in Purchase Manual.	Rs.2 lakh subject to the condition that the proposal is recommended by a a team appointed by the Head of Deptt. which should include Pay and Accounts Officer and also subject to guidelines incorporated in Purchase Manual.

5.	Power to sanction cash payment in case of urgent purchase.	Rs.2000/-	Rs.5000/-
6.	Sponsoring/Co-Sponsoring of symposiums/Seminar/workshops.	Rs.15,000/- per conference subject to FA (MoWR) is approval.	Rs.20,000/- per conference subject to FA (MoWR) is approval.
7.	1) Nomination of staff for participation in conferences/Seminars/workshops within the country. 2) Sponsoring staff for training within India.	Full powers subject to Rs.75,000/- per annum.  Rs.50,000/- per annum.	Rs. 2 lakhs per annum subject to budget ceiling  Rs.1 lakh per annum subject to budget ceiling.
8.	Membership of International and National Professional organization/bodies.	Full powers for continuance of membership subject to budgetary provisions.	Full powers for continuance of membership subject to budgetary provisions and approval of the library Committee.
9.	Power to Dir., CSMRS for sanctioning of expenditure of TA/DA for non-official members who are officially nominated under any committee.		Full powers for sanctioning of expenditure of TA/DA for non-official members who are officially nominated under any committee subject to the fulfillment of SR-190 under TA Rules and also the condition that proposal for air travel shall be sent to Ministry for approval

(Gopal Dass)  
Under Secretary to the Govt. of India.

New Delhi, the 11<sup>th</sup> July, 2006

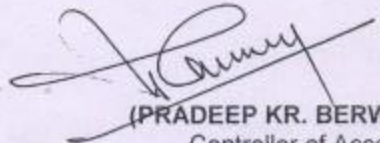
ORDER

**Subje - Delegation of Financial Powers to HoDs under Ministry of Water Resources under DFPRs 1978**

Sanction of the President is conveyed for delegation of powers to HoDs under the Ministry of Water Resources and Ministry (Proper) in the matter of contingent expenditure under Schedule-V, subject to the Rules, Orders, Restrictions or Scales mentioned in Column (3) for the items specified in Column (1) of the Annexure to Schedule-V of DFPRs - 1978 and miscellaneous expenditure under Schedule-VI of DFPRs 1978 as per details given in Annex I, II and III.

2. Sanction of the President is also conveyed to the delegation of powers to HoDs for certain specific items as per details given in Annexure-IV.
3. These powers are further subject to the financial limit being in accordance with the provisions of General Financial Rules, economy instructions issued by Finance Ministry, Fiscal Codes and Procedures and the limits being within the budgetary allocation for the year.
4. These orders will take effect from the date of issue.
5. This issues with the approval of Secretary (WR) in consultation with JS & FA, Ministry of Water Resources.

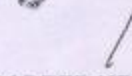
**Encl : As above**

  
**(PRADEEP KR. BERWAH)**  
Controller of Accounts  
Tel. No. 23386644

To

1. All Heads of Attached and Subordinate Organizations of the Ministry (List enclosed)
2. All Wing Heads of the Ministry
3. Director (F), MoWR
4. Director (C&GA) and HoD of the Ministry
5. Pay and Accounts Officers concerned of all the Attached and Subordinate Offices
6. Pay and Accounts Officer (Secretariat), MoWR

Copy along with a copy of enclosures forwarded to **Director (E-II (A))**, Ministry of Finance, Department of Expenditure with reference to their Notification F. No. 1 (II) E-II (A) / 03 dated 16.09.2003.

  
**(PRADEEP KR. BERWAH)**  
Controller of Accounts

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1. **Chairman**  
Central Water Commission  
Sewa Bhawan  
R.K. Puram  
New Delhi
2. **Chairman**  
Central Ground Water Board  
New CGO Complex  
NH IV  
Faridabad – 121 001.
3. **Secretary**  
Sardar Sarovar Construction Advisory Committee  
4<sup>th</sup> Floor, A Block  
Narmada Bhawan  
Indira Avenue  
Vadodara – 390 001.
4. **Secretary**  
Bansagar Control Board  
Rewa  
Madhya Pradesh.
5. **Chairman**  
Ganga Flood Control Commission  
Sinchai Bhawan  
Old Secretariat  
Third Floor  
Patna – 800 015.
6. **General Manager**  
Farakka Barrage Project  
PO Farakka Barrage Project  
Distt. Murshidabad – 742 212.
7. **Director**  
Central Water & Power Research Station  
Khadakwasla  
Pune - 411 024.
8. **Member-secretary**  
Upper Yamuna River Board  
Sewa Bhawan  
R.K. Puram  
New Delhi
- ✓ 9. **Director**  
Central Soil & Material Research Station  
Adj. to IIT Hostel  
Hauz Khas  
New Delhi.



**SCHEDULE - VI**

(Miscellaneous Expenditure)

**Recurring**

Sl. No.	Name of the Organization	Extent of Powers delegated
1.	All HoDs	(i) CWC, CGWB, CWPRS, FBP & Ministry (Proper) - Rs. 50,000/- per annum  (ii) CSMRS & GFCC - Rs. 25,000/- per annum  (iii) UYRB, SSCAC, Bansagar Control Board & Accounting organizations of the Ministry - Rs. 15,000/- per annum

**Non - Recurring**

Sl. No.	Name of the Organization	Powers delegated
1.	All HoDs	Rs. 50,000/- in each case.

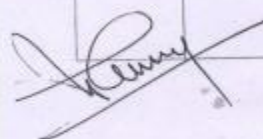
**Note:**

- (i) The above limits will be applicable to the items of miscellaneous expenditure which are not covered under the items on which specific powers are being delegated.
- (ii) HoDs may sanction expenditure on formal inter - departmental and other meetings / conferences up to the limit of Rs. 30 (Rupees thirty only) per head per meeting on light refreshment upto Rs. 100 (Rupees one hundred only) per head on refreshment / working lunch during the meetings / seminars conferences which starts in the forenoon and continues beyond lunch time. However, they will not be competent to sanction expenditure on this account if meetings / conferences / seminars / workshops, etc. are held in hotels.
- (iii) Proposal regarding laying of foundation stone and opening ceremonies of government buildings, etc. will continue to be sent to the Ministry for approval.



**POWERS ON CERTAIN SPECIFIC ITEMS**

Sl. No.	Item of Expenditure	Extent of Powers delegated
1.	Sponsoring / Co – sponsoring of Conferences / Symposium / Seminars / Workshops	CWC, CGWB, CWPRS, CSMRS – Rs. 20,000/- per annum (Only to Scientific Organizations)
2.	Nomination of staff for participation in Conferences / Seminars / Workshops within the country	(i) CWC, CWPRS, CGWB – Rs. 3 lakhs per annum (ii) CSMRS – Rs. 2 lakhs per annum (iii) GFCC, FBP, Ministry (Proper) – Rs. 1 lakh per annum (iv) SSCAC, BCB & Accounting Organizations of the Ministry – Rs. 50,000/- per annum  <i>Note: Registration fee per individual per Conference / Seminar etc. will not exceed Rs. 6,000/-</i>
3.	Sponsoring staff for training within India	(i) CWC & CGWB – Rs. 3 lakhs per annum (ii) CWPRS & FBP – Rs. 2 lakhs per annum (iii) CSMRS & Ministry (Proper) – Rs. 1 lakhs per annum (iv) GFCC & Accounting Organizations of the Ministry – Rs. 50,000/- per annum (v) UYRB, SSCAC, & BCB – Rs. 25,000/- per annum  <i>Note: Registration fee per individual for a training course shall not exceed Rs. 10,000/-</i>
4.	Imparting training programme to Officers / Staff of other Organizations, State Governments etc.	To all HoDs, if separate budget is earmarked and approved by the Ministry for this purpose, subject to the condition that expenditure on working lunch, refreshments etc. will not exceed the powers delegated to HoDs in this respect.



**POWERS ON CERTAIN SPECIFIC ITEMS**

Sl. No.	Item of Expenditure	Extent of Powers delegated
1.	Sponsoring / Co - sponsoring of Conferences / Symposium / Seminars / Workshops	<b>CWC, CGWB, CWPRS, CSMRS</b> - Rs. 20,000/- per annum ( <i>Only to Scientific Organizations</i> )
2.	Nomination of staff for participation in Conferences / Seminars / Workshops within the country	(i) <b>CWC, CWPRS, CGWB</b> - Rs. 3 lakhs per annum  (ii) <b>CSMRS</b> - Rs. 2 lakhs per annum  (iii) <b>GFCC, FBP, Ministry (Proper)</b> - Rs. 1 lakh per annum  (iv) <b>SSCAC, BCB &amp; Accounting Organizations of the Ministry</b> - Rs. 50,000/- per annum  <b>Note:</b> Registration fee per individual per Conference / Seminar etc. will not exceed Rs. 6,000/-
3.	Sponsoring staff for training within India	(i) <b>CWC &amp; CGWB</b> - Rs. 3 lakhs per annum  (ii) <b>CWPRS &amp; FBP</b> - Rs. 2 lakhs per annum  (iii) <b>CSMRS &amp; Ministry (Proper)</b> - Rs. 1 lakhs per annum (iv) <b>GFCC &amp; Accounting Organizations of the Ministry</b> - Rs. 50,000/- per annum  (v) <b>UYRB, SSCAC, &amp; BCB</b> - Rs. 25,000/- per annum  <b>Note:</b> Registration fee per individual for a training course shall not exceed Rs. 10,000/-
4.	Imparting training programme to Officers / Staff of other Organizations, State Governments etc.	To all HoDs, if separate budget is earmarked and approved by the Ministry for this purpose, subject to the condition that expenditure on working lunch, refreshments etc. will not exceed the powers delegated to HoDs in this respect.



# **Annexure – II**

## **2. Duties of Officers and Employees**

## **1. RESPONSIBILITIES OF DIRECTOR**

- a) The Director as the Chief Executive of the Research Station is interalia responsible for directing research in the field of Geomechanics, Foundation Engineering and Construction materials; management of day to day operations including human resources managements promoting inter-laboratory and interagency Research & Development programmes and missions and linking linkages with stakeholder and users.
- b) He is also the Appointing and Disciplinary Authority in respect of Group B & C posts in CSMRS.

## **2. DUTIES OF SCIENTIST “E”**

- a) Plan, guide and supervise the field and laboratory investigations in the field of Geomechanics and construction materials relevant to the river valley projects constructed all over the country.
- b) Frame research projects to be undertaken under different agencies, International and UN Aid programmes, etc.
- c) Finalisation of reports of Research Projects being handled by the Research Station from time to time.
- d) Guide the Scientist C/ Scientist D in formulation of the specifications of testing and field equipment, their procurement, installation, operation and maintenance etc.
- e) Guide Scientist C/ Scientist D in respect of matters connected with Library and Documentation Centre, building of accommodation, workshop, instrumentation, publications etc.
- f) Assist Director in administrative work and coordination of the work of different disciplines.
- g) All other technical, administrative and accounts work as assigned by Director.

## **3. DUTIES OF SCIENTIST “D”**

- a) Plan, guide and supervise the field and laboratory investigations in the field of Geomechanics concrete, chemistry and construction materials relevant to the river valley projects constructed all over the country.

- b) Formulate research projects to be undertaken under different agencies, international and UN aid programmes.
- c) Finalisation of reports of Research Projects being handled by the Research Station from time to time.
- d) Guide the Scientist C in formulation of specifications of testing and field equipment, their procurement, installation, operation and maintenance.
- e) Guide Scientist C in respect of matters connected with Library and Documentation Centre, building of accommodation, workshop, instrumentation, publications etc.
- f) All other technical, scientific and allied works as may be assigned by the Director.

#### **4. DUTIES OF SCIENTIST “C”**

- a) Plan, guide, prepare detailed specifications for procurement, procure, check and supervise installation, maintenance and repair of all workshop, drilling and other field and laboratory equipment including vehicles.
- b) Conducting special tests connected with special works and research.
- c) Train and supervise the staff in field and laboratory tests including conducting necessary laboratory tests for test checking of results.
- d) Compilation and analysis of test results and computation.
- e) Preparation of estimates and bills of investigation and research works etc.
- f) Assist SCIENTIST “D” for preparation of investigation reports, technical examination of project reports, research reports, technical reports, draft BIS standards etc.
- g) Execution of minor construction works for erection of equipment, measurement, checking, billing, procurement and handling of stores, control and payment of labour maintenance of Accounts, muster roll, monthly returns etc.
- h) Carry out design computations, sketch drawing, layout, estimation of quantities etc.
- i) All technical, administrative and accounts work as assigned by SCIENTIST “D”

## **5. DUTIES OF SCIENTIST “B”**

- a) Conducting tests connected with investigation of projects and research work.
- b) Train and supervise the staff for conducting of field and laboratory tests for characterization and test checking of results.
- c) Computation, compilation and analysis of test results.
- d) Carry out again computation, sketch drawing, layout, estimation of quantities etc.
- e) Assist Scientist D /Scientist C/ senior officers for preparation of investigation reports, technical examination of project reports, research reports, technical reports, manuals, state of Art reports, draft standards etc.
- f) Plan, guide and supervise installation/erection, operation, maintenance and repair of all equipments including microprocessors, computers, data acquisition systems and precision electronic test instruments, maintenance of history sheets and log book of equipments where necessary and upkeep of laboratory equipment.
- g) Preparation of estimates and bills for investigation and research works etc.
- h) Procurement and handling of stores, maintenance of T&P items issued to them, control and payment of labour, maintenance of accounts, supervision of muster roll, monthly returns etc.
- i) Preparation of specifications and to assist Scientist D /Scientist C/ senior officers for procurement and checking of equipment.
- j) Undertake all technical, administrative and account work as assigned by Scientist D /Scientist C/ Senior officers from time to time.
- k) Performance of work assigned on Computer independently.

## **6 DUTIES OF ASSISTANT RESEARCH OFFICER**

- a) Conduct field and laboratory investigations in respect of geomechanical, construction materials and other allied fields.
- b) Train and supervise the staff for conducting necessary lab./field tests.

- c) Plan, guide, supervise installation, maintenance and repair of all equipments including maintenance of history sheets and log books where necessary and upkeep of Laboratory.
- d) Compilation and analysis of test results and computations.
- e) Assist in preparation of draft investigation reports and technical comments on the reports.
- f) Preparation of estimates and bills for investigation and research works.
- g) Assist SRO/CRO in preparation of investigation reports/technical examination of project reports, research reports, technical reports, draft standards etc.
- h) Preparation of specifications, procurement and checking of field and laboratory equipment in consultation with Scientist C and/Scientist D.

## **7. DUTIES OF RESEARCH ASSISTANT**

- a) Conduct tests in the field as well as in laboratory in respect of geomechanical, construction materials and other allied fields.
- b) Carry out investigation and research work including compilation, analysis of results and computation, preparation of reports, drawings including maintenance of records, in consultation with ARO/ Scientist B /Scientist C.
- c) Undertake installation, maintenance and repairs of all field and laboratory testing equipments and their upkeep.
- d) Holding charge of the field and laboratory equipment and maintenance of history sheets, log books etc. of the equipment.
- e) Preparation of specifications, procurement and checking of equipment in consultation with ARO/ Scientist B /Scientist C.
- f) Maintenance of Accounts, recording of measurements, handling of imprest, temporary advance etc. muster rolls, handling of stores etc.
- g) Assist ARO/ Scientist B /Scientist C in execution of minor construction works for erection of equipment etc.
- h) Scientist B /Scientist C ARO/ Scientist B /Scientist C in design computation, preparation of sketch drawings, estimates for investigation and

research works including preparation of bills, project/research reports, technical papers etc.

- i) Carry out field surveys and preparation of layout plans etc.
- j) Attend technical, information gathering, administrative and account works as assigned by ARO/ Scientist B /Scientist C from time to time.
- i) Assist in technical, administrative and accounts works referred from time to time.

## **7. DUTIES OF RESEARCH ASSISTANT**

- k) Conduct tests in the field as well as in laboratory in respect of geomechanical, construction materials and other allied fields.
- l) Carry out investigation and research work including compilation, analysis of results and computation, preparation of reports, drawings including maintenance of records, in consultation with ARO/ Scientist B /Scientist C.
- m) Undertake installation, maintenance and repairs of all field and laboratory testing equipments and their upkeep.
- n) Holding charge of the field and laboratory equipment and maintenance of history sheets, log books etc. of the equipment.
- o) Preparation of specifications, procurement and checking of equipment in consultation with ARO/ Scientist B /Scientist C.
- p) Maintenance of Accounts, recording of measurements, handling of imprest, temporary advance etc. muster rolls, handling of stores etc.
- q) Assist ARO/ Scientist B /Scientist C in execution of minor construction works for erection of equipment etc.
- r) Assist ARO/ Scientist B /Scientist C in design computation, preparation of sketch drawings, estimates for investigation and research works including preparation of bills, project/research reports, technical papers etc.
- s) Carry out field surveys and preparation of layout plans etc.
- t) Attend technical, information gathering, administrative and account works as assigned by ARO/ Scientist B /Scientist C from time to time.

**8. DUTIES OF LABORATORY ATTENDENT.**

- a) Cleaning and upkeep the Laboratory equipments, and the laboratory.
- b) Arranging of samples and up keep of store Assistance in the running, maintenance and ensuring proper environment of the laboratory.
- c) Grading of samples for the different fractions
- d) Assistance in the preparations of samples and packing of samples
- e) Assistance in sample collection in the field and in conducting field and laboratory test
- f) Any other duties allotted by the superiors.

**9. DUTIES OF SUPERVISOR**

- a) Assist ARO/ Scientist B /Scientist C. in day to day running of Division, hold muster rolls, imprest account, maintain stores and supervision of lower grade staff, maintenance of their attendants etc.
- b) Holding charge of field and Lab. equipment, maintain their history sheets, log sheets etc. and attending to the repair of equipments.
- c) Assist ARO/ Scientist B /Scientist C. in the execution of minor construction work for the erection of equipment carry out limited surveys, preparation of lay-out plans.
- d) Supervision and maintenance of civil, electrical and horticulture work regarding the building and other structures.
- e) Procure and purchase materials and T&P required for day to day laboratory running and maintain their accounts.
- f) Supervision for running and maintenance of mechanical workshop and the related accounts.
- g) Supervision of drilling work at project sites running and maintenance of drilling machine etc.
- h) Supervision and maintenance of good vehicles.
- i) Preparation of working estimates in connection with running and maintenance of various works in the Research Station.

j) Carrying out erection/installation of equipment/T&P and their testing for checking their conformity to specifications.

k) Assist ARO/ Scientist B /Scientist C. in framing specifications for procurement of equipment/T&P.

l) Carry out laboratory and field test connected with Geo-mechanics, construction materials etc.

m) Assist ARO/ Scientist B /Scientist C in working out analysis of rates, computations of test results and their completion, preparation of general sketches, drawings, etc.

u) All technical, administrative and accounts work as assigned by ARO/ Scientist B /Scientist C.

**10. DUTIES OF LABORATORY ASSISTANT GR.-I**

a) Conduct and assist in all laboratory and field tests.

b) Computation and compilation of test data.

c) Issue from stores and hold charge of equipment required for different tests in laboratory and field.

d) Maintenance and upkeep of equipment.

e) Preparation of samples for different tests and maintenance of sample stores including relevant records.

f) Supervision of work of Lab. attendents

g) Any other duties allotted by the Senior Officers.

**11. DUTIES OF LABORATORY ASSISTANT GR.-II**

a) Maintenance of Sample Store.

b) Conducting simple tests infield and Laboratory under supervision of RA/ARO etc.

c) Supervision of work of Lab. attendents.



**12. DUTIES OF LABORATORY ASSISTANT GR.-III**

- a) Conduct and assist in all laboratory and field tests.
- b) Computation and compilation of test data.
- c) Issue from stores and hold charge of equipment required for different tests in laboratory and field.
- d) Maintenance and upkeep of equipment.
- e) Preparation of samples for different tests and maintenance of samples store including relevant records.
- f) Supervision of work of Lab. attendants
- g) Any other duties allotted by the Senior Officers.
- h)

**13. DUTIES OF FOREMAN (WORKSHOP)**

- a) He shall be able to plan and guide different trade persons in carrying out different manufacturing and repairing of mechanical and electrical systems.
- b) He shall possess enough knowledge and skill to effectively supervise, guide and be able to undertake the upkeep, repair, maintenance and overhauling (dismantling and reassembling after needful repairs) of machines and equipment in the CSMRS.
- c) He shall be responsible for maintaining the records such as history sheets, Log Books etc., of different machines and equipment.

**14. DUTIES OF ASSTT. DRILLER**

- a) He should be well conversant with the operation of diamond drilling machines and drilling techniques and maintenance of the machines and pumps.
- b) He should be able to attend minor repairs in the drilling machines, pumps etc.
- c) He should be able to guide the drilling workers and handle the work in the field independently.

d) He is responsible for maintaining the history register, log book, issue register, bit register etc. in the field in the absence of Supervisor/Driller.

**15. DUTIES OF SENIOR STORE KEEPER**

a) Indenting, handling, maintenance and up-keep of technical and scientific stores.

b) To maintain the stock levels of the inventory.

c) to record inventory and to maintain store record.

d) To deal with condemnation, disposal and write off matters related to the stores.

e) To make procedural dealings with LGS&L on matters connected with the Government Stores.

**16. DUTIES OF STORE KEEPER**

a) Handling of Engineering/Scientific Stores.

b) Accounting of Stores.

**17. DUTIES OF ELECTRICIAN GRADE-I.**

a) He shall be able to understand and execute the electrical circuit diagrams for the job concerned.

b) He shall be able to repair and maintain the electrical systems involving single as well as three-phase supply of different testing equipments and carry out electrical installations of new equipments.

c) He shall be in-charge for the repair and maintenance of all the electrical installations of CSMRS.

d) He shall be responsible for carrying out any other related task assigned by the officers.

**18. DUTIES OF ELECTRICIAN GRADE-II**

a) Handling the repairs/overhauling and maintenance of electrical motors of all kinds including fraction H.P. Motors, single phase and three phase motors of all ranges.

b) Installation and commissioning of electrical/mechanical equipments, machines and gadgets.

c) Calculating the electrical load in any section.

d) Carrying out the building electrical wiring with specific reference to such set-ups where machines/equipments in testing laboratories are used.

#### **19. DUTIES OF CARPENTER**

a) To attend all type of repairing and fabrication related to carpentry work.

b) To fabricate wooden boxes/Core-boxes/wooden models.

c) To attend repairing of all type of furniture items.

d) To attend fixing of ply required for desert coolers.

e) To attend fixing of lock, handle, stopper, sliding bolt, window glasses, name plates, boards. etc.

f) To attend display/minor repairs to exhibition materials.

#### **20. DUTIES OF REPROGRAPHIC ASSISTANT**

a) He will run the Photocopier Machines and attend to its proper maintenance.

b) Maintain a stock register for the consumables items received used.

c) Maintain account of work done of the stock items consumed for the work

d) Diary and dispatch work of the section and any other duty assigned by the superiors.

#### **21. DUTIES OF HEAD DRAFTSMAN**

a) To prepare schedule of reinforcements.

- b) To check the accuracy of drawings prepared by draftsman.
  - c) To prepare complicated layout drawings and reinforcement draft.
  - d) Preparation and checking of estimates, tender documents, hydrological data etc.
- as per directions.
- e) To supervise the maintenance of records of survey.
  - f) To keep an account of scientific and mathematical instruments.

## **22. DUTIES OF DRAFTSMAN GR. I**

- a) Preparation of structural drawings.
  - b) Preparation and checking of detailed and preliminary estimates, extras and substituted item, statements, analysis of rates for non-scheduled items, N.I.Ts, agreements deviation statements etc.
  - c) Checking of Revised Estimates.
  - d) Maintenance of Books, Records and Register relating to Drawing Branch.
  - e) Maintenance of account of survey and Drawing instruments, office furniture etc.
- and
- f) Indenting Drawing materials, custody of drawing.
  - g) Any other work that may be assigned by an appropriate authority.

## **23. DUTIES OF DRAFTSMAN GR. II**

- a) Preparation of structural drawings from sketches.
- b) Tracing structural details.
- c) Preparation and checking of preliminary and detailed estimates, extra and substituted item statements, analysis of rates of non-schedule items, reduction survey reports, N.I.Ts etc.
- d) Checking of revised estimates.
- e) Checking of the original consumption statements.

- f) Maintenance of Books, Registers, Records etc, relating to Drawing Branch.
- g) Checking of Earth work calculations etc. received with bills,
- h) Copying of returns, estimates, statements etc.
- i) Indenting Drawing materials, custody of drawing materials and proper maintenance of their account.
- j) Any other work that may be assigned by an appropriate authority.

#### **24. DUTIES OF DRAFTSMAN GR. III**

- a) Tracing of drawings prepared.
- b) Arithmetical checking of calculations, details of quantities etc.
- c) Maintenance of drawing records, original plants of Schemes etc.
- d) Arithmetical checking of simple estimates, extra/substituted item statements, deviation statements, reduction rate statements Survey reports.
- e) Comparing typed matter, N.I.Ts., estimates, extra/substituted item statements, deviation statements Survey reports etc.
- f) Copying of estimates, statements, analysis of rates etc.
- g) Preparation of simple drawings from sketches.
- h) Any other work that may be assigned by an appropriate authority.

#### **25. DUTIES OF SENIOR COMPUTORS**

- a) Computational work.
- b) Working out quantities from the detailed measurements.
- c) Checking the quantities already worked out.
- d) Compilation and processing of data in various formats.

#### **26. DUTIES OF JUNIOR COMPUTORS**

- a) Computational work/Calculation work.

- b) To assist the Senior Professional Assistant(S)/Senior Professional Assistant(H)/Professional Assistant(S)/Professional Assistant(H) in their work of Statistical data.
- c) To work on the manually operated Facit calculating machines.

## **27. DUTIES OF MECHANIC**

- a) Adequate knowledge and experience to handle works connected with any of the workshop, trades, viz. Machinist, Welder, Fitter or Turner.
- b) Adequate experience in handling workshop tools such as tapping, drilling, riveting etc.
- c) Assist Foreman (Workshop) in carrying out the day to day work of the workshop for its smooth functioning.