

Right to Information

Under Manual 2005 Section (4)

Office of the Executive Engineer

P.W.D. Division, Sehore

Contents of the Manual

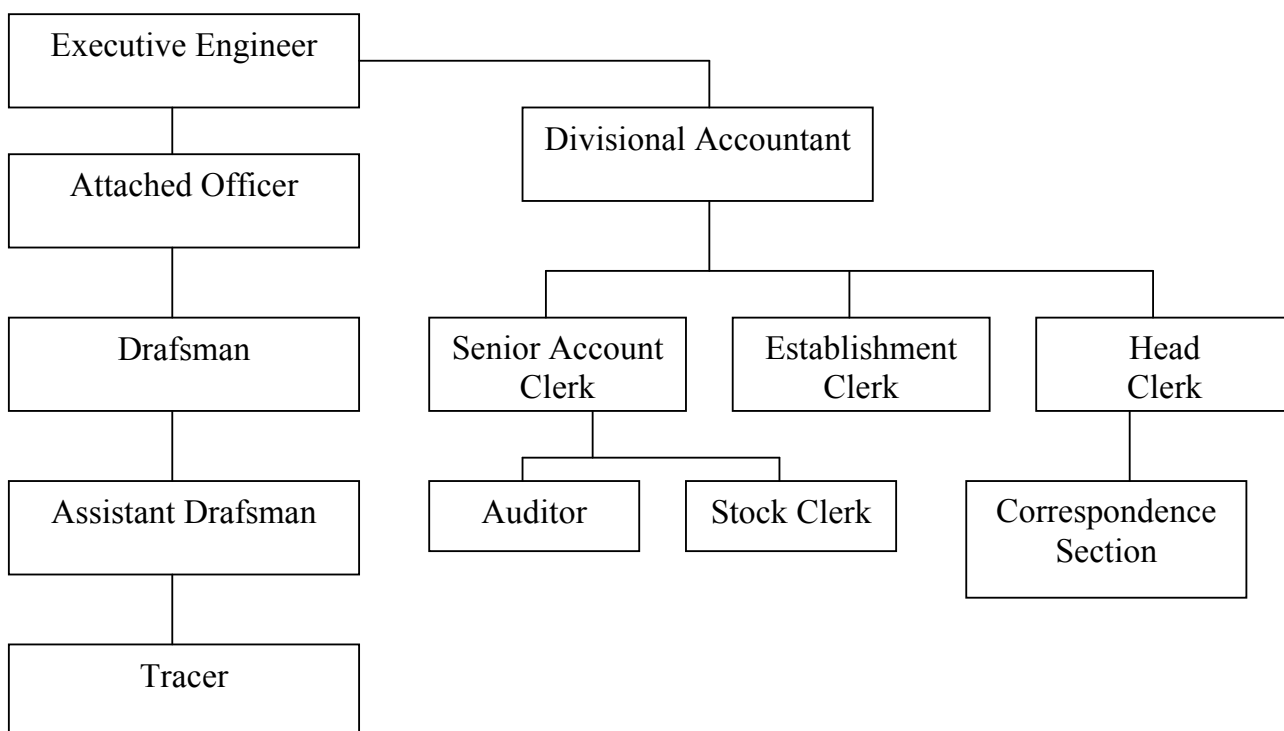
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ORGANIZATION SET-UP

Function and duties of the different offices constituting the Organization U/S 4.1 (b)(i)

1. A. Name of the officers and organizational setup

Office of the Executive Engineer, Rural Engineer Services Dn. Sehore



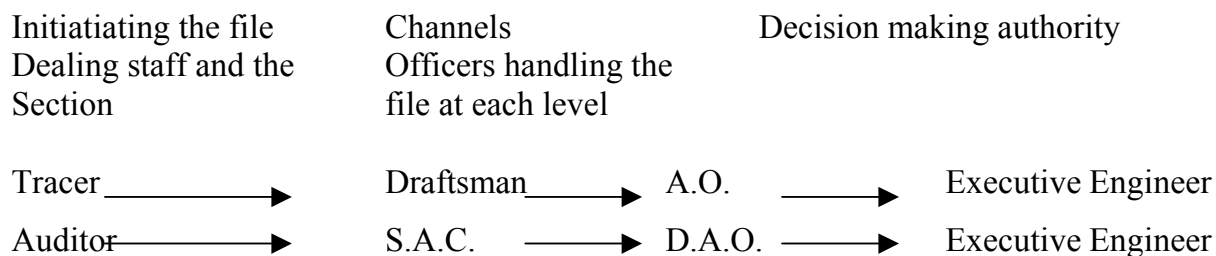
1. B Functions and duties of each unit of the office (1 to 2 Page)

S.No.	Unit / Section	Functions performed
1.	Account	As per works Manual 1983
2.	Record Room	Not Applicable
3.	Others if any (Give complete detail of each unit/section)	
(i)	Technical Section	All types of technical works and to maintained of records
(ii)	Establish Section	Preparation of Pay and allowance of officers/officials Preparation of revised and annual proposal of budget. Maintenances of service book/GPF/DPF pass book/GIS, contribution/deduction Reconciliation of expenditure at AG MP Gwalior.

Work distribution order of each officer can be updated and put in the following format.
U/S 4.1 (b)(ii)

No.	Name	Designation	Remuneration	Duties
1.	M.S. Quarshi	Executive Engr.	12675+D.A.	As per M.P. works Department manual 1983

3. **Decision Making Process in Graphic form U/S 4.1 (b) (iii)**



Supervisory Authority - Executive Engineer

Officer to whom accountable - C.E. (Capital Zone) P.W.D. Bhopal

4. (A) Time norm, if decided by the organization. U/S 4.1 (b)(iv)
 (B) Quality Norms, if decided by the organization.
 (C) Quantity target for the office to be done in the year.

**As per M.P. works
Manual 1983**

Supervisory Authority - Executive Engineer

Officer to whom accountable - C.E. (Capital Zone) P.W.D. Bhopal

5. List of Acts, Rules, Regulations Manuals, Cirulers related with the functioning of office constituting the organization. (Original text to be given in electronic form) U/S 4.1 (b) (v)

Acts - Ruled performed by M.P. Govt.

Rules - Ruled performed by M.P. Govt.

Regulation - As per M.P. Govt.

Manuals - M.P. Work Deptt. Manual 1983.

Circulars - Circulars issued by M.P. Govt.

6. Statement of Various Categories of documents held by it or under its control U/S 4.1 (b)(VI)

S. No.	Name of Document	Kind of document like microfilm, Register, Books, Diskette etc.	Nature and Content of document	Duration of Records
1.	Work Cash book	Register	Entry of Receipt & Payment	From Page 1 to the last pages
2.	Contractor Register	Register	Registration of Contractors	From Page 1 to the last pages
3.	Cheque Register	Register	Movement of Cheque entry	Financial year
4.	Challan Register	Register	Remittance to Bank	Financial year
5.	Deposit Register	Register	Entries of Receipt	From Page 1 to the last pages
6.	NIT Register	Register	Entries of NIT Curcultion	Financial Year
7.	Budget Register	Register	Entries of Budget Provisions	Financial Year
8.	Bill Register	Register	Entries of Bill submitted to Treasury	From Page 1 to the last pages.
9.	B.T.R.	Register	Entries of Bill submitted to Treasury	From Page 1 to the last pages.
10.	Cash Book MPTC 5	Register	Entries of Receipt from Treasury for Payment	From Page 1 to the last pages.
11.	Cheque Register	Register	Entries of Receipt	From Page 1 to the last pages.
12.	C.L. Register	Register	Casual & Optional Leave Register	Calander Year
13.	M.R./T/A. Register	Register	Entries of bill Receipt	From Page 1 to the last pages.
14.	Attendance Register	Register	Aquittance of Staff	Calander Year
15.	Stock-Register	Register	Entries of Store Items	From Page 1 to the last pages.
16.	Inward/Dispatch Register	Register	Entries of Receipt and Dispatch Letter	Calander Year
17.	Service Postage Register	Register	Entries of Dispatch Letter to be posted	Close Monthly
18.	Office Expenses Register	Register	Expenditure of Stamp/ telephone/MPSEB, Petty Bills/ Liveries/ Stationery etc.	Financial year

7. (i) Structure of the consultative committees in which public representatives are members including.

- Name of the committee
- Copy of the Orders/ Circulars for formation
- Functions **Nil**
- Members
- Duties and responsibilities

Accessibility of minutes for public U/s 4.1 (b) (vii)

(ii) Proceedings, Minutes of the meeting (Copy to made available and be given in the electronic form with hypertext link)

Nil

8. (i) Name of the Board, Councils, committees etc. including member and their qualification. (Original text to be given in the electronic form) U/s 4.1 (b) (viii)

S.No.	Name of the body	Name of the members	Qualifications
Nil	Nil	Nil	Nil

(ii) Order of the formation (Original text to be given in the electronic form and to be hypertext linked)

(iii) Charter / Memorandum of Articles of Association. (Original text to be given in the electronic form and to be hypertext linked)

(iv) Govt. instruction for the way in which meeting will be conducted. (Original text to be given in the electronic form and to be hypertext linked)

Availability of the proceedings / minutes of the last meetings (Original text to be given in the electronic form and to be hypertext linked)

9. Directory of the officers and employees (to be linked with treasury data bank)**U/S 4.1 (b) (ix)**

Sr.No.	Name	Designation	Address & Contact No. if Any
1.	M.S. Qurshi	Executive Engineer	P.W.D. Div. Sehore
2.	G.P. Katare	Asstt. Engineer	P.W.D. Div. Sehore
3.	A.R. Gore	Asstt.	P.W.D. Sub Div. Ashta
4.	U.N. Mishra	D.A.O.	P.W.D. Div. Sehore
5.	Gopal Rai	Tracer	P.W.D. Div. Sehore
6.	K.L. Shakya	Tracer	P.W.D. Div. Sehore
7.	R.G. Vishvakarma	Sub Engr.	P.W.D. sub Div. Sehore
8.	V.P. Shrivastava	Sub Engr.	P.W.D. sub Div. Sehore
9.	M.D. Napit	Sub Engr.	P.W.D. sub Div. Sehore
10.	Girish Bansal	Sub Engr.	P.W.D. sub Div. Sehore
11.	P.S. Thakur	Sub Engr.	P.W.D. sub Div. Sehore
12.	D.K. Jain	Sub Engr.	P.W.D. sub Div. Sehore
13.	Pramod Shukla	Sub Engr.	P.W.D. sub Div. (E&M) Sehore
14.	M.K. Diwadi	Sub Engr.	P.W.D. sub Div. Sehore
15.	Ayaz Mohd. Khan	AG II	P.W.D. Div. Sehore
16.	J.N. Dubey	AG II	P.W.D. sub Div. Sehore
17.	D.K. Gupta	AG II	P.W.D. Div. Sehore
18.	A.W. Baig	AG II	P.W.D. Div. Sehore
19.	Jameel Ahamed Siddiqui	AG II	P.W.D. sub Div. (E/M) Sehore
20.	Rafiulla Khan	AG III	P.W.D. sub Div. (E/M) Sehore
21.	N.D. Mathur	AG III	P.W.D. Div. Sehore
22.	Smt. Sharda Pare	AG III	P.W.D. Div. Sehore
23.	Smt. Tahira Rashid	AG III	P.W.D. sub. Div. Sehore

24.	Smt. M.K. Bagga	AG III	P.W.D. Div. Sehore
25.	J.C. Sagwalia	AG III	P.W.D. sub. Div. Sehore
26.	Ashok Nayak	AG III	P.W.D. Div. Sehore
27.	Smt. Zebun Khan	AG III	P.W.D. Div. Sehore
28.	C.R. Kale	AG III	P.W.D. Div. Sehore
29.	Shyamlal Malviya	AG III	P.W.D. sub Div. (E&M) Sehore
30.	R.S. Yadav	D. man	P.W.D. Div. Sehore
31.	Manohar Singh	A.D.M.	P.W.D. sub. Div. Sehore
32.	B.P. Deshraj	A.D.M.	P.W.D. sub Div. (E&M) Sehore
33.	D.K. Rathore	A.D.M.	P.W.D. Div. Sehore
34.	C.L. Raikwar	AG II	P.W.D. sub Div. Ashta
35.	R.K. Gupta	AG III	P.W.D. sub Div. Ashta
36.	A.R. Anshari	AG III	P.W.D. sub Div. Ashta
37.	H.C. Raghuwanshi	A.D.M.	P.W.D. sub Div. Ashta
38.	M.K. Pancholi	Sub Engr.	P.W.D. sub Div. Ashta
39.	V.K. Mishra	Sub Engr.	P.W.D. sub Div. Ashta
40.	K.K. Parashar	Sub Engr.	P.W.D. sub Div. Ashta
41.	P. Manjhi	Sub Engr.	P.W.D. sub Div. Ashta
42.	R.P. Amcha	AG II	P.W.D. sub Div. Budhni
43.	G.V. Dugeria	AG II	P.W.D. sub Div. Budhni
44.	Smt. C.K. Dubey	AG III	P.W.D. sub Div. Budhni
45.	J.P. Soni	A.D.M.	P.W.D. sub Div. Budhni
46.	C.M. Singhpal	Sub Engr.	P.W.D. sub Div. Budhni
47.	S.L. Malviya	Sub Engr.	P.W.D. sub Div. Budhni
48.	D.K. Sharma	Sub Engr.	P.W.D. sub Div. Budhni
49.	N.S. Patel	Sub Engr.	P.W.D. sub Div. Budhni
50.	R.K. Shrivastava	Sub Engr.	P.W.D. sub Div. Budhni
51.	B.L. Chouhan	Daftari	P.W.D. Div. Sehore

52.	Ram Lal Parmar	Peon	P.W.D. Div. Sehore
53.	Mustaque Ahamed	Peon	P.W.D. Div. Sehore
54.	Kanchan Singh	Peon	P.W.D. Div. Sehore
55.	Hari Narayan	Peon	P.W.D. Div. Sehore
56.	Laxman Singh	Peon	P.W.D. Div. Sehore
57.	Ramesh Chandra	Peon	P.W.D. Sub Div. Sehore
58.	Keshrimal	Peon	P.W.D. Div. Sehore
59.	Gandalal Panya	Peon	P.W.D. Div. Sehore
60.	Arun Kumar	Peon	P.W.D. Div. Sehore
61.	Rafique Khan	Peon	P.W.D. Div. Sehore
62.	Hirdesh Kumar	Peon	P.W.D. sub Div. Sehore
63.	Bhao Singh	Peon	P.W.D. sub Div. (E&M) Sehore
64.	Sunil Kumar Rai	Peon	P.W.D. sub Div. (E&M) Sehore
65.	Prem Singh	Peon	P.W.D. sub Div. Ashta
66.	Nami Chand	Peon	P.W.D. sub Div. Budhni
67.	Amar Chand	Peon	P.W.D. sub Div. Budhni

10. Monthly remuneration and compensation (to be linked with treasury data bank) U/S 4.1 (b) (x)

Sr.No.	Name	Remuneration	Compensation
1.	M.S. Qurshi	12675 + DA	-
2.	G.P. Katare	11950 + DA	H.R.A.
3.	A.R. Gore	12600 + DA	-
4.	U.N. Mishra	16500 + DA	-
5.	Gopal Prasad Rai	4220 + DA	H.R.A. + C.A.
6.	K.L. Shakya	3800 + DA	C.A.
7.	R.G. Vishvakarma	10200 + DA	C.A.
8.	V.P. Shrivastava	10200 + DA	H.R.A. + C.A.
9.	M.D. Napit	8275 + DA	H.R.A. + C.A.
10.	Girish Bansal	7700 + DA	H.R.A. + C.A.
11.	P.S. Thakur	7700 + DA	H.R.A. + C.A.
12.	D.K. Jain	6950 + DA	H.R.A. + C.A.
13.	Pramod Shukla	7300 + DA	H.R.A. + C.A.
14.	M.K. Diwadi	7900 + DA	H.R.A. + C.A.
15.	Ayaz Mohd. Khan	6250 + DA	S./ Pay + H.R.A. + C.A.
16.	J.N. Dubey	6000 + DA	S./ Pay + H.R.A. + C.A.
17.	D.K. Gupta	5300 + DA	S./ Pay + C.A.
18.	A.W. Baig	5300 + DA	H.R.A.
19.	Jameel Ahamed Siddiqui	6375 + DA	S./ Pay + H.R.A.
20.	Rafiulla Khan	5400 + DA	H.R.A. + C.A.
21.	N.D. Mathur	5300 + DA	H.R.A. + C.A. + C.H.A.
22.	Smt. Sharda Pare	4540 + DA	S./ Pay + C.A.
23.	Smt. Tahira Rashid	4500 + DA	C.A.

24.	Smt. M.K. Bagga	4300 + DA	S./ Pay + C.A.
25.	J.C. Sagwalia	3725 + DA	S./ Pay + C.A.
26.	Ashok Nayak	3725 + DA	S./ Pay + C.A.
27.	Smt. Zebun Khan	3725 + DA	H.R.A. + C.A.
28.	C.R. Kale	3800 + DA	C.A.
29.	Shyamlal Malviya	3500 + DA	H.R.A. + C.A.
30.	R.S. Yadav	7100 + DA	S./ Pay + H.R.A. + C.A.
31.	Manohar Singh	5500 + DA	H.R.A. + C.A.
32.	B.P. Deshraj	5200 + DA	H.R.A. + C.A.
33.	D.K. Rathore	4500 + DA	H.R.A. + C.A.
34.	C.L. Raikwar	4900 + DA	C.A.
35.	R.K. Gupta	4800 + DA	H.R.A. + C.A.
36.	A.R. Anshari	3500 + DA	H.R.A. + C.A.
37.	H.C. Raghuwanshi	5250 + DA	C.A.
38.	M.K. Pancholi	7500 + DA	C.A.
39.	V.K. Mishra	7300 + DA	H.R.A. + C.A.
40.	K.K. Parashar	6900 + DA	C.A.
41.	P. Manjhi	6650 + DA	C.A.
42.	R.P. Amcha	5875 + DA	S./ Pay
43.	G.V. Dugeria	4800 + DA	S./ Pay
44.	Smt. C.K. Dubey	4220 + DA	H.R.A.
45.	J.P. Soni	5200 + DA	H.R.A.
46.	C.M. Singhpal	10475 + DA	-
47.	S.L. Malviya	10200 + DA	-
48.	D.K. Sharma	7300 + DA	-
49.	N.S. Patel	7300 + DA	-
50.	R.K. Shrivastava	L.P.C. Awaited	-
51.	B.L. Chouhan	3730 + DA	W./All. @ 30/- PM. + H.R.A.+C.A.

52.	Ram Lal Parmar	3590 + DA	W./All. @ 30/- PM. + H.R.A.+C.A.
53.	Mustaque Ahamed	3215 + DA	W./All. @ 30/- PM. + H.R.A.+C.A.
54.	Kanchan Singh	3215 + DA	Washing All. @ 30/- PM. + C.A.
55.	Hari Narayan	3150 + DA	W./All. @ 30/- PM. + H.R.A.+C.A.
56.	Laxman Singh	3215 + DA	W./All. @ 30/- PM. + H.R.A.+C.A.
57.	Ramesh Chandra	3280 + DA	W./All. @ 30/- PM. + H.R.A.+C.A.
58.	Keshrimal	3140 + DA	W./All. @ 30/- PM. + H.R.A.+C.A.
59.	Gandalal Panya	3140 + DA	W./All. @ 30/- PM. + H.R.A.+C.A.
60.	Arun Kumar	3090 + DA	W./All. @ 30/- PM. + H.R.A.+C.A.
61.	Rafique Khan	2900 + DA	W./All. @ 30/- PM. + H.R.A.+C.A.
62.	Hirdesh Kumar	2900 + DA	W./All. @ 30/- PM. + H.R.A.+C.A.
63.	Bhao Singh	3090 + DA	W./All. @ 30/- PM. + H.R.A.+C.A.
64.	Sunil Kumar Rai	3140 + DA	W./All. @ 30/- PM. + H.R.A.+C.A.
65.	Prem Singh	3020 + DA	Washing All. @ 30/- PM. + C.A.
66.	Nami Chand	3215 + DA	Washing All. @ 30/- PM. + H.R.A.
67.	Amar Chand	2960 + DA	Washing All. @ 30/- PM. + H.R.A.

11. Annual Budget allocation and Expenditure statements (to be linked with treasury Data Bank) U/S 4.1 (b)(xi)

S.No.	Budget Head	Name of work	Year	Allocation	Expenditure
1	Grand No.- 67 Major Head - 2059 Sub major head -80 Minor head -001	Establishment Pay + Allowances	2005-06	Plan	-
	Scheme code -2418 Segment code-9999 Object code- 11	Establishment Pay + Allowances	2005-06	Non Plan 12258543.00	4955273.00

12. Programme and beneficiaries U/S 4.1 (b)(xii)

A. List of the programme (in electronic form) **Nil**

B. Norms for selection of the beneficiary (Original text of the circular to be given in electronic form) **Nil**

C. Detailed Information **Nil**

S.No.	Name of the programme	Administrative Department	Year	Amt. Allocated	No. of beneficiaries
			NIL		

13. List of the recipients and nature of the concession U/S 4.1 (b)(xiii)

S.No.	Nature of concession	Name	Address	Year	Kind of support	Approximate Value of Concession
			NIL			

14. Information available in the office (Linket with item 6) U/S 4.1 (b)(xiv)

S.No.	Categories	Hard Copy	Electronic Form
1.	Work Details	Folder	C.D.
2.	Budget	Hard Copy	C.D.
3.	Tax Details	Hard Copy	C.D.
4.	Staff Details	Hard Copy	-
5.	S.O.R.	Hard Copy	C.D.

15. Facility available (Library, Public Counter etc.) to citizen for information U/S 4.1 (b)(xv)

16.

S.No.	Facility	Name of incharge	duration of opening (time of by given)	Contact No.
1.	Public Counter	Ayaz Mohd. Khan	10.30 am to 5.30 pm	222701

17. Information about the PIO / Designation / Working experiences U/S 4.1 (b)(xvi)

Name - M.S. Qureshi
Designation - Executive Engineer
Tel. No. - 222701 (O), 222387 (R)
E-mail Address -
Place of work & Address - P.W.D. Division, Sehore
Contact hours for public - 10.30 am to 1.30 pm

18. Any other information in Citizen related facilities U/S 4.1 (b)(xvii)

NIL

Executive Engineer, P.W.D.
Division, Sehore