

Terms of Reference (TOR)

S. N	Position	Approx. Number	Qualifications & Experience etc.	Roles and Responsibilities	Consolidated Remuneration
1	Senior Superintendent (Retd)	8	<ol style="list-style-type: none"> 1. He/she should not have retired below the rank of Superintendent in HPPWD or HPJSV. 2. Knowledge of accounts which includes checking of MAS, record entries made by junior engineer in MB, passing of bills with statutory deductions as GST, Income Tax, Labour Cess etc, writing of cash book, deposits of GST and other deductions in proper head, calling of tenders, its award, agreements, notice to contractors, maintenance of all records of financial transactions and its returns. 3. He/she should have fair knowledge of computer and On-Line working. 4. He/She should have at least Five years working experience in account Branch and not retired before January 2016. 	<p>The Senior Superintendent (Retd) will have complete responsibility: -</p> <ol style="list-style-type: none"> 1. Assisting WUA and technical team in calling of tenders, documentation, award of work, processing the tender's documents for STEP. 2. In assisting WUA and technical team in Scrutiny of contractors/suppliers bills as per agreements. 3. Assisting Writing of cash books of WUAs. 4. Assisting Deductions of GST, Income Tax, Labour Cess and other deductions from bills and depositing the same in proper head. 5. Assisting WUAs to maintain complete record of agreements, financial transactions and to submit returns from time to time. 6. Assisting WUA in writing notices to contractors for timely completion of works and granting extension in time to keep the agreement Live. 	<p>Last monthly pay-drawn minus the pension as per the policy of the State Government. This monthly remuneration/fee shall be subject to applicable TDS deductions.</p>
2	HEAD DRAUGHTSMAN	2	<ol style="list-style-type: none"> 1. Draftsman course from recognised ITI 2. Minimum experience of 30 years with three years' experience as Head draftsman in State Irrigation 	<p>The main responsibilities of the Draughtsman will include but not limited to the following:</p> <ol style="list-style-type: none"> 1) Prepare drawings using computer assisted drafting systems (CAD) or by hand. 2) Guide AEs, JEs to prepare 	<p>Last monthly pay-drawn minus the pension as per the policy of the State Government. This monthly remuneration/f</p>

			<p>Department.</p> <p>3. He should be well conversant with preparation of irrigation DPRs, Keeping proper record of DPRs, preparation of tender documents and its evaluations, preparation of monthly reports etc.</p>	<p>DPRs of lift and Flow irrigation schemes</p> <p>3) Scrutinize the bills of the works executed under the Project.</p> <p>4) Maintenance of Records and drawings related to the assigned project works.</p> <p>5) Store soft copies of all DPRs at safe place.</p> <p>6) Assist in preparation of tender documents, and contracts.</p> <p>7) Checking of Irrigation DPRs, Analysis of rates, evaluations of Tenders.</p> <p>8) Observe comparatively simple and cost effective construction procedures.</p> <p>9) Prepare work plan for all technical staff activities both in the office and on the sites.</p> <p>10) Assist in record keeping and generating progress reports.</p> <p>11) Work closely with Irrigation Engineering Specialist and Sr. Irrigation Engineering Specialist</p> <p>12) Field visit of works as per directions of IES and Sr IES.</p> <p>13) Perform any other duties and responsibilities as assigned by IES and Sr IES, DDH, Nodal Officer, Director Horticulture and Project Director</p>	<p>ee shall be subject to applicable TDS deductions</p>
3	DRAUGHTSMAN	1	<p>1) Draftsman course from recognised ITI.</p> <p>2) Minimum experience of 30 years with three years' experience as draftsman in HPPWD.</p> <p>3) He should be well conversant with preparation of building and other DPRs, Keeping proper record of DPRs, preparation of tender documents and its evaluations,</p>	<p>The main responsibilities of the Draughtsman will include but not be limited to the following:</p> <p>1) Prepare drawings using computer assisted drafting systems (CAD) or by hand.</p> <p>2) Guide AEs, JEs to prepare DPRs.</p> <p>3) Scrutinize the bills of the works executed under the NMS.</p> <p>4) Maintenance of Records and drawings related to the assigned project works.</p> <p>5) Store soft copies of all DPRs at safe place.</p> <p>6) Assist in preparation of tender documents, and contracts.</p>	<p>Last monthly pay-drawn minus the pension as per the policy of the State Government. This monthly remuneration/fee shall be subject to applicable TDS deductions</p>

			<p>preparation of monthly reports etc.</p>	<ol style="list-style-type: none"> 7) Checking of DPRs, Analysis of rates, evaluations of Tenders. 8) Observe comparatively simple and cost effective construction procedures. 9) Prepare work plan for all technical staff activities both in the office and on the sites. 10) Assist in record keeping and generating progress reports. 11) Work closely with GM NMS and Xen NMS 12) Field visit of works as per directions of GM NMS and Xen NMS. 13) Perform any other duties and responsibilities as assigned by GM NMS and Xen NMS, Director Horticulture and Project Director 	
--	--	--	--	---	--