

IT E M – II

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF BRAHMAPUTRA BOARD

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2.0 Brahmaputra Board:

Brahmaputra Board is headed by a Chairman, with the status of the Additional Secretary or above to the Govt. of India as appointed by Govt. of India. The Chairman is the over all in charge of the Board and is wholly responsible for its efficient working. In addition, he discharges such powers and duties as delegated to him by the Board. In the absence of the Chairman a Vice Chairman presides over the meeting of the Board duly called by the Chairman, Brahmaputra Board. Vice Chairman exercises such of those powers and duties of the Chairman as delegated to him by the Chairman and also perform such other functions as decided by the Chairman.

The functioning of the Brahmaputra Board is divided broadly into Administration, Planning & Design, Investigation and Execution.

The General Manager is the Chief Executive Authority who heads the Part-I above. He is responsible for the proper Administration of the affairs of Board. He prescribes as assigned the duties of all Officers and staff under him in consultation with Chairman. He also exercises such supervision and disciplinary control when necessary and coordinates the activities of various units under the Board. The General Manager exercises and discharges the powers and duties of the Chairman as delegated to him by the Chairman and determined by regulation and also prescribed under Rule 16 in matters pertaining to budget and allocation or re-appropriation of Grants. The General Manager is assisted by Officer of the rank of Secretary, Chief Engineers, Deputy Chief Engineer, Superintending Engineers, Executive Engineers, Assistant Executive Engineers, Assistant Engineers and Junior Engineers and other Engineering and Non Engineering Officers and supporting staff in various field units and at Head Quarters.

The Finance Wing is headed by a Financial Adviser who is under the Administrative Control of the Chairman. The Financial Adviser advises the Board all matters relating to revenue and expenditure and he has the right to refer to the Board any matter, which in his opinion ought to be brought to his notice. He is also responsible for the maintenance of the Accounts of the Board and conduct Internal Audit of these Accounts. The Financial Adviser also exercises such power and duties as prescribe in the Rules-16 pertaining to the Budget. The Financial Adviser will be assisted by a Deputy Financial Adviser, Senior Accounts Officers, Accounts Officer, Section Officers, Divisional Accountant, Junior Accountant and other supporting staffs.

2.1 POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

Brahmaputra Board officers exercise various powers delegated to them as per the Brahmaputra Board Act 1980, and it's Subordinate Legislation, Govt. of India Rules and regulation as contained in Fundamental Rules, Supplementary Rules, General Financial Rules, Delegation of Financial Power Rules, CPWA manual, CPWD Accounts Code and Delegation of Power Rules 1996 amended in 2019 of Brahmaputra Board.

Brief description of duties of Brahmaputra Board Officers specifically assigned to their units given below:

2.1.1 Chairman:

The Chairman is the overall incharge of the Board and is wholly responsible for its efficient working. In addition, he discharges such powers and duties as delegated to him by the Board and Ministry.

2.1.2 Vice Chairman:

In the absence of the Chairman, the Vice Chairman presides over the meeting of the Board duly called by a regular Chairman. Vice Chairman exercises such of those powers and duties of the Chairman as delegated to him by the Chairman and also perform such other functions as decided by the Chairman.

2.1.3 General Manager

(1) The General Manager, as the Chief Executive Authority of the Board, is responsible for proper administration of the affairs of the Board. He prescribes and assigns the duties of all officers and staff of the Board who are subordinate to him and exercises such supervisions and disciplinary control as may be necessary and co-ordinates the activities of various units under the Board.

(2) The General Manager also exercises and discharges such of the powers and duties of the Chairman, as may be delegated to him by the Chairman and as may be determined by the regulations.

(3) The General Manager shall also exercises the powers and duties as prescribed under Rule 16 in matters pertaining to the Budget and Allocation or re-appropriation of grants.

The Power and Duties of the General Manager is defined under Regulation G.S.R. 565-Brahmaputra Board (Power and Duties of the General Manager) Regulation, 1993.

2.1.4 Financial Adviser

- (1) The Financial Adviser is under the administrative control of the Chairman.
- (2) The Financial Adviser advises the Board on all matters relating to revenue and expenditure. He has the right to refer to the Board any matter which in his opinion ought to be brought to its notice.
- (3) The Financial Adviser is responsible for the maintenance of the Accounts of the Board and conduct internal audit of these accounts.
- (4) The Financial Adviser shall also exercises the powers and duties as prescribed under Rule 16 in matters pertaining to the Budget.

2.1.5 Secretary

The Brahmaputra Board Secretariat is headed by the Secretary who looks after the Administrative & Establishment matters. He is responsible for preparation of Board's Agenda, Minutes and follow-up actions of the Board's decisions.

2.1.6 Chief Engineer-I Wing:

The Chief Engineer-I Wing is responsible for dealing with matters related to all field Investigation works Planning & Design activities of the Brahmaputra Board including preparation of detailed project reports (DPR) in respect of multipurpose projects, Drainage Development Schemes and preparation of Master Plans and execution of different flood management schemes within the part of jurisdiction of Brahmaputra Board as entrusted. This wing is headed by the Chief Engineer-I. Under the Chief Engineer –I, there are 4 (Four) Regional offices Viz. Arunachal Pradesh, Assam, Meghalaya, and Nagaland headed by Dy. CE in Arunachal Pradesh & Assam and Superintending Engineers in Meghalaya & Nagaland, 2(Two) Circle Office at Nalbari & Jorhat headed by Superintending Engineer, Director NEHARI and 8(eight) Divisions headed by Executive Engineers and 16(Sixteen) Nos Sub Divisions headed by Asstt. Executive Engineers/Assistant Engineers. All these Dy. CE, R. O. Office, Circles, Divisions & Sub Divisions both technical and non-technical Officers & staff are engaged. To assist the Chief Engineer-I in his office 1(one) Superintending Engineer, 2(Two) Executive Engineer, 2(Two) Asstt. Executive Engineers, Junior Engineers and other non-technical staff are engaged who is assisted by Superintending Engineers, Executive Engineers, Asstt. Executive Engineers, Asstt. Engineers, Junior Engineers and other non-technical officers/staff.

2.1.7 Chief Engineer-II Wing:

The Chief Engineer-II wing is responsible for dealing with matters related to all field Investigation works Planning & Design activities of the Brahmaputra Board including preparation of detailed project reports (DPR) in respect of multipurpose projects, Drainage Development Schemes and preparation of Master Plans and execution of different flood management schemes within the part of jurisdiction of Brahmaputra Board as entrusted. Under the Chief Engineer –II, there are 3 (Three) Circles headed by Superintending Engineers, 11(Eleven) Divisions headed by Executive Engineers and 29(Twenty-nine) nos Sub Divisions headed by Asstt. Executive Engineers/Assistant Engineers. All these Circles, Divisions & Sub Divisions both technical and non-technical Officers & staff are engaged. To assist the Chief Engineer-II in his office 1(one) Superintending Engineer, 1(one) Executive Engineer, Asstt. Executive Engineers, Junior Engineers and other non-technical staff are engaged.

Under the Chief Engineer –II, there are 5 (Five) Regional offices Viz. Agartala, Mizoram, Manipur, Sikkim and West Bengal headed by Dy. CE in West Bengal and Superintending Engineers in Agartala, Mizoram, Manipur & Sikkim. 1(one) Circle Office at Barak Valley headed by Superintending Engineer, and 6(six) Divisions headed by Executive Engineers and 16(Sixteen) nos Sub Divisions headed by Asstt. Executive Engineers/Assistant Engineers. All these Dy. CE, R. O. Office, Circles, Divisions & Sub Divisions both technical and non-technical Officers & staff are engaged. To assist the Chief Engineer-II in his office 1(one) Superintending Engineer, 2(Two) Executive Engineer, 2(Two) Asstt. Executive Engineers, Assistant Engineers, Junior Engineers and other non-technical staff are engaged.