

THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF GROUND WATER DEPARTMENT.

DIRECTOR

The Director is the head of the department and has control over all administrative and technical matters of the department. Director is also the Secretary of Ground Water Authority.

Superintending Engineer (General)

Superintending Engineer has over all control of the 14 district offices and he has to exercise administration and technical control over the district in order to ensure efficient department activities. Superintending Engineer has superintending control over all works of the department connected to purchase, maintenance of vehicles and machineries, Drilling activities, Water supply schemes. Superintending Engineer is the authority for giving technical sanction to all the works in the department. His responsibilities will also include.

- a) Giving guidance in the matter of execution of drilling works of a complicated nature.
- b) Planning and arranging supplies of departmental materials to be supplied for various works.
- c) Inspecting the District Offices annually with a view to see that the work of the districts is carried out efficiently. The inspection should cover the following:
 - i) The adequacy of staff in the division
 - ii) The distribution of technical staff.
 - iii) The adequacy and performance of machineries and vehicles.
 - iv) Review of inspection notes of the District officers/ Executive Engineer.
 - v) Having full control over Central Workshop and Stores, Kollam.

Superintending Engineer (Hydrology Project)

Superintending Engineer (HP) is the head of the Hydrology Project also the procurement officer of Hydrology Project..

Superintending Hydrogeologist:

The Investigation wing is headed by the Superintending Hydrogeologist. Supervises all work in the state related to survey for site selection and other investigations work. Authority for issue of technical sanction for the recharge schemes in the state. He is also the project coordinator of the Hydrology project Phase 2. He is also the vigilance officer of the Department.

District Officer.

The District Officer is having the overall charge of each district on technical and office administration. He has over all control of drilling, investigation work and all scheme works of the department. District Officer will co-ordinate and give technical support to the works taken up by the local bodies, S.C. departments, Drought Relief work of District Collector etc. in providing drinking water facilities. He will be the District manager of the National Hydrology Project. He is responsible for updating and transferring data related to Hydrology Project to the uses.

Executive Engineer

Executive Engineer assists the Superintending Engineer (GI) in all works and activities carried out by the department. Executive Engineer will inspect drilling works and various scheme works during execution giving instructions where ever required. Executive Engineer is also responsible for giving guidance for preparing estimates for various schemes. He is responsible for issuing essentiality certificate for the repair and maintenance of machineries of all District Offices. Executive Engineer is responsible for the super check measurement of all works. Executive Engineer (Directorate) is responsible for issuing essentiality certificate for the repair of machineries upto Rs. 50,000/- and vehicles carried out at central workshop and stores, Kollam.

Executive Engineer (Hydrology Project)

Executive Engineer (HP) will assist the S.E.(HP) in all works and activities carried out by the department. Executive Engineer (HP) is responsible for giving guidance for designing and estimate preparation of artificial recharge structures and Rain Water Harvesting schemes. Executive Engineer (HP) is responsible for inspecting and

super check measurement of all civil works of the department. Executive Engineer (HP) is also responsible for the maintenance and data updating of full climatic stations of the department.

Assistant Executive Engineer

Assistant Exe. Engineer supervises all drilling works and all other works related to drinking water supply. Assistant Exe. Engineer is responsible for the maintenance and upkeep of all machineries and vehicles. Assistant Exe. Engineer is responsible for planning all the drilling works, works related to drinking water supply and Artificial Recharge structures in order to complete the works in a time bound manner. Assistant Exe. Engineer is responsible for completing the targeted work of each machinery in time. Assistant Exe. Engineer is responsible for taking check measurement of all the works in the respective districts. Assistant Exe. Engineer is also entrusted with overall control on shifting of all the drilling units and engaging staffs according to necessity in the field of execution of Ground water structure with drilling rigs.

Assistant Executive Engineer (Hydrology)

Assistant Exe. Engineer (Hydrology) is responsible for verifying design and estimate of recharge schemes and Rain Water, Harvesting schemes and artificial recharge schemes. Assistant Exe. Engineer (Hydrology) is also responsible for supervising all civil works and functioning of full climatic stations. Assistant Exe. Engineer (H) is also responsible for the maintenance of all instruments of full climatic stations and data upgradation of FCS.

Assistant Executive Engineer (Workshop & Stores)

Assistant Executive Engineer (W & S) is entrusted with the repair and maintenance of department machineries and vehicles, designing and slotting of pipes for tube well construction, inventory of stores, distribution of stores and materials according to the need to the district offices.

Assistant Engineer

Assistant Engineer is in charge of machineries and supervises all drilling works. Assistant Engineer is responsible for the maintenance and upkeep of all machineries and vehicles. Assistant Engineer is responsible for timely completion of targeted work and for allotting works of the machineries to the unit in his charge. Assistant Engineer is entrusted with the over all control of shifting of machineries and engaging staff for the drilling unit in the absence of Assistant Executive Engineer. Assistant Engineer is responsible for designing, preparing estimates and taking measurement for drilling works, water supply schemes and artificial recharge structures. Assistant Engineer is also responsible for upkeep, maintenance of data collection and upgradation of FCS and Piezometers.

Assistant Engineer (Hydrology)

Assistant Engineer (Hydrology) is entrusted with preparation of estimates and design of all Artificial recharge Schemes, Rain Water Harvesting Schemes and all civil works. Assistant Engineer (H) is responsible for supervision and taking measurements for all civil works. Assistant Engineer (H) is responsible for upkeep, maintenance and data upgradation of FCS.

Senior Hydrogeologist: (Directorate)

Supervision of data collection, data dissemination and processing of all the data of Hydrology Project and preparation of various technical reports.

Hydrogeologist:

Ground Water Investigation work, preparation of technical reports, site inspection. Site selection for artificial recharge schemes and monitoring, field studies etc.

Junior Hydrogeologist:

Ground Water Investigation work, preparation of maps and technical reports, bore hole sample collection, water sample collection and well data collection etc.

Geological Assistant:

Survey work, water sample collection, well data collection and bore hole sample collection. Preparation of technical reports and to assist in all works to Junior Hydrogeologist & Hydrogeologist.

Senior Geophysicist:

Overall administration of Data and Net working Centre. Preparation of reports/articles for publications. Supervision procurement of Geophysical equipments, maintenance etc. Co-ordinating the Geophysical work carried out in the districts and assisting the Director in matters concerned with Geophysical investigation and also the S.H. GPS operation and data collection.

Geophysicist:

Site selection for construction of different types of wells (Bore wells)/ Tube wells/ Filter point wells. Conducting geophysical studies for the construction of recharge structures, Logging of wells for well construction/ saline water studies, collection of Geographical co-ordinates of piezometers for the data base using, Global positioning system. Assist Sr. Geophysicist in his works.

Junior Geophysicist:

Site selection for construction of different types of wells (Bore wells)/ Tube wells/ Filter point wells. Conducting geophysical studies for the construction of recharge structures, Logging of wells for well construction/ saline water studies, collection of Geographical co-ordinates of piezometers for the data base using, Global positioning system. Assist Sr. Geophysicist in his works. Assists the Geo Physicist in field and office work.

Geophysical Assistant:

Assisting the Geophysicist and junior Geophysicist in conducting Geophysical investigation and GPS data collection.

Master Driller:

Master Driller is in charge of the machinery and supervises the drilling work. Master Driller is responsible for the upkeep and maintenance of the machinery. Master Driller is also responsible for the timely completion of the targeted work of the machinery under his charge and also for allotting works for the staff of the unit.

Senior Driller:

Senior Driller is in charge of the machinery and supervises the drilling work in the absence of Assistant Engineer and Master Driller. Senior Driller will assist Master Driller in all his works and will take all the responsibilities of the unit in the absence of Master Driller.

Driller Mechanic/ Driller:

Driller Mechanic/ Driller is entrusted with operating the drilling machines. Driller Mechanic/ Driller is also entrusted with repair and maintenance of the rigs and accessories in time. Driller Mechanic/ Driller should maintain the drillers diary.

Drilling Assistant:

Assist the Driller/ Driller Mechanic at the time of drilling wells and in the repair and maintenance work of drilling rigs. In the absence of Driller/ Driller Mechanic, Drilling Assistant will have the full responsibility of drilling and maintenance work.

Skilled Worker:

Assist the Driller/ Driller Mechanic/ Drilling Assistant in drilling work and in the repair and maintenance of the machinery. Skilled worker is entrusted with the loading and unloading of the drilling accessories. Skilled Worker is also entrusted with the site watching duty.

Surveyor:

Site supervision and preparation of estimate for work of drinking water, supply schemes, Artificial recharge structures, Rain water harvesting schemes and other civil works. Assists Assistant Engineer in taking measurements of the civil works.

Draftsman:

Preparation of estimates, drawings, verification of estimates and site supervision for works of drinking supply schemes, Artificial re charge structures, Rain water harvesting schemes and other civil works. Assists Assistant Engineer in taking measurements of the civil works.

Tracer:

Preparation of drawings.

Store-in-charge:

Store-in-charge is entrusted with receipt of stores, upkeeping of stores, proper accounting of stores and distribution of stores. Store-in-charge (Directorate) is also entrusted with upkeep and maintenance of vehicles of the Directorate.

Store Assistant:

Assists store in charge in all his duties.

Pump Operator:

Operation and maintenance of mud pumps in drilling operation and also pump test unit.

Compressor Driver:

Operation and daily maintenance of compressors in drilling sites and driving of drilling rigs.

Foreman:

Preparation of estimates for repair of machineries and vehicles and supervision of the repair works at central workshop and stores.

Motor mechanic:

Repairing work of machines, rigs and machines.

Electrician:

Carry out the electrical works and energisation of pumps, providing lighting in sites etc and all the electrical works of the department.

Lascar:

Assist the Geologists and Geophysicist in survey works.

Welder:

Welding work of the department including machineries, vehicles and assembly welding of tube wells.

Tinker:

Sheet metal works of the department including repair of vehicles and machineries at Workshop and Stores, Kollam.

Turner:

Engaged in the lathe work for making of machine parts and fabrication of slotted pipes for tube wells and filter point wells.

Blacksmith:

Smithy works in the workshop for the vehicles and maintenance at our workshop and stores.

Machinist:

Repair and maintenance of machineries and vehicles at central workshop and Stores.

Fitter:

Fabrication works of machinery and vehicles.

Workshop Attender:

To assist the mechanics of workshop

Watcher

Watching duty of the office and drilling sites.

System Manager:

Upkeeping of computers, over all charge of the Information Technology System.

Electrician:

Carry out the electrical works and energisation of pumps, providing lighting in sites etc and all the electrical works of the department.

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Watcher

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System Manager:

Upkeeping of computers, over all charge of the Information Technology System.

Chief Chemist:

Over all supervision and co-ordination of functions of 3 laboratories. Decision making on the water quality aspects, data validation and interpretation. Over all administration of the labs.

Executive Chemist:

Categorising and decision making on the analytical results, organize work programmes, formulation of special studies, write project proposals. Administration of level II Labs.

Chemist:

Responsible for good functioning of the laboratory and analysis of samples. Analysis of AAS and GC, trouble shooting with regard to equipments/ analysis. Setting up new instruments in the laboratory, finalization of reports.

Junior Chemist:

Analysis of water samples in the lab, Analysis of TOC, Method development in consultation with Chemist, generation of reports, maintenance of registers, entry of data.

Chemical Assistant:

To do all physico-chemical analysis, enter field data and analysis results in computers, field sample collection, store keeping of lab equipments, glasswares, chemicals, site analysis etc.

Laboratory Attender:

Sample collection and transportation to lab, helping in preparation of solutions for preservation, observe field situation, preparation of glassware etc.

Administrative Officer:

The Primary duty of Administrative Officer is to give proper advice to Director in service matters of the staff of the Department. Being drawing officer, Administrative Officer is to see that financial transactions are being carried out promptly. Petitions filed in courts are dealt with and attend courts as and when required. It is the duty of Administrative Officer to execute establishment matters relating to the whole staff of the department including those in District Offices, Analytical labs and workshop & stores.

Finance Officer:

Duties and Powers assigned by Government as per GO(P) No: 388/92/Fin dated 6.5.92 such as opinion of Financial matters, Distribution of funds, Preparation of Budget Estimate, Watching the Progress of department/ revenue etc.

Senior Superintendent:

Senior Superintendent scrutinizes all files relating to establishment matters received from Establishment section and to submit them to Administrative Officer without delay. Supervising all activities of the subordinate staff is the duty of Senior Superintendent. P.R. maintained by clerks have to be verified.

Junior Superintendent:

It is the duty of Junior Superintendent to scrutinize all files relating to purchase and tube well sections and to submit them to A.E/ AEE/ E.E and S.E. Supervising all activities of subordinate staff of P&T sections is the duty of Junior Superintendent. P.R. maintained by clerks have to be verified.

Head Clerk:

It is the duty of Head Clerk to verify files from F1, F2 and F3 sections. All papers relating to budget preparation, Distribution of funds, preparation of expenditure statement, reconciliation of department figures with treasury figures and figures of Accountant General, conducting internal audit etc. and the activities of Finance section. P.R. maintained by clerks have to be verified.

U.D. Clerk/ L.D. Clerk:

The following are the seats of Directorate of Ground Water Department.

1. E1 Section
2. E2 Section
3. E3 Section
4. E4 section
5. E5 Section
6. E6 Section

7. F1 Section
8. F2 Section
9. F3 Section
10. P1 Section
11. P2 Section
12. P3 Section
13. T1 Section
14. T2 Section
15. T3 Section

The nature of duty of UDC/ LDC in the section is to put up files promptly and as and when called for by the Superiors. They should maintain P.R. properly.

Confidential Assistant:

It is the duty of Confidential Assistant to dictate the statements made by the concerned officer in shorthand and type the material correctly and promptly.

Selection Grade Typist/ U.D. Typist/ L.D. Typist:

It is the duty of Selection Grade Typist, U.D. Typist, L.D. Typist to type the drafts neatly and carefully and without any delay.

Peon:

It is the duty of Peon to attend office punctually and transit files to the concerned sections.

Binder:

Attached to office sections and responsible to stitch the registers, disposals and such other papers as instructed by the office superintendent or any other officer in the department.



DIRECTOR.

Vij/- 20.9.07