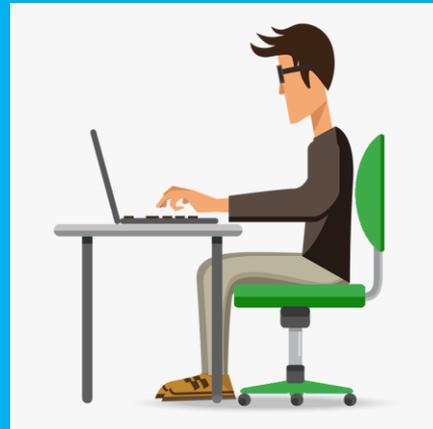


# Standard Operating Manual

Engineering Assistant Grade II (EA)



# BASIC AWARENESS

Secretariat Name:

Secretariat Code:

Population Serviced:




Households Mapped:




Clusters Mapped:




Functionaries Mapped




Volunteers Mapped:




Secretariat Vacancies

Functionaries & Volunteers




Service Requests Received  
Since Inception ( 26-01-2020)




Service Requests Closed  
Till Date




Grievances Raised




Grievances Resolved:




## Registers Maintained at the Secretariat

1	Attendance Register	6	Stock Register
2	Movement Register	7	Cash Balance Register
3	Casual Leaves Register	8	GSWS Services Register
4	Tappal Register	9	Meeseva Register
5	SPANDANA Grievances Register	10	Visitors Register

# DESIGNATION SPECIFIC AWARENESS

Secretariat Name:

Secretariat Code:

Population Served:



Volunteers Attached:



Service Requests Raised



Service Requests Closed:  
From Till Date



Grievances Raised  
From Till date



Grievances Resolved:



Registers Maintained by the Functionary

1	Water Supply Timing Register
2	Housing Beneficiaries' Material Register
3	Individual household latrine (IHHL) Geo Tagging Register
4	Physical Asserts Register (cc roads, hand pumps, Govt Buildings)

# COMPULSORY ADMINISTRATIVE PROTOCOL



Bio-metric Attendance:  
Thrice A Day: **10.30 AM** |  
**3.00 PM** | **5.00 PM**



Update Movement  
Register before & after  
Field Visits



Always Wear Uniforms  
at Work



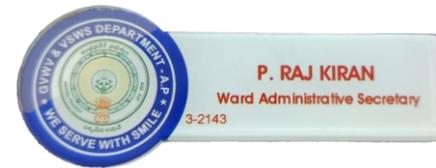
Remain at Secretariat  
for SPANDANA From:  
3:00 PM To 5:00 PM



Always display posters  
of Schemes, non  
schemes, list of eligible,  
ineligible beneficiaries



Use HRMS for all Leave  
Applications, on field  
duty regularization by  
approval authority



Always wear your Badge  
at Work



Compulsory participate  
in Gram Sabha meeting  
every 3 months

# FUNCTIONAL ASPECTS

## Key Responsibilities

- Attend & inspect **all engineering and civil work** (public or private) under secretariat limits, assigned by Rural water supply and sanitation (**RWS&S**) Department
- Identify and **resolve pipeline leakages**, observe Valve pits to identify the leakages
- Maintain **good sanitation - drinking water sources, public taps, and hand pumps.**
- **Test drinking water samples** during supply hours (Morning & Evening)
- Maintain **Gram Panchayat infrastructure**
- Ensure upkeep of water supply pipelines
- Create awareness on low cost and eco-friendly models and suggest models for housing beneficiaries and other line departments.
- Keep all connected records (**M Books**) in safe custody and produce it for audit and inspection
- Prepare Operations and Maintenance [**O&M**] plan for drinking water supply & sanitation works
- Conduct inspection of public buildings and school buildings and prepare fitness certificate periodically and submit to the competent authorities for approval.

# FUNCTIONAL ASPECTS

## Responsibilities

Engineering Assistant shall :

- Be primarily responsible to look after all Engineering works pertaining to Panchayat Raj Engineering, Rural Development (MGNREGS and other programs ), Rural Water Supply, Irrigation, Roads and Buildings, Housing (Construction of houses), Solar energy (NREDCAP), Agriculture, Horticulture, Animal Husbandry, Fisheries and other departments etc.
- Identify the infrastructure amenities which are required in the jurisdiction of the Village Secretariat viz. CC (Cement concrete roads) Roads, Gravel roads, BT (Barrackpore Trunk) roads, Construction of Water Tanks, Drainage System, Rural Water Supply & Sanitation, Irrigation tanks, Irrigation systems, R&B department Roads and Buildings, Housing etc.
- Play custodian role of all government assets under Local Government and prepare the Asset Register of the Grama Panchayat and it shall be Geo-tagged and updated periodically and the data needs to be uploaded in National Academic Depository (NAD) Software through the Digital Assistant.
- Conduct site inspection on applications for building permit/completion certificate and offer technical remarks.
- Prepare estimates of Operations & Maintenance (O&M) and follow up for necessary administrative and technical sanction by competent authorities.
- Be responsible for all materials in the section stores in concerned jurisdiction.

# FUNCTIONAL ASPECTS

## Responsibilities

Engineering Assistant shall :

- Follow up action on the grievances received under 'Spandana' and others at Gram Panchayat level and redress all the grievances in appropriate manner.
- Monitor the supply of drinking water in the village quantitatively & qualitatively along with the regular chlorination.
- Screen the Microbiological quality of drinking water sources, public stand posts and in the distribution system with H2S vials - during the premonsoon, post monsoon seasons and out-break of epidemics, especially during the natural calamities and ensure corrective action.
- Test the chemical quality of drinking water sources by using the Field Test kits.
- Prepare the bills related to the works in GPDP on receipt of M Book for making payment.
- Ensure that no stagnation of waste water around the drinking water sources and Hand pumps.
- Take measures to arrest the leakages and close the pit taps in the water distribution systems.
- Monitor the cleaning of OHSRs once in a month and note the cleaning date at the OHSR in a visible way to the public.

# FUNCTIONAL ASPECTS

## Responsibilities

Engineering Assistant shall:

- Prepare rent calculations for the building in his jurisdiction taken if any, on rent by Government Departments.
- Be responsible for Quality and Quantity of all kinds of work executed in his jurisdiction.
- Be responsible for the preparation and submission of estimates for the works in approved GDPD under the supervision of the concerned mandal engineering officer/AEE (assistant executive engineer)/AE (assistant engineer) or other supervisory engineers. then the same must be submitted to the concerned authorities for technical sanction.
- After getting Technical Sanction from concerned Departments, and after entrustment of the work to executing agency, the EA shall monitor the execution of the work in a transparent manner.

**Note: Shall also be responsible for:**

- All the other Functional Aspects as Instructed by the Respective Higher Authorities in any mode of communication.
- All the other functions described with the reference to GO. MS No 151, Dated: 01-10-2019, Issued by: PR RD EI Department  
[https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/9\\_GO\\_Ms.151-PRandRD-Engineering\\_Asst\\_Jobchart.pdf](https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/9_GO_Ms.151-PRandRD-Engineering_Asst_Jobchart.pdf)
- Also Refer GSWS Employee Corner for Engineering Assistant Calendar Activity  
<https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/ENGINEERING%20ASSISTANT%20English%20version.pdf>

# FUNCTIONAL ASPECTS

## Key Services Handled

- Raising indent for sand, steel, cement for housing scheme beneficiaries.
- Recording Measurement book and submitting bills for housing beneficiaries.
- Geo tagging for Individual household latrine IHHL (Individual Household Latrine) and maintaining Measurement book for them.