



PUNJAB PUBLIC SERVICE COMMISSION
7- Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore

JOB DESCRIPTION FOR THE POSTS OF ASSISTANT EXECUTIVE ENGINEERS / SUB DIVISIONAL OFFICER / ASSISTANT DESIGN ENGINEER / ASSISTANT DESIGN OFFICER / ASSISTANT DIRECTOR FLOOD MONITORING/ ASSISTANT DIRECTOR (BS-17) IN IRRIGATION DEPARTMENT.

(Main Responsibilities and Tasks)

A Division is divided into Sub Division and the Sub Divisional Officer is in charge of the Sub Division. He is responsible to the Divisional Office for the management and execution of works within a Sub Division. His main duties are defined in paras 1.80 to 1.81 of PWD Code and in Chapter VI of the Revenue Manual. His duties can broadly be described as under:-

1. He is responsible for regulation and equitable distribution of canal water in the Sub Division.
2. He is responsible for operation and maintenance of Irrigation infrastructure (Barrage, River Training works, channels, outlets etc) in his charge in satisfactory condition according to design & specifications.
3. He is responsible for execution of all maintenance and new works in his charge according to design & specifications and to ensure that the works on completion are measured to the executed quantity and paid accordingly.
4. As in-charge of flood embankments / river training works, he is responsible for flood fighting during flood if any emergent situation arises.
5. He is required to check the performance of each outlet in his charge with respect to dimensions any hydraulic parameters and in case of shortage, required to take steps for its rectification besides initiating cases for remission, or shortage according to the Rule 20 of Canal Act.
6. He is declared Sub Divisional Canal Officer under the Canal & Drainage Act and is responsible for the equitable distribution of water amongst cultivators by checking water theft on canals in his charge.
7. He has been delegated with powers of magistrate Class-II to try cases of offences falling under Section 70 of the canal and Drainage Act. Besides trial of case, he is also responsible for ensuring timely initiation of cases of special charges for attaining decision by the Divisional Canal Officer under Section-33 of Canal & Drainage Act.
8. Being a Magistrate, he can take cognizance of cases of encroachment and thus is responsible for safe custody of the assets of the Department.
9. He has delegated powers of disbursement on behalf of Executive Engineer for the establishment as well as works in his charge. And for this purpose, he has been given cheque book, cash book and he maintains a chest in strong room. For the purpose of receipts, he has given a Receipt Book and receives money on behalf of Department.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. To coordinate & pursuance with revenue officers of Tehsil/ District for realization of water charges (Abyana).
2. To coordinate with Police & district administration for conducting anti-water theft raids during keen demand period.

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