

P.H.E. Department 17 point Manual for right to information Act

Point no. (1)

The P.H.E. Department was established to provided safe drinking water to Rural and urban population. this department works under stat government

In Neemuch District Divisional office was established non-1st July 1999 Its functions/ duties are as flows.

- (1) To provide safe drinking water facilities in Rural Area of District.
- (2) To executive rural public water supply scheme sanctioned under centrally sponsored scheme & handing over such completed scheme to local bodies, municipal committee
- (3) To executive rural public water supply scheme to provide drinking water facilities.
- (4) To prepare water supply scheme for the rural area as per the requirement under the swajaldhara and to provide technical guidance during execution of these scheme to the Gram panchayat.

Point (ii) Department and duties of officers and employees.

The power and duties of the officers and Employees posted in Division:-

S.No.	POST	DUTIES
1	2	3
	Executive Engineer	To, Executive all sanctioned construction work. Administration of Divisional office & Sub Division office
2	Assistant Engineer	To, Executive all Supervise all sanctions construction work . under his jurisdiction & Administration of Sub Division office.
3	Sub Division	To, Executive & Supervise all sanction construction work. As allotted to him & make record measurement
4	Assistant Grade II	To, maintain Account and maintain the cash Book.
5	Assistant Grade III	To, Audit & maintain Records of Account works
6	Draft Man	To, draft all the information record related with technical Section
7	Mechanic	To, Repair the hand pump
8	Helper	To, Help the hand pump mechanic
9	Chowkidar / Peon	To, Help in recording & for Security

Point (iii) The Procedure followed in the decision making process

In public health engineer department channel of supervision and accountability is as per M.P. Work department manual.

- (1) Making Estimates & site supervision - Sub Engineer
- (2) Making scheme, Execution & Accountability in sub division level
-Assistant Engineer
- (3) Technical sanction of scheme Execution of work. Tendering of sanctioned works Accountability at district level.
-Executive Engineer
- (4) The clerical staff is accountable to the particular work allotted to them.
- (5) The hand pump mechanics are accountable for the maintenances of the H.P. allotted to them.

Point IV The norm set by it for the discharge of its function.

All the departmental employees follow the norms set by the M.P. works department manual for the discharge of various function.

Point V The rules, regulation, instruction, manuals and records, help by it or under its control or used by its employees for discharging its function.

All the office and departmental employees follows the instruction of the departmental head and the discharge head, regulation given in the M.P. Civil service code for the works, M.P. word department manual is followed however for technical work, C.P.P.H.E. manual for Drink water and sewage is followed various codes by the bureau of Indian standard for particular (Specific) work has been followed.

(6) A Statement of the categories of documents that are held by it or under its control;

Mainly two types of documents are maintained

- a. **Administrative** - Related to the wages funds vacancies, leaves etc. (i.e. services book, G.P.F.). pass book, leave account, attendance register, cheque book, M.R. books etc.) maintained
- b. **Technical :-** The documents such as technical approval/ administration approval, estimates for the work. Tender formalities, technical notes measurement books, water sample test report etc. is being maintained by the department.

Point VII The particulars of any arrangement the exists for consulation with or representation by, the members of the public in relation to the formulation of its policy or administration there of ;

An arrangement has been made for the particular officer has decided particular time period on a particular day to meet the public people and their representatives

Point VIII A statement of the board, councils, committees and other bodies consisting of two or more person constituted ad its part of for the purpose of its advise and as to whether meeting of those board councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

No any samite has been constituted

Point no. (ix) A directory of officers & Employees posted in Division Neemuch Regular Staff.

S. No.	Name of officer/Employees	Post
1	Shri Yashwant Kumar Harit	Executive Engineer
2	Shri S. K. Sharma	InCharge Assistant Eng.
3	Shri S. M. Rokde	Sub Engineer
4	Shri R. K. Navin	Sub Engineer
5	Shri N.L. Borana	Sub Engineer
6	Shri N.K. Sonar	InCharge Assistant Eng.
7	Shri J.C. Patidar	Sub Engineer
8	Shri R.K. Kumawat	Sub Engineer
9	Shri V.K. Soni	Sub Engineer
10	Shri K.C. Sharma	Sub Engineer
11	Shri T.R. Arya	Assistant Grande II
12	Shri Devilal Narela	Assistant Grande II
13	Smt. Ekta Chowhan	Assistant Grande III
14	Shri A.K. Panday	Assistant Grande III
15	Shri V.K. Parihar	Assistant Grande III
16	Shri R.C. Yadav	Assistant Grande II
17	Shri O.P. Rangshahi	Assistant Grande II
18	Shri Ramlal Paneri	Pump Attendant
19	Shri Lalsingh	Hand Pump Mech.
20	Shri Mehmood Ahemed	Hand Pump Mech.
21	Shri G.S. Joshi	Hand Pump Mech.
22	Shri C.L. Tanwar	Hand Pump Mech.
23	Shri Harchand Arya	Hand Pump Mech.
24	Shri Sitaram Ladh	Peon
25	Shri Ranjeet Singh	Peon
26	Shri Dilip Kumar Pira	Hand Pump Mech.
27	Shri Roop Singh Dhakiya	Hand Pump Mech.
28	shri Alakhray Purohit	Hand Pump Mech.
29	Shri Dilip Kumar Tiwari	Hand Pump Mech.
30	Shri Suresh Kumar Vyas	Hand Pump Mech.
31	Shri Pradeep Kumar Tailor	Hand Pump Mech.
32	Shri Bherulal Mali	Hand Pump Mech.
33	Shri Ramesh Chandra Mali	Hand Pump Mech.
34	Shri Satya Narayan Sutarkar	Hand Pump Mech.
35	Shri Hajarilal Rathore	Hand Pump Mech.
36	Shri Alkharay Purohit	Hand Pump Mech.
37	Shri Mohan Singh Rathore	Hand Pump Mech.
38	Shri Dinesh Kumar Gupta	Hand Pump Mech.
39	Shri Tulsiram Malveaya	Hand Pump Mech.
40	Shri Krishna Chandra Gord	Hand Pump Mech.
41	Shri Nathulal Sokiya	Hand Pump Mech.

S. No.	Name of officer/Employees	Post
42	Shri Gopal Malviya	Hand Pump Mech.
43	Shri Tulsiram Padriya	Hand Pump helper
44	Shri Shivlal Gogliya	Hand Pump helper
45	Shri Nilesh Upadhyay	Hand Pump helper
46	Shri Mahesh Acharya	Hand Pump helper
47	Shri Balmukund	Hand Pump helper
48	Shri Ramesh Chandra Kahar	Pump Oprator
49	Shru Prahlad Parihar	Electrician
50	Shri Yashwant Kumar Goyal	Fild Assistant
51	Shri Om Prakash Ankiya	Fild Assistant
52	Shri Sanjay Sharma	Fild Assistant
53	Shri Raman Chouhan	Fild Assistant
54	Shri Kishor Kumar Morya.	Mesan Grade II
55	Shri Ganesh Ram Solanki	Store Cleark
56	Shri Suresh Dhanwariya	Store Cleark
57	Shri Ramnivas	Driver
58	Shri Yasin Shah	Driver
59	Shri Amar sing	Chokidar
60	Shri Radhy Shayam Soni	Chokidar
61	Shri Shanti Lal Anakaya	Chokidar

DAILY WAGES EMPLOYEES

S. NO.	NAME OF OFFICE/EMPLOYEES	POST
1	Shri Sanjay Bhatnagar S/o Shyamsundar ji Bhatnagar	Skilled Labor
2	Shri Vikram Singh Ranawat	Skilled Labor
3	Shri Shambhu Nath S/o Payare Nath	Unskilled Labor
4	Shri Omprakash S/o Babulal Ji Agrawal	Unskilled Labor
5	Shri Gopilal S/o Kalyan Ji Khorar	Unskilled Labor
6	Shri Ramla S/o Unkarlal ji Mali	Unskilled Labor
7	Shri Gangaram S/o Rangunath Ji Gogliya	Unskilled Labor
8	Shri Badrilal S/o Bhawarlal ji Davriya	Unskilled Labor
9	Shri Hanif Shah	Unskilled Labor
10	Shri Yogesh Paliwal	Unskilled Labor
11	Shri Styandarayan Patidar	Semi skilled Labor

Point no. (X) The Monthly remuneration received by each of its officers and including the system of compensation as provided in its regulations;

A directory of officers & Employees posted in Division Neemuch Regular Staff.

S.NO.	NAME OF OFFICE/ EMPLOYEES	POST	SALARY	COMP
1	Shri Yashwant Harit	Executive Engineer	12275.00	-
2	Shri S. K. Sharma	InCharge Assistant Eng.	10200.00	-
3	Shri S. M. Rokde	Sub Engineer	9650.00	-
4	Shri R. K. Navin	Sub Engineer	8550.00	-
5	Shri N.L. Borana	Sub Engineer	8550.00	-
6	Shri N.K. Sonar	InCharge Assistant Eng.	10200.00	-
7	Shri J.C. Patidar	Sub Engineer	8100.00	-
8	Shri R.K. Kumawat	Sub Engineer	9925.00	-
9	Shri V.K. Soni	Sub Engineer	9650.00	-
10	Shri K.C. Sharma	Sub Engineer	8275.00	-
11	Shri T.R. Arya	Assistant Grande II	5750.00	-
12	Shri Devilal Narela	Assistant Grande II	4500.00	-
13	Smt. Ekta Chowhan	Assistant Grande III	3980.00	-
14	Shri A.K. Panday	Assistant Grande III	3650.00	-
15	Shri V.K. Parihar	Assistant Grande III	3575.00	-
16	Shri R.C. Yadav	Assistant Grande II	5400.00	-
17	Shri O.P. Rangshahi	Assistant Grande II	4800.00	-
18	Shri Ramlal Paneri	Pump Attendant	5500.00	-
19	Shri Lalsingh	Hand Pump Mech.	6000.00	-
20	Shri Mehmood Ahemed	Hand Pump Mech.	6000.00	-
21	Shri G.S. Joshi	Hand Pump Mech.	6000.00	-
22	Shri C.L. Tanwar	Hand Pump Mech.	6000.00	-
23	Shri Harchand Arya	Hand Pump Mech.	6000.00	-
24	Shri Sitaram Ladh	Peon	3730.00	-
25	Shri Ranjeet Singh	Peon	2900.00	-
26	Shri Dilip Kumar Pira	Hand Pump Mech.	4620.00	-
27	Shri Roop Singh Dhakiya	Hand Pump Mech.	4060.00	-
28	shri Alakhray Purohit	Hand Pump Mech.	5000.00	-
29	Shri Dilip Kumar Tiwari	Hand Pump Mech.	5100.00	-
30	Shri Suresh Kumar Vyas	Hand Pump Mech.	5000.00	-
31	Shri Pradeep Kumar Tailor	Hand Pump Mech.	5000.00	-
32	Shri Bherulal Mali	Hand Pump Mech.	5000.00	-
33	Shri Ramesh Chandra Mali	Hand Pump Mech.	5000.00	-
34	Shri Satya Narayan Sutarkar	Hand Pump Mech.	5200.00	-
35	Shri Hajarilal Rathore	Hand Pump Mech.	4540.00	-
36	Shri Alkharay Purohit	Hand Pump Mech.	5000.00	-
37	Shri Mohan Singh Rathore	Hand Pump Mech.	5000.00	-
38	Shri Dinesh Kumar Gupta	Hand Pump Mech.	5000.00	-
39	Shri Tulsiram Malveyaya	Hand Pump Mech.	5000.00	-

S.NO.	NAME OF OFFICE/ EMPLOYEES	POST	SALARY	COMP .
40	Shri Krishna Chandra Gord	Hand Pump Mech.	5200.00	-
41	Shri Nathulal Sokiya	Hand Pump Mech.	3460.00	-
42	Shri Gopal Malviya	Hand Pump Mech.	4140.00	-
43	Shri Tulsiram Padriya	Hand Pump helper	3200.00	-
44	Shri Shivlal Gogliya	Hand Pump helper	3200.00	-
45	Shri Nilesh Upadhyay	Hand Pump helper	3200.00	-
46	Shri Mahesh Acharya	Hand Pump helper	3200.00	-
47	Shri Balmukund	Hand Pump helper	3200.00	-
48	Shri Ramesh Chandra Kahar	Pump Oprator	3575.00	-
49	Shru Prahlad Parihar	Electrician	3950.00	-
50	Shri Yashwant Kumar Goyal	Fild Assistant	3800.00	-
51	Shri Om Prakash Ankiya	Fild Assistant	3800.00	-
52	Shri Sanjay Sharma	Fild Assistant	3800.00	-
53	Shri Raman Chouhan	Fild Assistant	3800.00	-
54	Shri Kishor Kumar Morya.	Mesan Grade II	3475.00	-
55	Shri Ganesh Ram Solanki	Store Cleark	3950.00	-
56	Shri Suresh Dhanwariya	Store Cleark	3800.00	-
57	Shri Ramnivas	Driver	4380.00	-
58	Shri Yasin Shah	Driver	4620.00	-
59	Shri Amar sing	Chokidar	3200.00	-
60	Shri Radhy Shayam Soni	Chokidar	3200.00	-
61	Shri Shanti Lal Anakaya	Chokidar	3200.00	-

DAILY WAGES EMPLOYEES

S. NO.	NAME OF OFFICE/ EMPLOYEES	POST	SALARY	COMP
1	Shri Sanjay Bhatnagar S/o Shyamsundar ji Bhatnagar	Skilled Labor	3475.00	-
2	Shri Vikram Singh Ranawat	Skilled Labor	3475.00	-
3	Shri Shambhu Nath S/o Payare Nath	Unskilled Labor	3195.00	-
4	Shri Omprakash S/o Babulal Ji Agrawal	Unskilled Labor	3195.00	-
5	Shri Gopilal S/o Kalyan Ji Khorar	Unskilled Labor	3195.00	-
6	Shri Ramla S/o Unkarlal ji Mali	Unskilled Labor	3195.00	-
7	Shri Gangaram S/o Ragonath Ji Gogliya	Unskilled Labor	3195.00	-
8	Shri Badrilal S/o Bhawarlal ji Davriya	Unskilled Labor	3195.00	-
9	Shri Hanif Shah	Unskilled Labor	3195.00	-
10	Shri Yogesh Paliwal	Unskilled Labor	3195.00	-
11	Shri Satyanarayan Patidar	Semi skilled Labor	3325.00	

Point no. (xi) The budget allocated to each of its agency, indicating the particular of all plan proposed expenditure and report in disbursement made

The budget allocation for year 2008-09 and expenditure are as under.

वर्ष 2008-09 के अन्तर्गत माह नवंबर 2008 तक आवंटन एवं व्यय की स्थिति

क्रमांक	मुख्य शीर्ष/उपशीर्ष	वित्तीय वर्ष 2008-09 हेतु आवंटन	अभी तक किया गया व्यय
1	2	3	4
1	नलकूप खनन		
	मा.स.20-4215-01-102-0701-4379-v-32-000 P.V.	135.00	129.72
	मा.स. 41-4215-01-102-0702-0009-v-32-000 P.V.	91.56	81.30
	मा.स. 64-4215-01-102-0703-4379-v-32-000 P.V.	60.00	59.97
	योग :-	289.56	270.99
2	भू जल संवर्धन		
	मा.स.20-4215-01-800-0701-9938-v-33-001	154.00	148.22
	मा.स. 41-4215-01-800-0702-9938-v-32-000	44.00	28.71
	मा.स. 64-4215-01-800-0703-9938-v-32-000	94.00	79.71
	योग :-	292.00	256.64
3	ग्रामीण नलजल प्रदाय योजना		
	मा.स.20-4215-01-102-0701-2580-v-64-001	198.00	197.74
	मा.स. 41-2215-01-102-0702-1201-v-64-001	55.00	25.26
	मा.स. 64-4215-01-102-0703-2580-v-32-000	87.00	57.43
	योग :-	340.00	280.43
4	बन्द नलजल योजना		
	मा.स.15-2215-01-191-0703-8415-v-42-009	2.00	2.00
	मा.स. 80-2215-01-102-0701-8415-v-42-007	4.00	4.00
	योग:-	6.00	6.00
5	हेण्ड पम्प संधारण / टुटे फुटे प्लेटफार्म निर्माण / राईजर पाईप		
	मा.स.15-2215-01-191-0703-1194-v-42-009	-	-
	मा.स.52-2215-01-191-0702-1194-v-42-009	-	-
	मा.स. 80-2215-01-102-0701-2219-v-42-007	38.53	24.92
	मा.स.80-2215-01-102-9999-2219-v-33-000 (नानप्लान)	-	-
	योग हेण्ड पम्प संधारण / टुटे फुटे प्लेटफार्म निर्माण / राईजर पाईप :-	38.53	24.92
	प्रयोग शाला		
	मा.स. 20-4215-01-001-0701-3862-v-42-007	1.50	0.50
	योग:-	1.50	0.50
7	खारा पानी		
	मा.स. 20-4215-01-0701-4867-v-32-000	50.00	7.42
	मा.स. 64-4215-01-102-0103-9207-v-32-000	50.00	1.19
	योग:-	100.00	8.61
8	अनुसूचित जाति एवं अनुसूचित जन जाति छात्रावासों में पेयजल व्यवस्था		
	मा.स. 64-4215-01-102-0103-5350-v-32-000	10.00	0.90
	मा.स. 41-4215-01-102-0102-5350-v-32-000	12.00	1.33
	योग :-	22.00	2.23

	सुखा राहत		
9	मा.स. 58-2215-01-102-9999-2651-v-42-007	-	-
	योग:-	-	-
	20-2215-01-800-0701-1196-61 ग्रा.ज.प.सर्वेक्षण एवं जांच पडताल	-	-
	मानिट्रिंग एवं सर्वेक्षण कार्यक्रम	-	-
	मॉग सं.-20-4215-01-800-0801-5457-12-000	-	-
10	एच.आर.डी. कार्यक्रम	-	-
	आई. ई. सी. कार्यक्रम	-	-
	योग :-	-	-
	शहरीय/अर्द्धशहरीय सर्वेक्षण	-	-
	मॉग सं.-20-2215-01-005-0101-4184	-	-
11	51-अन्य प्रभार	-	-
	61 – सर्वेक्षण अन्वक्षण, रूपांकन, विस्त्रत परियोजना पर व्यय	1.50	-
	योग :-	1.50	-
	औजार एवं संयंत्र		
	मॉग सं.-20-4215-01-800-0701(693)63- 001	4.00	-
12	मॉग सं.-41-4215-01-102-0702(693)32	2.00	-
	योग :-	6.00	-
	नान प्लान वेतन कार्यभारित / दैनिक वेतन भोगी कर्मचारी		
	मॉग सं.-20-2215-01-102-9999-1202-v-12-000	2.00	2.00
13	मॉग सं.-20-2215-01-102-9999-2219-v-11-002	34.15	28.77
	मॉग सं.-20-2215-01-102-9999-2219-v-12-000	-	-
	मॉग सं.-20-2215-01-001-9999-2714-v-12-000	0.50	0.11
	योग:-	37.01	38.88
	मशीनरी एवं इक्विपमेन्ट (नानप्लान)		
14	मॉग सं.-20-2215-01-052-9999-0693-v-33-002	-	-
	मॉग सं.-20-2215-01-052-9999-0693-v-63-001	-	-
	योग:-	1.40	-

	डिपाजिट योजना		
	मनासा जल पदाय योजना	467.68	454.18
	रामपुरा जल पदाय योजना	120.975	113.47
15	सिंगोली जल पदाय योजना	40.00	38.83
	रतनगढ जल पदाय योजना	54.66	50.43
	जीरन जल प्रदाय योजना	56.79	56.45
	डीकेन जल प्रदाय योजना	135.20	125.81
	योग डिपाजिट :-	775.305	839.17

Point no. (xii) The manner of execution of subside programmers, including the amount allocated and the details of beneficiaries of such programmers;

There is no sub side program to be conducted by department.

- Point (xiii) Particulars of recipients of concession. permits or authorizations granted by it;**
No any concessions or permit are granted by the department
- Point (xiv) Details in respect of the information, a available to or help by it reduced in an electronic form;**
Details of information are available in manual typed computer typed & Hand Written
- Point No. (xv) The particulars or facilities available to citizens for obtaining, including the working hours of a library or reading room, if maintained for public use.**
One ready room is arranged for citizen to a staining information. The working hours of such reading time is 11.30 to 5.30 on working days.
- Point (xvi) The particulars of facilities available to citizen for obtaining information, including the working hours of a library of reading room, if maintained for public use. The Particulars of public information officers are as under.**
SHRI Y.K. HARIT EXECUTIVE ENGINEER
- Point no (xvii) Such other information as may be prescribed.**
Other information may be prescribed as per requirement.

Executive Engineer
PHE Division Neemuch (M.P.)