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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

**REPORT OF THE
MARTIAL LAW COMMITTEE
ON
ORGANISATIONAL SET UP**

**PHASE II
(DEPARTMENTS/DIRECTORATES AND OTHER
ORGANISATIONS)**

**VOLUME X
(MINISTRY OF LOCAL GOVERNMENT)**

**PART 1
(LOCAL GOVERNMENT DIVISION)**

**CHAPTER I
(DEPARTMENT OF PUBLIC HEALTH ENGINEERING)**

October, 1982

DEPARTMENT OF PUBLIC HEALTH ENGINEERING

LOCAL GOVERNMENT DIVISION

MINISTRY OF LOCAL GOVERNMENT

INTRODUCTION

The Department of Public Health Engineering is functioning since 1947. Thereafter several organisational changes have taken place to this Department. During Pakistan period the Rural Water Supply Programme of the Department of Public Health Engineering was transferred to the local bodies (basic democracies). But the programme did not function with desired efficiency. As a result, this function was again entrusted to the DPHE. In 1963 DPHE's activities in two cities, viz., Dhaka and Chittagong were withdrawn and transferred to the newly created Water and Sewerage Authorities (WASA). In the year 1977 the Environment Control Board was created as a separate organisation to take over Water Pollution Control function of the DPHE. Even when the Water Supply and Sewerage functions of two major cities have been taken away from DPHE, this Department is still undertaking the storm water drainage projects of the above two cities.

FUNCTIONS

2. The functions of the DPHE may be divided into two broad categories as under:

- a. Rural Water Supply and Sanitation ;
- b. Urban Water Supply and Sanitation.

3. **Rural Water Supply and Sanitation:** DPHE provides water supply facilities to the rural areas by hand pump, shallow tube-wells and deep tube-wells, natural spring development, infiltration galleries, deep set pumps, ring wells etc. The maintenance of tube-wells and other water supply facilities is also entrusted to the DPHE.

4. Rural sanitation is also ensured by DPHE through manufacture and supply of water seal latrines and through health education activities.

5. **Urban Water Supply and Sanitation:** In Urban sector the DPHE activities cover all the district and subdivisional towns except Dhaka and Chittagong WASA limits. It has brought under its programme the major thana headquarters and developed bazars. It has future plan to extend its activities to all thana headquarters in phases. Under the Urban Water Supply Scheme the DPHE executes pipe water supply system which includes treatment works, production wells, water distribution network, storage reservoirs and pumping installations. The maintenance function is usually handed over to the Municipalities.

6. As regards urban sanitation the DPHE has undertaken pilot schemes for two-pit latrine system and implemented 10,000 units of water seal latrines in District and Subdivisional towns:

EXISTING ORGANISATION

7. The DPHE is headed by one Chief Engineer who is assisted by one Additional Chief Engineer. There are 4 territorial circles located at 4 Divisional headquarters. One additional circle is created for Barisal. At the headquarters, there are two circles, viz., Planning Circle and Store Circle. The circles are headed by Superintending Engineers. Below the circles there are 3 Divisions, 71 Subdivisions and 436 Thana Offices headed by Executive Engineer, Subdivisional Engineers and Sub-Assistant Engineers respectively at the field level.

8. This Department is manned by 156 officers and 4,325 non-gazetted staff of which 145 officers and 3,308 staff are in position. One peculiar feature of the organisation is that its strength is borne both on the Revenue Budget and the Development Budget as shown in the table below:

		Revenue Budget		Development Budget	
		Sanctioned	Actual	Sanctioned	Actual
a. Officers	..	113	112	43	33
b. Non-Gazetted	..	2,809	2,809	1,516	499
Total	..	2,922	2,921	1,559	532

9. The Revenue and Development set up of the organisation stands as follows:

Working Units.		No. of units under Revenue Budget.	No. of units under Development Budget.	Total.
1		2	3	4
Circle	5	2	7
Divisions	18	16	34
Subdivisions	71	..	71
Thanas	135	301	436

The existing organisation is given in Annexure 'A-1' (Revenue set up) Annexure 'A-2' (Development set up).

CHARTER OF DUTIES

10. The revised charter of duties of officers is given in Annexure 'B'.

OTHER DETAILS

11. **Officers:** Present state of class I officers is given in Annexure 'C'.

12. **Transport:** Present state of transport is given in Annexure 'D'.

WORK-LOAD.

13. It appears from the data supplied by the Department that the existing officers and staff ratio is 1 : 27. Superintending Engineer and Executive Engineer ratio is 1 : 5, Executive Engineer and Assistant Engineer/Subdivisional Engineer ratio is 1 : 3, Assistant Engineer/Subdivisional Engineer and Sub-Assistant, Engineer/Overseer ratio is 1 : 4 and Sub-Assistant Engineer and Mechanic ratio is 1 : 4.

14. Since this is a technical Department the work-load of its operational units *i.e.* field offices cannot be measured in terms of receipts and issues. The volume of work/activities may be judged from the performance tabulated below:

Items of work	3 years average (1978-79—1980-81)
a. Sinking 1½" dia shallow tube-wells (50'—250' deep)	.. 35,466 Nos.
b. Sinking 4' × 1½" dia deep set tube-wells (250'—350')	.. 1,451 ,,
c. Sinking 1½" dia deep tube-wells (450'—1100')	.. 1,400 ,,
d. Construction and supply of water seal latrines	.. 26,000 ,,
e. Construction of office stores, pump houses (buildings)	.. 385 ,,
f. Sinking of 6" dia production tube-wells for piped water supply.	21 ,,
g. Laying of water distribution lines	.. 26 Miles
h. Construction of overhead tank treatment plant	.. 2 Nos.
i. Maintenance of 1½" dia tube-wells	.. 4,45,000 Nos.
j. Maintenance of Pumps	.. 290 ,,

15. The construction work, sinking of tube-wells, laying of pipes, etc., are done through contractors. The maintenance of rural tube-wells (4,45,000 Nos. on an average) is done through the regular staff of the DPHE, *i.e.*, by Mechanics (1,698 Nos.).

REVISED CHARTER OF DUTIES

Chief Engineer:

- a. To act as administrative head and is responsible for overall administration of the Department.
- b. To act as an adviser to the administrative Ministry on technical matters and on formulation of policies concerning the Department.
- c. To act as Principal Accounting Officer of the Department within the budget provision.
- d. To be responsible for the administration and execution of function of the Department as per Acts, Ordinances, Rules and Regulations and directives issued by the Government from time to time.
- e. To be responsible for proper functioning and discipline of the Department.
- f. To provide executive and operational guidance to the field staff and exercise control and supervision over them.
- g. To be responsible for appointing Classes II, III and IV employees of the Department as per existing procedure.
- h. To be responsible for issuing clear standing orders laying down the maximum extent of delegation of powers to the officers serving under him.
- i. Maintain administrative and professional control of public works.
- j. To represent the Department and where personal representation is not possible to select representative on his behalf.
- k. To grant earned leave, etc., to all Class I officers under him.
- l. To meet all officers under him located in the same station once in a month to review cases pending for disposal for over a month.
- m. To inspect his office at least once in a month and field offices at least once in a quarter in addition to annual inspection.
- n. To allocate duties of officers as and when required.
- o. Ensure revenue collection where applicable and safe-guard Government property under his charge.

- a. To be responsible for maintaining proper security measures of the Department.
- b. To act as Member of Dhaka WASA, Chittagong WASA and D.I.T.
- c. To act as *ex-officio* Commissioner of Dhaka Municipality.
- d. Any other duties assigned by the Government.

Joint Chief Engineer:

- a. To assist Chief Engineer in discharging his responsibilities in all matters.
- b. To maintain general supervision of public works, project monitoring control and guidance to subordinate Engineers.
- c. Technical and administrative sanction of estimates.
- d. Transfer, posting of all non-gezzetted staff of D.P.H.E.
- e. Administrative control of Superintending Engineers.

Superintending Engineer, Planning Circle :

- a. To assist Chief Engineer in overall planning and formulating development scheme in accordance with the National Development policies.
- b. To maintain liaison and co-ordination with Planning Cell of the Ministry, Planning Commission, PMB, ERD, UNICEF, WHO and other AID/ LOAN giving agencies.
- c. To arrange in service training programme of D.P.H.E. personnel and co-ordinate feasibility studies of new projects.
- d. To co-ordinate preparation of A.D.P., control and monitor the progress of development projects and report to the Ministry, P.M.B., etc.
- e. Principal Co-ordinator in Project Planning, Engineering Design, Research, Investigation and Pilot Studies, etc.
- f. Monitor the activities of the Divisions under Planning Cell including administrative control.

Superintending Engineer, Store Circle : 1. (at Headquarter):

- a. Principal controller of procurement of materials, purchase and quality control of materials.
- b. Co-ordinate international procurement of materials through aid giving agencies.
- c. Control and supervision of management of 3 Divisional Stores located at Dhaka, Chittagong and Khulna and other territorial Subdivisional Stores.

- d. Prepare despatch schedule and monitor effective despatch to Subdivisional Stores.
- e. To sanction estimates and administrative approval for various purchases and works under his jurisdiction.
- f. Transfer, posting of non-gazetted staff appointment of work-charged staff under his jurisdiction.
- g. To check and audit the expenditure account of divisions under his control.

Superintending Engineer Field Level:
(Dhaka, Chittagong, Khulna, Rajshahi)

- a. Perform the responsibility of the project Director to control physical and financial progress in accordance with the annual development programme.
- b. Awards administrative, technical and financial sanction of estimates within budget provision.
- c. Check and supervise the development works and guide the field Engineers to maintain quality control.
- d. Annual audit of expenditure account of Executive Engineer's Office and varification of Subdivisional Stores.
- e. Reporting the monthly progress to the Chief Engineer.
- f. To act as Chairman of the Zonal Review Committee of the Department, Transfer, Posting and Appointments of non-gazetted staff under his jurisdiction.
- g. Overall administrative control of Executive Engineer, Subdivisional Engineers and Sub-Assistant Engineers under his jurisdiction.

Territorial Executive Engineer Field Level :

- a. To act as the head of executing unit of development projects and maintenance of completed schemes under his jurisdiction.
- b. To act as a Disbursing Officer of the development project.
- c. Prepare estimates, tender documents, award of contracts and supervision of works under his jurisdiction.
- d. Approval of estimates within his financial limit as per P.W.D. code.
- e. Maintain monthly revenue and expenditure statements and physical and financial reports of development projects.

- f. Exercise control and supervision of the activities of Subdivisional Engineer and Sub-Assistant Engineer.
- g. To make liaison with various agencies, district administratives, local bodies, etc.
- h. Posting and transfer of all non-gazetted staff under his jurisdiction.

Executive Engineer, Planning Division :

- a. Prepare all schemes of D.P.H.E. in accordance with project proforma of the Planning Commission.
- b. Collect basic information & national data in respect of project planning.
- c. Conduct pilot projects and feasibility studies in typical problem areas.
- d. Maintain liaison with planning unit of Ministry, Planning Commission, UNICEF, WHO, ADB, etc.
- e. Conduct inservice training programme of D.P.H.E. personnel and organise various seminars and workshops on Public Health Engineering.
- f. Prepare appraisal reports of various schemes and plan of operation.
- g. Assist Chief Engineer as Member Secretary of the Technical Committee for resolving various technical issues.

Executive Engineer, Programme and Co-ordination Division :

- a. To draw annual development programme of the Department and break-up for physical and financial ADP for all thanas of the country.
- b. To monitor physical progress in accordance with financial provision, under each financial year.
- c. To compile monthly progress report from each Territorial Executive Engineers and to act as reporting unit of various reports to the Ministry, Planning Commission, President Secretariat, etc.
- d. To assist Chief Engineer in the various committees such as Technical Committee, Promotion Committee, Tender Committee, Enlistment Board, etc.
- e. To maintain liaison with all Territorial Superintending Engineer & Executive Engineer in respect of status of material positions, financial & physical status of R.W.S. water supply including maintenance programme.
- f. To maintain Statistical Data of Development Programmes.

**Executive Engineer, Mech and Elec. Divn
(At Headquarter.)**

- a. To organise installation of pumping machineries all over the country.
- b. To organise repair & maintenance of pumping machineries installed all over DPHE.
- c. Procurement of pumping machineries and drilling equipments.
- d. To act as disbursing officer of Mechanical & Electrical Division.

Executive Engineer, Design Division :

- a. To prepare the detail Engineering design of every unit of treatment works of all urban towns.
- b. To design water distribution main of all urban towns of the country.
- c. To design intakes pumping station, other major Civil Engineering Structures such elevated tank, storage godown, etc.
- d. To prepare schedule and specification of specified works.

Executive Engineer, Stores Division :

- a. Procure materials of R.W.S. & M.W.S. materials.
- b. Arrange clearing & forwarding of materials received through aid giving agency.
- c. Ensure despatch to the Stores Subdivisions as per despatch schedule.
- d. Maintain Transport Vehicles.
- e. To act as disbursing officer of all procurement & despatch.
- f. Conduct periodical varification of Subdivisions
- g. Prepare Estimates, Tender documents, & award of contracts relating to procurement, despatch, clearance and forwarding etc. and act as disbursing officer.
- h. To exorcise physical and financial control and supervision.
- i. Approval of estimates within the limit as per P.W.D. code.

Subdivisional Engineer/Assistant Engineer field level :

- a. Supervise water supply and sanitation projects within Subdivision.
- b. Report progress of development project and routine maintenance work of water supply system to the Executive Engineer.