



Jadavpur University
Kolkata: 700032

Ref. No.: REC/N/038/2022
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CIRCULAR

It is notified for information of all concerned that for effective functioning of the Engineering office, following duties of the University Engineer are being delegated to Assistant Engineer (Electrical) (Sr. Scale)/ Additional University Engineer (Electrical) and Assistant Engineer (Civil) (Sr. Scale)/ Additional University Engineer (Civil):

Duties of Assistant Engineer (Electrical) (Sr. Scale)/ Additional University Engineer (Electrical)

1. He will be In-Charge of Electrical Maintenance Section under University Engineer. He will be responsible for controlling his staffs, preparation of designs, specifications and estimates of electrical works, and for supervision of all electrical works, and also for verifications of all bills pertaining thereto. However, financial power in terms of recommendation of estimates, tenders, work order, bills, proposals, and policy matters of Electrical Maintenance Section will remain with the University Engineer.
2. He will discharge responsibilities for repair and maintenance of all electrical installations, including new projects of the university under the supervision of the University Engineer.
3. He will perform such other duties as may be assigned to him by the University Engineer from time to time. He will report to the University Engineer.

Duties of Assistant Engineer (Civil) (Sr. Scale)/ Additional University Engineer (Civil)

1. He will discharge responsibilities for office administration of Civil Engineering section, preparation of designs, specifications and estimates of works related to Civil Maintenance and General Maintenance, supervision of all repairing and construction works, and verifications of all bills pertaining thereto. However, financial power concerning recommendation of estimates, tenders, work orders, bills, proposals, and policy matters will remain with University Engineer.
2. He will discharge responsibilities for repairing and maintenance of all buildings, roads, water supply and drainage facilities of the University under the supervision of the University Engineer.
3. He shall perform such other duties as may be assigned to him by the University Engineer from time to time. He shall report to the University Engineer.

J. Banerjee
18-02

Registrar