

**Right To Information Act – particulars of Park Department**

**Greater Chennai Corporation**

Parks are integral part of a happy healthy city. Parks provide gathering places for families and social group as well as for individuals of all ages and economics status regardless of their ability to pay for access.

The Park department is one of the engineering cum horticulture department of Greater Chennai Corporation. This department is in-charge of creation of new parks and development of green spaces along the road margins etc. This department is principally controlled by Principal Chief Engineer as per Council resolution P.D.C.No.P1/1249/2016, date. 21.02.2017 and headed by Chief Engineer and Superintending Engineer. One Executive Engineer (i/c) on doing duty arrangements from Quality Control Department, three Assistant Executive Engineers and nine Assistant Engineers are working under Superintending Engineer at the head quarters to execute the various project work of Park department.

**I) Functions of Park Department:**

The main functions of Park Department are as follows:-

- Creation of new parks in the vacant OSR Land vested with Greater Chennai Corporation.
- Development of Green Spaces along the road margins, Corporation / Government buildings and public places.
- Granting permission for companies/firms/banks, RWA for maintenance of parks as well as for plantation works under CSR Activity.
- Granting permission for cultural activities inside parks.
- To attend Court matters, Councilor's Questions and Answers, C.M.cell/Mayor petition and obtaining the respective Committee's approval related to parks works.

**II) Powers and duties of Officers and entrusted Employees**

Superintending Engineer/Park Department is the Head of the Department controlling all the works with Park Department with the assistance of Executive Engineers, Asst.Exe.Engineers, Assistant Engineer, Junior Engineers, Section Manager, Assistants, Junior Assistant, Shorthand Typist, Typist and Park overseer. The employees

under the control of Superintending Engineer/Park should discharge the duties entrusted to them.

### **III) Rules and Regulations Instruction Manual And Records**

M.C.M.C. Act 1919, Tender Rules

### **IV) Statement of categories of document under the control**

- Establishment Register
- RTI Act Register
- CM Cell Register
- Tender Register
- EMD Register
- Personal Register
- Security Deposit Register

Also, the files related with Tender schedules received, Allied Registers, Service Registers of employees etc, is maintained in this department.

### **V) Statement of Board/Council (Committee)**

Works Committee, T & F Committee and Council.

### **VI) Directory of Officers and Employees.**

Superintending Engineer

Executive Engineer

### **VII) DUTIES AND RESPONSIBILITIES OF ENGINEERS**

#### **JUNIOR ENGINEERS/ASSISTANT ENGINEERS**

- Prepare schedule of rates for park works along with detailed data for every year.
- Undertake investigation, design and preparation of estimates, for creation of Parks and Playfields.
- Prepare Technical report for the works along with estimates.
- Prepare tender schedules along with estimates before calling for tenders.
- Prepare comparative statement of tenders for placing it before the appropriate authority for sanction.
- Prepare chart to monitor the progress of work

- Maintain files relating to various works containing plans, estimates properly and furnish them for reference whenever required by the officer.
- Inspect the work regularly to ensure quality and timely completion.
- Check the quality of materials used for construction and reject materials below standard.
- Take samples and arrange for testing quality control periodically.
- Record measurements during progress of works periodically.
- Assist Junior Assistants / Assistants to prepare note for Commissioner and Special Officer in Council for approval of estimate/tender.
- Maintain diaries at site in the form prescribed; keep records like copies of plans, estimates and M.Book at site.
- Any other items of work which may be entrusted or required for completion of work.

### **ASSISTANT EXECUTIVE ENGINEER**

- Attend to verification of investigation for Park works.
- Guide in plans, estimates and tender schedules.
- Prepare comparative statement for finalization of tender.
- Arrange for prompt issue of work order and commencement of works by contractor.
- Attend to finalization of tenders and issue of work orders.
- Monitor the commencement and progress of works including physical progress.
- Take samples and check the quality of work periodically.
- Supervise personally R.C.C. works in progress and ensure quality of water, cement etc., used for the work and ensure proper water cement ratio for R.C.C. works.
- To instruct the Assistant Engineer to check for work progress and to take action against the contractors for delay or slow progress of work.
- Check measure the work periodically depending upon the nature of works.
- Arrange for prompt procurement and supply of various material required for works.
- Review diaries of Assistant Engineers / Junior Engineers / Assistant Draughtsman and Draughtsman fortnightly.
- Prepare charts for monitoring of all works.
- Any other duties of special nature assigned by the authorities during natural calamities and other important occasions.

### **EXECUTIVE ENGINEER**

- Monitor investigation of Parks works.
- Supervise the preparations of plans, estimates and tender schedules, obtaining administrative as well as technical sanction for various estimates.
- Call for and settle Tenders for various estimates and issue work orders.
- Monitor the commencement and progress of works including physical progress.
- Monitor the qualitative and quantitative aspect of works by taking samples and testing the same periodically.
- Super check measure the work periodically depending on the nature of work.
- Take action against the contractors for delay, slow progress and poor quality.
- Super check centering work, steel fabrication, quality of material collected at site before commencement of concreting for R.C.C. work.
- Supervise personally R.C.C. works in progress and ensure quality of water, cement etc., used for the work.
- Guide in preparation of charts for monitoring progress of all works.
- Draw and disburse pay for all staff.
- Maintain leave account and Service Registers for the staff.
- Settle retirement and other nature assigned by the authorities during natural calamities and other important occasions.

### **VIII) THE FOLLOWING POWERS OF THE COMMISSIONER ARE DELEGATED TO THE AUTHORITIES NOTED AGAINST EACH BY VIRTUE OF POWER GIVEN UNDER SECTION 16 OF CCMC ACT, 1919.**

#### **Administrative Sanction**

| <b>Delegation of Powers</b> | <b>Administrative Sanction Powers</b> |
|-----------------------------|---------------------------------------|
| Chief Engineer              | Above 2 Lakhs up to Rs.10 Lakhs       |

#### **Tender Acceptance**

| <b>Delegation of Powers</b> | <b>Administrative Sanction Powers</b>   |
|-----------------------------|---|
| Executive Engineer          | upto 10 Lakhs (upto 3% excess)  |
| Superintending Engineer     | From 10 Lakhs to 20 Lakhs (upto 6% excess)<br>From 20 Lakhs to 30 Lakhs (upto 3% excess |
| Chief Engineer              | From 20 Lakhs to 30 Lakhs (upto 6% excess<br>From 30 Lakhs to 50 Lakhs (upto 3% excess  |

**IX) DETAILS OF PUBLIC INFORMATION OFFICER AND APPELLATE FOR PARK DEPARTMENT, GREATER CHENNAI CORPORATION**

| Sl.No | Department      | Public Information Officer | Appellate Authority             |
|-------|-----------------|----------------------------|---------------------------------|
| 1     | Park Department | Superintendent (Parks)     | Superintending Engineer (Parks) |