

Right To Information Act – particulars of Stadium Department

Greater Chennai Corporation

Playgrounds play an essential role in the social, emotional, cognitive, and physical well-being of children right from the stage of early childhood. Play also allows children to be creative. It even provides a platform to build a healthy parent-children relationship. Greater Chennai Corporation is improving the play facilities for players by providing playfields such as Badminton court, Tennis court, and Football court at international standards to get a world class experience.

At present, Stadium department of Greater Chennai Corporation is maintaining 235 Play Ground's located at various parts of the Chennai City. Further, 44 Tennis Court, 38 Badminton Court, 53 Volley ball Courts, 36 Football Court 24 Basketball Court are being maintained by Greater Chennai Corporation. Gyms are also developed in many play grounds for public use. This department is in-charge of creation of new Play Grounds, creation of various types of courts for Badminton, Tennis, Football 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 Stadia Officer (i/c) on doing duty arrangements from Quality Control Department, Assistant Executive Engineers and Assistant Engineers are working under Superintending Engineer at the head quarters to execute the various project work of Stadium department.

I) Functions of Stadium Department:

The main functions of Stadium Department are as follows: -

- Creation of new Play Ground in the vacant OSR Land vested with Greater Chennai Corporation.
- Granting permission for companies/firms/banks, RWA for maintenance of Play fields under CSR Activity.
- Granting permission for cultural activities inside Play Grounds.
- To attend Court matters, Councilor's Questions and Answers, C.M.cell/Mayor petition and obtaining the respective Committee's approval related to Play field works.

II) Powers and duties of Officers and entrusted Employees

Superintending Engineer/Stadium Department is the Head of the Department controlling all the works with Stadium Department with the assistance of Executive Engineers, Asst.Exe.Engineers, Assistant Engineer, Junior Engineers, Section Manager, Assistants, Junior Assistant, Shorthand Typist, Typist and Play Ground instructor. The employees under the control of Superintending Engineer/ Stadium 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

1. Establishment Register
2. RTI Act Register
3. CM Cell Register
4. Tender Register
5. EMD Register
6. Personal Register
7. 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) Name and Designation of the Public Information

For Stadium Department, Superintending Engineer / Stadium is P.I.O. and Stadia Officer (i/c) is A.P.I.O.

VII) Directory of Officers and Employees.

Superintending Engineer
Stadia Officer (i/c)

VIII) DUTIES AND RESPONSIBILITIES OF ENGINEERS IN

STADIUM DEPARTMENTS

JUNIOR ENGINEERS/ASSISTANT ENGINEERS

- Prepare schedule of rates for Play field works along with detailed data for every year.
- Undertake investigation, design and preparation of estimates, for creation of 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.

IX) ASSISTANT EXECUTIVE ENGINEER

- Attend to verification of investigation for Stadium 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.

X) STADIA OFFICER

- Monitor investigation of Stadium 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.

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

Sl.No	Department	Public Information Officer	Appellate Authority
1	Stadium Department	Executive Engineer (Stadium)	Superintending Engineer (Stadium)