

V.O.Chidambaranar Port Authority
Civil Engineering Department

Standard Operating Procedure (SoP)

1. Executive Engineer (EE)

In case of contract works, Executive Engineer shall supervise / inspect the works, ensure quality control, compliance to various work tests, compliance to other terms and conditions of contract, payment of bills and evaluation of proper time schedule for works.

2. Assistant Executive Engineer (AEE)

i) Preparation of estimate, tender processing. Award of contract and execution of works.

ii) In case of contract works, Assistant Executive Engineer shall execute the works, ensure quality control, compliance to various works tests, compliance to other terms and conditions of contract, payment of bills and evaluation of proper time schedule for works

3) Assistant Engineer (AE)

i) Preparation of estimates, tender processing, award of contract and execution of works

ii) In case of contract works, Assistant Engineer shall execute the works, ensure quality control, compliance to various work tests, compliance to other terms and conditions of contract, payment of bills and evaluation of proper time schedule for works

4) Maistry (civil)

i) Maistry (civil) is the sub-ordinate to assist the Engineers in supervision of works & maintenance works

ii) Any other duties assigned by EE/AEE/AE time to time