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1. The particulars of Organization, Functions and Duties.

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|---------------------------|---|
| 1. Name of the Department | Chief Engineer (NH), Himachal Pradesh, Public Works Department |
| 2. Establishment | Himachal Pradesh, Public Works Department |
| 3. Address | Chief Engineer (NH), Himachal Pradesh, Public Works Department, U.S. Club Shimla-171001 |
| 4. Contact/email address | Phone/Fax 0177-2801416 Email : ce-nh-hp@nic.in |
| 5. Website | http://hppwd.gov.in/national%20highway.htm |

Functions:

To plan, construct, maintain and protect National Highways

Key areas of work of the Department are:

To construct and strive for keeping the roads namely National Highways in traffic worthy condition during all weathers throughout the year.

2. The Powers and Duties of its officers and employees

The Officers and employees discharge their official duties as prescribed in office manual and code of the department and instructions given by the Government of Himachal Pradesh & Ministry of Road Transport and Highways from time to time.

3. The Procedure followed in the decision making process including channels of supervision and accountability

The Officers and employees follow the procedure as prescribed in the office manual and direction issued by the Government of Himachal Pradesh from time to time.

4. The norms set by it for the discharge of its functions

The officers and employees are discharging their functions and duties as per office manual of the department and relevant rules and regulations.

5. The rules, regulations, instruction, manuals and records, held by it or under its control or used by its employees for discharging its function

All rules and regulations are available on the HPPWD's website i.e. www.hppwd.gov.in

6. A statement of the categories of documents that are held by it or under its

- a) Establishment files
- b) Files related to Budget.
- c) Files related to parliamentary questions.
- d) Files related to tender.
- e) Files related to department circular
- f) Files related to court cases
- g) Files related to PAC/audit/Inspection report & Para
- h) Files related to Miscellaneous

7. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

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