

**TERMS OF REFERENCE (TOR) FOR JUNIOR ENGINEER TO BE HIRED
UNDER PROJECT MANAGEMENT UNIT MEGHALAYA HEALTH
SYSTEM STRENGTHENING (MHSS) PROJECT**

1. Provides technical support to public health engineering department in the areas of drinking water quality, sanitation and biomedical waste management in the Identified Health Centres under the project.
2. Facilitates the review of the environmental implications of project activities and ensures that appropriate environmental mitigation measures are incorporated in the design and implementation.
3. To keep details of the Health Facility's building which belong to their jurisdiction and site.
4. To maintain a register with the work which was executed over the building premises or any other structure with relevant data, schematic as well as technical details of the asset, as-built drawings, nature of any work executed.
5. To inspect every works on periodical basis. He/ She should maintain a register to keep record as per his inspection and observation.
6. To watch whether any untoward matters including encroachment are going on the roads or building premises. If he observes it he should take suitable steps towards it and informs to his higher Authority.
7. To prepare all the preliminary & detailed estimates for original works, periodical maintenance, addition and alteration as well as modernization as directed by his higher authorities, inclusive of Scheduled & Non Scheduled items with proper analysis of rates, rough drawing, site plan by collecting engineering data and drawings and submit those estimates to his immediate superior authority for approval from competent authority.
8. To supervise and see that all works under his charge are done according to the specifications drawings, standards lay down in contract agreement tender schedule of works and approved samples by engineer in charge. He is expected to remain at site throughout in order to see that the works are executed properly in accordance with the requirements, standards and approved samples. It is the duty of the Junior Engineer to bring it at once to the notice of immediate superior authority and also make a note in the site order book if any work is not done by a Contractor maintaining stipulated period, specifications, requirement, drawings, standards laid down and approved samples (if any) including quality of materials.
9. To carry out test of materials like cement, steel or any other material as directed by higher authorities and item of works as specified in contract agreement of works, maintain register of testing of each and every item separately, and place to his immediate superior authority to make a note in the register.
10. To record measurements of work in Measurement Book (MB) executed as specified and he/she is to measure 100% of the work executed by the agencies, if not mentioned otherwise.

11. To prepare abstract of measurements at the time of preparation of bills for payment and submit the Running Account or Final bill within stipulated time.
12. To submit progress report of works as may be required by his superiors and to bring to the notice of his immediate superiors, hindrances to the execution of work, if any.
13. To maintain site order book properly and record and note all instructions in site order book.
14. To inform his immediate superiors regarding any requirement of execution of excess quantity/ supplementary item/ substitute supplementary item in a content well in advance and to prepare the financial implementation statement thereof.
15. To submit reports of all accidents, theft and any other abnormal situation at once and lodge FIR to the Local Police Station if necessary. The nature and exact location of accident with all details is to be recorded for identifying black spots.
16. To initiate action for disposal of surplus/unserviceable materials/T&P etc and prepare survey report for sanction from higher authorities.
17. To ensure prompt action on complaints received from higher authorities
18. Any other work assigned by the Project Director, MHSSP.