

# Right to Information Act, 2005

## Manual I

### ORGANISATION, FUNCTION AND DUTIES



सत्यमेव जयते

GOVERNMENT OF ASSAM  
ASSAM PUBLIC HEALTH ENGINEERING DEPARTMENT

## **1. Introduction**

The present Assam Public Health Engineering Department (APHED) was created in 1956 as Public Health Engineering (PHE) Organisation under the Director of Health Services to look after the implementation of Rural and Urban Water Supply. This PHE organization started functioning as major department since 1981 and a separate secretariat was created for Public Health Engineering Department in the year 1989. APHED has been working as the nodal department of the Government of Assam for water supply and sanitation programmes for the rural areas of Assam.

## **2. Mission & Vision**

The mission of the APHED is to enhance quality of life of the people by ensuring sustainable safe water and sanitation facilities and services along with promoting hygiene practices according to their choices and affordability. The departmental vision is a clean and healthy Assam, in which each person individually and collectively owns and takes the responsibility to ensure an equitable and good quality of life through safe water supply, adequate sanitation facilities and best hygiene practices.

## **3. Organizational Set-up**

There are two Chief Engineers (PHE) in the APHED - one is Chief Engineer (PHE), Assam and the other is Chief Engineer (PHE), Sanitation, Assam. Chief Engineer (PHE), Assam, looks after the Water Supply Sector while Chief Engineer (PHE), Sanitation, Assam, looks after the Sanitation Sector. Chief Engineer (PHE), Assam, is assisted in the headquarters by

Additional Chief Engineer (PHE) (Head Quarter)

2 No.

Superintending Engineer (PHE)	3
No.	
Executive Engineer (PHE)	7 No. and
Other technical and non-technical staff	

Chief Engineer (PHE), Sanitation is assisted by 2 Nos. of Executive Engineers (PHE) and other technical and non-technical staff.

There is another individual set-up assisting Chief Engineer (PHE), Assam, known as Quality Control Circle and is headed by a Superintending Engineer (PHE).

For execution and monitoring of the departmental works, the State of Assam is divided into seven PHE Zones, each zone being headed by an Additional Chief Engineer (PHE). The Zones are

- Lower Assam Zone
- Bodoland Territorial Council Area Zone
- North Assam Zone
- Upper Assam Zone
- Barak Valley and Autonomous Council (General Area) Zone
- Karbi Anglong Autonomous Council Zone and
- North Cachar Hills Autonomous Council Zone

The Additional Chief Engineer (PHE) of Bodoland Territorial Council (BTC) Area Zone is also known as Director, BTCA.

There are nine different PHE Circles under these Zones, each of which is headed by a Superintending Engineer (PHE). The Circles are

- Guwahati Circle
- Nalbari Circle
- Tezpur Circle
- North Lakhimpur Circle

Jorhat Circle

Dibrugarh Circle

Nagaon Circle

Cachar Circle and

Hailakandi Circle

Under these circles there are forty five PHE Divisions. These Divisions consist of eighty nine PHE Sub-Divisions covering the entire state of Assam.

The organisation structure of APHED is shown in Annexure-I.

## **4. Functions**

### **4.1. Water supply**

APHED plans, designs, executes, operates and maintains both Piped Water Supply Schemes (PWSS) and Spot Source Water Supply Schemes (SSWSS) according to the requirements of the stakeholders with the objective to cover all the habitations and the schools of the State of Assam by supplying potable water. These schemes are taken under various Central and State Government sponsored programmes. APHED also undertakes water supply schemes for other departments / organizations as deposit works against payment of requisite fees.

### **4.2. Sanitation**

In the sanitation sector, “Total Sanitation Campaign” (TSC) is being implemented in Assam as a community oriented rural sanitation programme. Keeping in view of Sustainable Total Environmental Sanitation in rural areas, this programme (TSC) is being implemented with major emphasis on providing individual Household Latrine, School and Anganwadi Toilets etc. and also on facilitating alternate delivery mechanism of sanitary goods and service through Rural Sanitary Mart (RSM)

/ Production Centre (PC). The sanitary marts construct Individual Household Latrines (IHHL) in rural areas of Assam. The department provides school sanitation blocks in rural schools. TSC emphasizes also on IEC, HRD and capacity development activities for motivational campaign and appropriate Liquid and Solid Waste management in rural areas.

Implementation of the Total Sanitation Campaign requires large scale social mobilization and so its implementation is taken up with the involvement of the PRI bodies along with other stakeholders. Being the primary department in the field of water Supply and Sanitation, the PHE Department, Assam, is involved as nodal department in implementing TSC.

#### **4.3. Water quality testing and monitoring**

APHED has 23 District Level Laboratories (DLL) in different districts of Assam for testing water samples collected by the APHED field functionaries and monitoring the water quality in the State. Presently, APHED has one State Level Laboratory and five Rural Laboratories. Field kits are being used by the APHED functionaries for quality analysis of water samples in the field. Organisations / NGOs / individual can also get their water samples tested in the DLLs or through the field kits after paying prescribed fees.

#### **4.4. Quality control activities**

APHED has a Quality Control Circle working under the Secretary to the Government of Assam, Public Health Engineering Department and the Chief Engineer (PHE), Assam to monitor the standard and quality of the works and materials supplied. This Circle conducts investigation on any Division and Sub-Division on receipt of information of any complaint from any source depending on the gravity of the complaint and

with prior approval of the Chief Engineer (PHE). Quality Control Circle also assists the Vigilance Cell and Anti-Corruption Branch in their inquiries in respect of technical matters. The DLLs are also inspected by this Circle to maintain their quality and standard. This Circle may also verify sites, stores and T & P accounts and materials with respect to their quality and utility.

## **5. Duties**

This department is responsible

- To supply sustainable drinking water in adequate quantity and quality to all the rural population of Assam
- To ensure the quality of drinking water by conducting elaborate routine tests in the water testing laboratories of the water samples collected from different locations
- To provide sustainable sanitation facilities to every household of rural Assam
- To promote the hygiene practice in rural Assam
- To ensure quality of works in every stage
- To utilize the available resources for the betterment of the people of rural Assam in every possible manner
- To provide the information on departmental activities desired by any person / organization
- To attend the complaints about the departmental activities as well as departmental officers and employees

## **6. Our expectations**

We expect the stakeholders

- To operate and use the departmental water supply and sanitation facilities ensuring their sustainability
- To be cognizant of the departmental activities
- To make complaints substantiated by necessary documents

7. Mechanism Available for monitoring the service delivery and public grievance resolution

There is a Public Facilitation Centre in each of the offices of the department. State Public Information Officers have been designated for the offices up to Divisional Level and State Assistant Public Information Officers have been designated for Sub-Divisional Level Offices as per the Right to Information Act, 2005 for monitoring the service delivery and public grievance resolution.

8. Hours of the office

From October to February = 10.00 AM to 4.15 PM

From March to September = 10.00 AM to 5.00 PM