

# Zilla Parishad Amravati, Water Supply and Sanitation Department

## Citizens Charter

1	Junior Administration Officer	Establishment Branch Control and supervisory functions of all employees of the establishment, right to information etc.	7 days	Deputy Chief Executive Officer (W &S) Zilla Parishad Amravati
2	District Program Manager	To co-ordinate the day-to-day programme of the District Water and Sanitation Mission Cell at the district level Assisting the Deputy Chief Executive Officer Pawsa Attending various meetings.	7 days	Deputy Chief Executive Officer (W &S) Zilla Parishad Amravati
3	Junior Assistant	To do all the work related to establishment, pay slips, vidunamavali, stationery, inbound and outbound, bharti process, nova update etc. Manage tasks	7 days	Deputy Chief Executive Officer (W &S) Zilla Parishad Amravati
4	Sociologist	<b><u>Sanitation Branch</u></b> Preparation of District Water and Sanitation Mission Annual Action Plan Project Action Plan, CSR To supervise and control the work in the taluk assigned as liaison head of work planning implementation	7 days	Deputy Chief Executive Officer (W &S) Zilla Parishad Amravati
5	Sanitation Specialist	To plan and implement solid waste management and plastic management work, to plan and implement public toilet work, to control the work in the taluk assigned as contact head.	7 days	Deputy Chief Executive Officer (W &S) Zilla Parishad Amravati
6	School hygiene and health Advisory	<b><u>Sanitation Branch</u></b> Planning and implementation of institutional work at school, Anganwadi and Gram Panchayat levels, declaring village Hagandari free and completing verification, implementing Sant Gadge Baba Gram Swachhta Abhiyan Yojana.	7 days	Deputy Chief Executive Officer (W &S) Zilla Parishad Amravati
7	Water Quality Advisory	<b><u>Water Quality Branch</u></b> Preparation of Water Quality Profile in the district, conversion of red card, yellow card into green card with the help of water quality inspector and follow up in coordination with the concerned department, training of water guard.	7 days	Deputy Chief Executive Officer (W &S) Zilla Parishad Amravati
8	Information Education and Communication Specialist	<b><u>Swachh Bharat Mission (G)</u></b> Information, Education and Communication Branch To plan and implement all the work related to information education and communication under the Swachh Bharat Mission, to guide the implementation of publicity and dissemination activities, to prepare information education and communication plan.	7 days	Deputy Chief Executive Officer (W &S) Zilla Parishad Amravati
9	Information Education and Communication Expert	<b><u>Jal Jeevan Mission</u></b> Information, Education and Communication Branch To plan and implement all information education and communication related work under the Jal Jeevan Mission, to guide the implementation of promotion and dissemination activities, to prepare information education and communication plan.	7 days	Deputy Chief Executive Officer (W &S) Zilla Parishad Amravati

10	Manpower Development Consultant	<b><u>Manpower Development Branch</u></b> Planning and implementation of all work related to human resource development and training at District/Taluka/Gram Panchayat level, Appraisal and monitoring of the work of Group Resource Center staff, Evaluation of Implementation Support Organization work.	7 days	Deputy Chief Executive Officer (W &S) Zilla Parishad Amravati
11	Monitoring and Evaluation Specialist (SBM)	<b><u>Monitoring and Evaluation Branch</u></b> Assisting in preparation of annual action plan and project action plan under Swachh Bharat Mission, developing reporting system of subject wise activities and submitting reports, compiling information for various meetings and preparing district level information.	7 days	Deputy Chief Executive Officer (W &S) Zilla Parishad Amravati
12	Monitoring and Evaluation Specialist (JJM)	<b><u>Advisory Monitoring and Evaluation Branch</u></b> Assisting in preparation of annual action plan and project action plan, developing reporting system of activities under Jal Jeevan and submitting reports, compiling information for various meetings and preparing district level information, analyzing available information.	7 days	Deputy Chief Executive Officer (W &S) Zilla Parishad Amravati
13	Finance and Editor Advisory	<b><u>Accounts Branch</u></b> Under Swachh Bharat Mission and Jal Jeevan Mission, managing all accounting work, providing accounting guidance, tender rate sheets, e-tendering, submission of monthly expenditure form, utility certificate, annual audit etc. works.	7 days	Deputy Chief Executive Officer (W &S) Zilla Parishad Amravati
१३	Accounts Officer	<b><u>Accounts Branch</u></b> To handle all accounting related work under Swachh Bharat Mission Gr	7 days	Deputy Chief Executive Officer (W &S) Zilla Parishad Amravati