

**Ministry of Jal Shakti,  
Department of Water Resources, RD & GR**

**Allocation of Work in the Main Secretariat of the Department**

(REVISED AS ON 24<sup>th</sup> August, 2023)

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**I. ADMINISTRATION WING  
WING HEAD – JOINT SECRETARY (ADMN.)**

<b>1.</b>	<b>DIVISIONAL HEAD: DIRECTOR/ DEPUTY SECRETARY (ADMN. &amp; GA)</b>
<b>A.</b>	<b>ADMINISTRATION SECTION (INCLUDING SC/ST &amp; OBCCELL)</b>
	<p><b>(i) Establishment matters of all (Group ‘A’, ‘B’ and ‘C’ employees of the Department (Sectt.)</b> - Establishment and administrative matters of all employees in the Department (Sectt) belonging to various services/cadre viz. CSS, CSSS, CSCS, CSOLS, IES, ISS, SSS, CWES, Ex-Cadre Posts and officers appointed through Central Staffing Scheme.</p> <p>a. Pay fixation / promotion / confirmation/ grant of MACP / Stepping up of pay / grant of annual increment, etc.</p> <p>b. Grant of NFSG.</p> <p>c. Pension cases.</p> <p>d. Cases of Joining Time/Joining Time Pay/ TTA.</p> <p>e. Maintenance of Service Book / Personal files.</p> <p>f. Up-keeping of data / Web Based Cadre Management System.</p> <p><b>(ii) Misc. matters related to Group ‘A’ –</b></p> <p>a. Sending proposals to ACC for appointment of officers through Central Staffing Scheme.</p> <p>b. Creation of posts in NWIC</p> <p>c. Filling up of posts to be filled by the Indian side of Pancheshwar Development Authority, Nepal.</p> <p><b>(iii)Engagement of Consultants –</b></p> <p>a. Examining the requirement for appointment of consultants based on the requests received from various Sections/ Units</p> <p>b. Appointing consultants / renewal after due Administrative and Financial approvals.</p> <p>c. Issuing orders for monthly payment</p> <p><b>(iv) Training Cell –</b></p> <p>a. Mandatory Training Programme of officers belonging to various services viz. CSS, CSSS, CSCS conducted by ISTM</p> <p>b. Mandatory and Mid-Career training programmes of officers appointed through Central Staffing Scheme and officers belonging to various other services viz. IES, ISS, SSS, etc.</p> <p>c. Familiarization Training of Non-Technical Officers of Department on ‘Water Sector’ conducted by NWA, Pune, NIH, Roorkee and NERIWALM, Tejpur etc.</p> <p>d. Other Training Programmes on various topics of importance such as e-Governance, Stress &amp; Time Management, Team Building &amp; Leadership, Project Management, Strategic Financial Planning, RTI, etc. conducted by various organizations/institutes throughout the country viz. ISTM, NIFM, NPC, DPC, JPC, ASCI etc.</p>

- e. Settlement of bills received from various training institutes for training of DoWR officers
- f. Foreign Training of officers
- g. Deputing officers of the Department for conducting training at various institutes/field offices

**(v) Budget related Matters –**

- a. Planning BE, RE etc.
- b. Compiling details related to budgetary provisions as required by Budget Section and furnishing information as and when required by them.
- c. Maintaining and furnishing information to Budget Section on allocation/expenditure of funds under HRD CB Scheme.

**(vi) Advances –** Various advances, viz. GPF, HBA, Computer Advance etc.

**(vii) Deputation of Assistant Secretaries –**

- a. Deputation of Assistant Secretaries (trainee IAS officers) in the Department;
- b. Their establishment matters viz. pay fixation, increment, TA claim, etc.
- c. Arranging for their tours/mentor and maintaining records during their tenure.

**(viii) Matters related to Hon'ble Minister and Hon'ble MoS Office –**  
Following issues related to appointment of personal staff of Hon'ble Minister (WR, RD & GR) / Hon'ble Minister of State (WR, RD & GR).

- a. Sending proposals to ACC for appointment of PS/OSD
- b. Creation of posts (OSD, Addl PS etc) with the approval of IFD, CS Division of DoPT and Department of Expenditure.
- c. Obtaining character verification report from Intelligence Bureau & concerned District Authorities and medical examination in respect of private persons as per extant guidelines.
- d. As desired by Minister and MoS, appointment and relieving of his personal staff after following extant rules."

**(ix) E-HRMS -**

- a. Digitization of Service Books of all employees of the Department (Sectt.)
- b. Scanning the Service Books and uploading details on e-HRMS Portal
- c. Making necessary updations

**(x) FR 56(j) –**

- a. Review of officers under FR 56(j) in respect of officers of Department (Sectt.)

**(xi) Reports / Returns –**

- a. Returns relating to Cabinet/PMO/ACC
- b. AVMS weekly report
- c. Submission of Annual Report for SC/ST/OBC/ PWD in respect of the Department including its Attached/Subordinate Offices, etc.
- d. Quarterly report on Right to Information Act.
- e. Compiling and furnishing various other periodical Reports & Returns.

	<p>f. Details of Posts of Central Autonomous Bodies including those set up under Statutes.</p> <p><b>(xii) Leave / LTC / Service Book etc. related matters –</b></p> <p>a. All matters related to various kinds of Leave</p> <p>b. LTC permission</p> <p>c. LTC Advance</p> <p>d. Leave encashment on LTC in respect of all staff of Department (Sectt.)</p> <p>e. Verification of Qualifying Service of all staff in the Department</p> <p>f. Service Book Maintenance</p> <p>g. LTC Bills</p> <p>h. Children Education Allowance to employees</p> <p><b>(xiii) APAR Cell –</b></p> <p>a. Collecting and feeding personal data on SPARROW portal in respect of officers of various grades.</p> <p>b. Collecting data regarding reporting and review officers and the period thereof</p> <p>c. Creating new APAPRs and issuing them</p> <p>d. Closing the APARs after keeping a copy of the same for future reference.</p> <p>e. Dealing with representations received against the remarks made in the APARs.</p> <p><b>(xiv) Court Cases –</b> Various actions related to court cases including</p> <p>a. Engaging Government Counsel/Advocate</p> <p>b. Filing various documents in consultation with the Government Advocate.</p> <p>c. Taking due approvals wherever required in the judicial process.</p> <p><b>(xv) Air Ticket Cell –</b></p> <p>a. The requests for booking of AIR tickets for official tours/training of the officers are received and necessary action for booking of tickets/rescheduling (whenever required) is taken up with Air India /authorized travel agents.</p> <p>b. Verifying the journeys</p> <p>c. Settling the bills with Air India / authorized travel agents</p> <p><b>(xvi) Recruitment Rules –</b></p> <p>a. Framing of Recruitment Rules in respect of various Ex-cadre posts</p> <p>b. Notifying the Recruitment Rules in Gazetted of India after due approvals from DoPT / UPSC / Department of Legal Affairs</p> <p>c. Amendment of RRs</p> <p>d. Notification of Recruitment Rules in respect of various posts in National Water Informatics Centre</p> <p><b>(xvii) SC/ST/OBC/PWD Cell</b></p> <p>a. All matters related to reservation in services for reserved categories</p> <p>b. Maintaining of reservation rosters for various posts</p>
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	<ul style="list-style-type: none"> <li>c. All matters received to Liaison officer for SC/ST/PWD and Liaison Officer for OBC</li> <li>d. Matters/references received from NCSC, NCST</li> <li>e. SC/ST related grievances received in the Department</li> <li>f. Furnishing of various information as and when asked by DoPT, NCSC, NCST, Department of Disability Affairs, etc.</li> </ul> <p><b>(xviii) Matters related to Allocation of Business Rules, 1961 –</b></p> <ul style="list-style-type: none"> <li>a. The matters related to Allocation of Business Rules-1961 is dealt in consultation with various organisations of the Department.</li> <li>b. Request for any changes in AoBR is forwarded to Cabinet Secretariat after due approval of Hon'ble Minister subsequent to the receiving comments/requests of subordinate organizations.</li> </ul> <p><b>(xix) Election Matters –</b></p> <ul style="list-style-type: none"> <li>a. Providing list of employees to Election Commission for conduct of National / Assembly Elections.</li> <li>b. Communicating the letters/references received from Election Commission to various employees</li> <li>c. Appointment of Nodal Officer for various Elections</li> <li>d. Settlement of TA bills during Elections</li> <li>e. Payment of honorarium to employees for Election duty as decided by Election Commission</li> </ul> <p><b>(xx) Miscellaneous Matters –</b></p> <ul style="list-style-type: none"> <li>a. Furnishing details of US Level &amp; above Officers for issue of passes to attend Independence/Republic Day Celebrations.</li> <li>b. Grievances including that on CPGRAMS portal.</li> <li>c. RTI matters</li> <li>d. VIP references.</li> <li>e. Continuance of temporary posts</li> <li>f. Conversion of temporary posts into permanent ones.</li> <li>g. Grant of Honorarium to employees working in the Department (Sectt.)</li> <li>h. Allocation of Work.</li> <li>i. Channel of Submission</li> <li>j. Matters relating to delegation of Financial Powers.</li> <li>k. Parliament Questions</li> <li>l. Providing information to MHA on Table of Precedence.</li> <li>m. Issue of NOC for passport</li> <li>n. Providing material to NIC/e-Gov Section for updation of Department's website</li> <li>o. All matters related to Ex-India leaves.</li> <li>p. Disciplinary proceedings.</li> <li>q. Matters related to Compassionate Appointments.</li> </ul>
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	<p>r. Formation of panel of Assistant Supervisors / Invigilators for the conduct of Examinations, held by UPSC / SSC / Lok Sabha / Rajya Sabha / CSIR etc.</p>
<b>B.</b>	<p><b>GENERAL ADMINISTRATION SECTION:</b></p> <p>a) Purchase and online distribution of stationary, cartridges, crockery, briefcase, consumable items etc.;</p> <p>b) Swachh Bharat work including coordination with all offices and reporting to Ministry of Drinking Water and Sanitation including works related to organization of Swachhta Pakhwada by the Department;</p> <p>c) Modernization and renovation of office space including toilets in all buildings of the Department.</p> <p>d) <b>All</b> housekeeping related works such as outsourcing of services for housekeeping work, sanitization of office space etc.</p> <p>e) Providing furniture and other related items in the Department.</p> <p>f) Allocation of office space to officers and staff of the Department.</p> <p>g) AMCs of furniture, electrical equipment, ACs.</p> <p>h) AMCs for Green flowers, monkey handler, drinking water, waste paper.</p> <p>i) Processing cases for procurement of IT equipments (computer, laptop, printer, photocopier, scanner, MFP, UPS, TV, Duplo, etc.) &amp; AMC of these equipments.</p> <p>j) Issuance of Pen Drives, Hard Drives etc.</p> <p>k) Farewell matters of officers and staff of the Department.</p> <p>l) Organization of Armed Forces Flag Day, Communal Harmony Day, Rashtriya Ekta Diwas, Anti-Terrorism Day, Sadbhawana Diwas, Constitution Day etc. in the Department (Sect.).</p> <p>m) Procurement and maintenance of office equipments like telephones, fax machines, telex, photo copiers, EPABX etc.</p> <p>n) Coordination of work of Accessible India Campaign — Making all Government buildings accessible to differently abled.</p> <p>o) Reimbursement of telephone bills to officers.</p> <p>p) Reimbursement of newspapers bills to officers.</p> <p>q) Maintenance of Library including purchase of books, keeping records etc</p> <p>r) Purchase/installation and maintenance of Air conditioners.</p> <p>s) Coordination of work of installation of LED lights in all buildings in the Department.</p> <p>t) Issuing Identity cards/CGHS cards/ Pensioner's CGHS Cards</p> <p>u) Printing work of the Department such as Annual Report, Outcome Budget, other monthly magazines etc.</p> <p>v) Accommodation (a) Office accommodation including rented (b) Residential accommodation (c) Booking and maintenance of Committee Room.</p> <p>w) Distribution of diaries/calendars and publicity materials etc.</p> <p>x) All matters related to Staff Cars, hired vehicles.</p> <p>y) Processing of hospitality bills of officers/staff.</p>

	<p>z) Payment of Court Cases Counsel Fees for the Department and other miscellaneous fees like sitting fees etc.</p> <p>aa) Coordination of visiting audit teams with the SMDs in the Department.</p> <p><b>bb)</b> Reimbursement of medical claims.</p> <p>cc) Appointment of AMA, permission for treatment, referring medical reimbursement cases to M/o Health and Family Welfare.</p> <p>dd) Liaison with CPWD/NDMC/MCD and other civic bodies.</p> <p>ee) Hiring and payment of wages of Contractual Staff such as Data Entry Operators, Multi-Tasking staff, Stenographers, Security Guards etc.</p> <p>ff) Payment of wages of daily wagers.</p> <p>gg) Passing of canteen bills pertaining to meetings taken by various officers.</p> <p>hh) Staff welfare, amenities, benevolent fund, grant-in-aid to recreation club, sports activities etc.</p> <p>ii) Security, including industrial security, emergency measures and War Book.</p> <p>jj) Organization of International Day of Yoga.</p> <p>kk) Coordination of work for upload of Government Land records on Government Land information system</p> <p>ll) Coordination of work for installation of Grid connected Solar Rooftop Panels on all Government Buildings</p> <p>mm) Preparation of Budget estimates, revised estimates, re-appropriation of funds in respect of plan and non-Plan Budget of the Main Secretariat.</p> <p>nn) Issuance of visiting cards, name plates, rubber stamps etc.</p> <p>oo) Providing facility of Satellite Television like Tata Sky etc. to officers.</p> <p>pp) Issuance of temporary ID Cards.</p> <p>qq) Reply of RTIs, PMO/VIP references, other representations etc. pertaining to the subject matter</p> <p>rr) Issuance of vehicle passes (2-wheeler, 4-wheeler) to officers and staff of the Department.</p>
	<p><b>C. CENTRAL REGISTRY (C.R.) SECTION:</b></p> <p>a) Receipt, Scanned/diary and distribution of incoming dak.</p> <p>b) Dispatched of outgoing dak.</p> <p>c) Maintenance of Saturday/Sunday and Holiday duty roster.</p> <p>d) Maintenance of accounts of postage stamps and Frankling machines postage values.</p> <p>e) Settlement of speed post bills.</p> <p>f) Opening and closing Department's rooms at S.S. Bhawan.</p>
	<p><b>D. CASH SECTION</b></p> <p>a) Salaries Bill: The details of Group wise salary bills generate last week of every month, given below-</p> <p>(i) Group A –Outsiders cheques (All India Services)</p>

		<p>(ii) Group A Officers (Old Pension Scheme)</p> <p>(iii) Group A Officers (New Pension Scheme)</p> <p>(iv) Group B –Gazetted Officers (SOs, PSs &amp; Technical’s Officer)</p> <p>(v) Group B- Gazetted Officers (New Pension Scheme)</p> <p>(vi) Group B- Non –Gazetted Officer (ASOs &amp; PAs)</p> <p>(vii) Group B- Non –Gazetted Officers (New Pension Scheme)</p> <p>(viii) Group C- SSA &amp; JSA (Old &amp; New Pension Scheme)</p> <p>(ix) Group B+C (Technical Officers) OPS &amp; NPS</p> <p>(x) Group C- (Staff Car Drivers, MTS, Attendants &amp; Misc. etc.)</p> <p>-Total 19 (Nineteen bill prepared/generated through PFMS POTAL).</p> <p>Also prepared of Bill of Children Education Allowances, Honorarium, Bonus, Pay arrears, Supplementary bills of pay (transfer cases)</p> <p>b) GPF: GPF maintained of 252 Officers/officials of Old Pension scheme) in PFMS Portal, annual interest calculation end of March of every year. GPF transfer cases are running whole year.</p> <p>c) After Superannuation benefits: payment of Gratuity, Commutation of Pension, Death Gratuity, Leave encashment on retirement &amp; CGEIS payment through PFMS Portal.</p> <p>d) Budget Preparation of Salary Head, TAs etc.: BE/RE- every year in the month of Nov-Dec. &amp; January – March.</p> <p>e) Income Tax: Table of Income Tax records of 450(approx) maintained by the dealing hands of each group/ each officials and issue Forms -16 &amp; return e-file by CA of this Department.</p> <p>f) Contingency Bills – received from Gen. Admn. Section in bulk –items purchased through GeM. Some other bills received various Section of this Department. Time bound work.</p> <p>g) Grant in aid Bills: Grant released to various Autonomous bodies &amp; vendors party to projects in all over India through PFMS in the urgent basis and time bound.</p> <p>h) Travel Bills- submitted by the Officers of this Department after completion of Tour – domestic &amp; foreign, ISTM &amp; others Training bills prepared and its disposal through PFMS. Inward &amp; outward claim bills received from various Embassies of India through Ministry of External Affairs for verification and Payment.</p> <p>i) Medical Bills- received from GA Section for quick payment.</p> <p>j) Reconciliation of Expenditure- in every month for matching of Figures with PAO, DoWR, RD &amp; GR.</p> <p>k) GST Return: GST collected and bill prepared and payment made GST Council by online, thereafter, GST Return e-filing in the first week of each month. (Time bound not beyond 10<sup>th</sup>).</p> <p>l) Audit Paras- many audit paras received from Audit Party visited every year to this Department for work audit. They have raised the points/objection. Suitable reply sent to audit party after clarification of concerned.</p>
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	m) TR challan created by Cashier – cheques received from various officers on account of Excess Payment/LTC etc. Recovery deposited through challan.
<b>2.</b>	<b>DIVISIONAL HEAD: DEPUTY SECRETARY/DIRECTOR (COORD. &amp; O&amp;M)</b>
	<b>A. COORDINATION (COORD.) SECTION:</b>
	<p><b>(i) Monitoring of Portals</b></p> <p>a) VRMS portal related to VIP &amp; PMO references.</p> <p>b) Submission of status to Secretary (WR) on VRMS portal for monthly review meetings.</p> <p>c) Disposal of VIP/PMO references pertaining to Coordination section</p> <p>d) CPGRAMS portal</p> <p>e) Forwarding of public grievances to concerned sections/Organizations.</p> <p>f) Submission of status to Secretary (WR) on pending grievances and status of disposal for monthly review meetings.</p> <p>g) Updation of CPGRAMS portal to version 7.0</p> <p>h) E-Samiksha Portal- Compilation of Information &amp; Updation of e-Samiksha weekly / monthly points of this Department on e-Samiksha Portal.</p> <p>i) Status updation to Cabinet Secretariat on E-Samiksha Points.</p> <p>j) Submission of status to Secretary (WR) on pending E-Samiksha points and organizing review meetings by Secretary (WR).</p> <p>k) PM Ref Portal</p> <p>l) Compilation of information related to PM Ref Portal.</p> <p>m) Updation of projects inaugurated/foundation stone laid by Hon'ble Prime Minister.</p> <p>n) Updation of Hon'ble PM announcement points.</p> <p>o) Monitoring of VIP/PMO references on PM Ref Portal.</p> <p>p) Mission Karmayogi-Integrated Government Online Training Programme (iGOT)</p> <p>q) Co-ordination of Training Oversight Committee to create synergy among three training institutes within CBC.</p> <p>r) Coordination among three training institutes for preparation of course material on overview of water resources sector.</p> <p>s) Uploading of courses related to Namami Gange Programme and Atal Bhujal Yojana on iGOT portal.</p> <p>t) Regulatory Compliance portal - Monitoring compliances and review of rules/regulations for ease of doing business and ease of living.</p> <p>u) PRAGATI portal-Progress of Central/State programmes to be reviewed in PRAGATI meetings and submission of status to Secretary (WR) and PMO.</p> <p>v) Compiling and uploading of monthly information related to FR 56 (j) in respect of the Department including Attached/ Subordinate/ Autonomous Organizations under the Department, on Probity Portal. Monitoring the follow up of provisions of FR 56 (j) by Organizations under the Department.</p> <p>w) RTI Portal -</p>

	<p>a) Forwarding of RTI requests/appeals to concerned PIOs/appellate authority.</p> <p>b) Furnishing information and disposal of RTI requests and appeals pertaining to Coordination section.</p> <p>x) SSC-Vacancy Monitoring and reporting: On-line reporting of vacancies pertaining to various Organizations under this Department to Staff Selection Commission (SSC) and follow up action in the matter.</p> <p style="padding-left: 40px;">a) Stenographer-C&amp;D</p> <p style="padding-left: 40px;">b) Hindi Translator</p> <p style="padding-left: 40px;">c) LDC/CHSL-Group C &amp; D</p> <p style="padding-left: 40px;">d) CGL</p> <p><b>(ii) Collection, compilation and furnishing the following monthly, quarterly, half-yearly and yearly reports to the concerned Ministries/ Departments.</b></p> <p><b>(a) Monthly Reports:-</b></p> <ul style="list-style-type: none"> <li>• Compilation/preparation of monthly summary and D.O. letter for the Cabinet Secretariat.</li> <li>• Action Taken Report on implementation of 2nd ARC's recommendations to DARPG.</li> <li>• Implementation report on the decisions of the Cabinet/ Cabinet Committees.</li> <li>• Monthly report on Annual Goals of DoWR, RD &amp; GR to Secretary (WR).</li> <li>• Programs/Projects/Schemes inaugurated by the Hon'ble PM to PMO</li> </ul> <p><b>(b) Quarterly reports:-</b></p> <ul style="list-style-type: none"> <li>• Quarterly report regarding special voluntary retirement scheme for surplus staff.</li> <li>• Hindi Quarterly report to Hindi section.</li> <li>• Quarterly report to CIC on RTI disposal and compliance of CIC instructions issued from time to time.</li> </ul> <p><b>(c) Half Yearly reports:-</b></p> <ul style="list-style-type: none"> <li>• Half yearly report regarding ad-hoc appointments for Group A &amp; B posts.</li> <li>• Monitoring of the implementation of Reservation Policy of Ex Serviceman in Central Government Offices.</li> </ul> <p><b>(d) Annual reports:-</b></p> <ul style="list-style-type: none"> <li>• Yearly report regarding number of sportspersons in group A &amp; B service.</li> <li>• Thematic group of Secretaries</li> <li>• Annual report on persons with disability.</li> </ul> <p>(iii) Preparation of material for Hon'ble President's Address to both the Houses of Parliament.</p>
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	<p>(iv) Preparation of material for Hon'ble Prime Minister Independence Day Speech and preparation of status/action taken on announcements made by Hon'ble PM on Independence Day.</p> <p>(v) Zonal Council Meetings-Northern, Eastern, Western, Central and Southern Zonal Council meeting convened by Ministry of Home Affairs.</p> <p>(vi) Nomination of Officers for Zonal Council meetings and pre-zonal council review meetings.</p> <p>(vii) Action taken report to Inter State Council Secretariat and preparation of agenda points for Zonal council meetings.</p> <p>(viii) Materials for Hon'ble Minister (Jal Shakti) and Hon'ble MoSs(Jal Shakti)</p> <p>(ix) Materials in respect of various states as and when required.</p> <p>(x) Organization of Joint review meetings with State administration for review of water resources schemes/projects.</p> <p>(xi) Review meetings by Hon'ble Minister with Senior officials of Department and monitoring of action taken report on outcomes of review meetings.</p> <p>(xii) Compilation of reports in respect of fund released to various states.</p> <p>(xiii) Nomination for various awards like Padma Awards, Ashoka Chakra series of Gallantry awards, Jeevan Raksha Padak, PM Awards for excellence in Public Administration, etc.</p> <p>(xiv) Revision/updation of Citizen's Charter of Department of Water Resources.</p> <p>(xv) Organizing monthly review meetings of Secretary (WR) to review VIP/PMO references, CPGRAMS, Expenditure statement and follow up action.</p> <p>(xvi) Compilation of information related to <b>Parliament Questions/ Assurances</b> received from other Ministries/Departments.</p> <p>(xvii) Nominations of officers for meetings / workshops / seminars;</p> <p>(xviii) Matters related to NITI Aayog:-</p> <ul style="list-style-type: none"> <li>• Action taken report on engagement with State Governments to boost cooperative federalism and nomination of officers for meetings.</li> <li>• Action taken report on decisions taken in Governing Council Meeting of NITI Aayog.</li> <li>• Nomination of Officers for meeting of Aspirational Districts programme and action taken report.</li> </ul> <p>(xix) Correspondence with Ministry of Defence for arrangement of issue of passes for Republic Day and Independence day ceremony;</p> <p>(xx) Rationalization of Autonomous Bodies under DoWR, RD &amp; GR.</p> <p>(xxi) Review of Acts/Rules/regulations under DoWR, RD &amp; GR for ease of doing business and decriminalization of minor offences.</p> <p>(xxii) Preparation of Achievement of the Department.</p> <p>(xxiii) Circulation of orders and general instructions received from other Ministries/Departments</p> <p>(xxiv) Correspondence relating to observance of important Days/ Weeks etc.</p> <p>(xxv) Furnishing of material for the reports of other Ministries/Departments.</p>
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		(xxvi) Convening meeting of senior officers as and when directed. (xxvii) Any other <b>miscellaneous work</b> assigned by Senior Officers viz. Urgent Information sought by PMO, Hon'ble Minister/MoS (Jal Shakti), Press Releases, Cabinet Secretariat, NITI Aayog etc.
	<b>B.</b>	<b>O &amp; M SECTION</b>
		<p><b>a. Record Management Activities:</b></p> <ul style="list-style-type: none"> <li>• Departmental Records Room's Inspection by NAI team and follow up;</li> <li>• Appraisal of more than 25 years old physical records/files by NAI team &amp; follow up;</li> <li>• Various Half Yearly / Annual reports and returns on Records Management compilation and submission to NAI and DAR&amp;PG;</li> <li>• Getting periodical review of physical records lying in DRR done by concerned Sections/ Divisions;</li> <li>• Recording, Reviewing and Destruction of old records in the Department;</li> <li>• Compilation of information on Review of Records Retention Schedule for substantive functions of the Department and getting vetted by NAI;</li> <li>• Maintenance and upkeep of Departmental Records Room (DRR) located at CSMRS Building, Hauz Khas, New Delhi.</li> </ul> <p>b. Checks on delays.</p> <p>c. Compilation of Organization History of DoWR, RD &amp; GR;</p> <p>d. Staff Inspection Unit-- Liaison with and implementation of SIU reports on work measurement studies.</p> <p>e. Compilation of Induction Material of DoWR, RD &amp; GR;</p> <p>f. Liaison with Department of Administrative Reforms, National Archives of India.</p> <p>g. Compilation of information related to Special Campaigns on disposal of pending matters and uploading on SCDPM Portal on daily / monthly basis;</p> <p>h. Compilation of Allocation of Work among various Wings / Divisions / Section in the DoWR, RD &amp; GR.</p> <p>i. Compliance of provisions of Manual of Office Procedures in the Department;</p> <p>j. O&amp;M (Administrative) Inspections.</p> <p>k. Any other work as and when assigned by Superior Officers.</p>
<b>3.</b>		<b>DIVISIONAL HEAD – DEPUTY SECRETARY / DIRECTOR (E-GOV., IEC)</b>
	<b>A.</b>	<b>e-GOVERNANCE SECTION</b>
		<p>a. To look after the Information Technology (IT) functions of this Department and e-Governance</p> <p>b. Liaising with NIC/ DIT on e-Governance related matters</p> <p>c. Implementation of e-Office in the Department (Proper) and its Organisations</p> <p>d. E-Governance related functions and implementation thereof.</p> <p>e. Maintenance/ Updation of Website of the Department;</p> <p>f. Development of MIS/ Dashboards; and</p>

	g. Matters related to Azadi ka Amrit Mahotsav;
<b>B.</b>	<b>INFORMATION, EDUCATION AND COMMUNICATION (IEC)SECTION</b> Information, Education and Communication Section has been assigned task of carrying out mass awareness activities/ programmes on water conservation and water resources management of the Department;
<b>4.</b>	<b>DIVISIONAL HEAD: DEPUTY SECRETARY / DIRECTOR (ESTT.-I)</b>
	<b>ESTABLISHMENT – I SECTION</b>
	<p>Establishment-I is Subject Matter Division (SMD) for Central Water Commission (CWC). CWC is an apex organization in the Water Sector. It is an attached office under Department of Water Resources. It is the largest organization under the control of the Department. All administrative and organizational matters pertaining to CWC are processed in E-I Section. Briefly they are as follows:-</p> <ol style="list-style-type: none"> <li>a) Convening of meetings of Departmental Promotion Committees for promotion, confirmation and declaration of successful completion of probation period, in respect of all Group ‘A’ posts including Central Water Engineering Service (CWES).</li> <li>b) Maintenance of CRs of CWES officers of the level of Chief Engineer and above including Chairman, CWC.</li> <li>c) Framing of Recruitment Rules in respect of all the Cadres of CWC.</li> <li>d) Filling up Group ‘A’ posts by direct recruitment/ deputation/ transfer.</li> <li>e) Creation/continuation of posts in CWC under various plan and non-plan schemes.</li> <li>f) Court cases related to the establishment matters in respect of Group ‘A’ officers of CWC.</li> <li>g) Sponsoring candidates for training/ seminars/ workshops within India (for periods not more than a month or in cases where cadre clearance is required) <b><u>FOR CWC ONLY</u></b></li> <li>h) Deputation of Group ‘A’ officers to various organizations.</li> <li>i) Cadre controlling function in respect of CWES Group ‘A’.</li> <li>j) Convening of the meetings of the Departmental Council of Department under Joint Consultative Machinery wherein representatives of various Associations of CWC, CWPRS, CGWB and FBP wherein raise the issues concerning their respective organizations.</li> <li>k) Monitoring that DPCs are held regularly as per prescribed schedule of DoP&amp;T.</li> <li>l) Matter relating to National Water Academy, Pune.</li> <li>m) Matter relating to Mandatory Cadre Training Plan Courses for CWES Officers, including their deputation abroad for the purpose of training.</li> <li>n) Matters related to hiring / shifting of CWC Offices;</li> <li>o) Matters related to amalgamation of CWC and CGWB by creation of a new entity – National Water Commission; and</li> <li>p) Vetting of Counter Affidavits in various CAT / Court cases of CWC through Department of Legal Affairs.</li> </ol>

5.	<p><b>DIVISIONAL HEAD: DEPUTY SECRETARY/ DIRECTOR (E-II)</b></p> <p><b>Establishment – II SECTION</b></p> <p><b>All administrative and organizational matters relating to:-</b></p> <ol style="list-style-type: none"> <li>a. Central Soil &amp; Materials Research Station (CSMRS)</li> <li>b. Central Water &amp; Power Research Station (CWPRS)</li> <li>c. National Institute of Hydrology (NIH)</li> <li>d. North Eastern Regional Institute of Water and Land Management (NERIWALM)</li> </ol>
6.	<p><b>DIVISIONAL HEAD: DEPUTY SECRETARY / DIRECTOR (E – III)</b></p> <p><b>ESTABLISHMENT – III SECTION</b></p> <ol style="list-style-type: none"> <li>a) All administrative matters pertaining to the Brahmaputra Board.</li> <li>b) All administrative and establishment matters pertaining to Ganga Flood Control Commission.</li> <li>c) All administrative and establishment matter pertaining to Farakka Barrage Project.</li> <li>d) All administrative and establishment matters pertaining to Upper Yamuna River Board.</li> </ol>
7.	<p><b>DIVISIONAL HEAD: DEPUTY SECRETARY / DIRECTOR (E-IV)</b></p> <p><b>E-IV SECTION</b></p> <ol style="list-style-type: none"> <li>1. Deals with the Establishment matters i.e. (i) framing of Recruitment Rules for various posts, (ii) appointment or employment of officers on various posts, (iii) regulating the conditions of service of all officer and employees, (iv) direct recruitment of Group A, B and C and (v) all matters requiring administrative approval for matter pertaining to land / building for office and other related matters in respect of following organizations: <ol style="list-style-type: none"> <li>a) Narmada Control Authority (NCA); and</li> <li>b) National Water Development Agency (NWDA);</li> <li>c) Bansagar Control Board (BCB);</li> <li>d) Betwa River Board (BRB);</li> <li>e) Tungabhadra Board (TB);</li> <li>f) Krishna River Management Board (KRMB);</li> <li>g) Godavari River Management Board (GRMB);</li> <li>h) Polavaram Project Authority (PPA);</li> <li>i) Cauvery Water Management Authority (CWMA);</li> <li>j) Ken Betwa Link Project Authority (KBLP);</li> <li>k) National Dam Safety Authority (NDSA); and</li> <li>l) Mahadayi PRAWAH.</li> </ol> </li> <li>2. Monitoring of Court Cases through LIMBS portal.</li> </ol>

8.	<p><b>DIVISIONAL HEAD: DEPUTY SECRETARY/ DIRECTOR (GW Estt – I)</b></p> <p><b>GROUND WATER (Estt. – I):</b></p> <p>All establishment related tasks of CGWB officers including:-</p> <ol style="list-style-type: none"> <li>DPC, Board of Assessment meetings;</li> <li>Maintenance of ACRs, Seniority Lists etc. of officers of the level of RD and above; and</li> <li>Parliamentary matters, VIP References, Court cases, staff / public grievances, consultative committee, PMO references, Presidential secretariat references.</li> </ol>
9.	<p><b>DIVISIONAL HEAD: DEPUTY SECRETARY/ DIRECTOR (GW Estt – II)</b></p> <p><b>GROUND WATER (Estt. – II)</b></p> <ol style="list-style-type: none"> <li>Policy matters regarding establishment issues including transfer policy;</li> <li>Implementation of Flexible Complementing Scheme (FCS) for scientific officers of CGWB;</li> <li>Cadre review of the officers of CGWB;</li> <li>Court cases concerning service / Establishment matters of CGWB / CGWA where UoI is party; and</li> <li>Issues related to CGWA.</li> </ol> <p><i>Note: Any other leftover activity will be included in GWE – II Division. File flow below the officers would be done internally.</i></p>
10.	<p><b>DIVISIONAL HEAD DEPUTY SECRETARY / DIRECTOR (EA&amp;IC / VIGILANCE)</b></p> <p><b>A. EXTERNALLY AIDED PROJECTS</b></p> <p>(Funded by World Bank, JICA, Germany, ADB and other Multilateral Banks)</p> <ol style="list-style-type: none"> <li>Obtaining in-principal approval of the Department of Water Resources, RD &amp; GR for the State Government projects seeking external assistance from Multilateral Banks/ Foreign Funding agencies after getting them examined by Central Water Commission and other concerned Organizations at the PPR and DPR stage.</li> <li>Liaisoning with State Governments and Department of Economic Affairs in this matter.</li> <li>Proposals for studies/ technical assistance from the States for taking up the proposals with the external Funding Agencies.</li> <li>Miscellaneous works related to workshops, meetings etc. organized by Multilateral Banks in respect of Externally Aided Projects.</li> </ol> <p><b>B. INTERNATIONAL COOPERATION</b></p> <ol style="list-style-type: none"> <li>Collaboration / Bilateral agreements / Cooperation in the field of Water Resources with Foreign countries including signing of memoranda of understanding</li> <li>Drafting of cabinet note and its subsequent approval from the Cabinet and PMO; coordination and liaising with foreign countries/ Ministry of External Affairs for mutually deciding the areas of cooperation and terms of such international agreements; Constitution of Joint Working Group for the implementation of the activities envisaged in the MoUs;</li> </ol>

	<ul style="list-style-type: none"> <li>c) Matters relating to water issues in various UN organizations such as UNESCO, UN Environment, FAO, etc.</li> <li>d) Important water issues for discussions in various global forums such as World Water Forum etc.</li> <li>e) Coordination with Department of Economic Affairs, Ministry of External Affairs, Ministry of Commerce and other Ministries on the issues relating to Water Resources.</li> <li>f) Projects being implemented in foreign nations under Line of Credit of Govt. of India.</li> </ul>
	<p><b>C. FOREIGN TRAININGS AND DEPUTATION</b></p> <ul style="list-style-type: none"> <li>a) Matters relating to participation of the Indian delegation in the International events such as World Water Forum, World Water Week, World Water Day, G-77, G-20 and other important Global Platforms etc (On invitation basis).</li> <li>b) Processing of matters relating to official foreign visits by Hon'ble Minister (Jal Shakti), Hon'ble Minister of State (Jal Shakti) for the matter pertaining to Department of Water Resources, RD&amp;GR.</li> <li>c) Processing matters relating to foreign visits of officers for Joint Working Group Meetings under the implementation of MoUs signed with foreign countries.</li> <li>d) Processing the official visits of officers from the Department of Water Resources, RD&amp;GR sponsored either by Govt. of India or by foreign agencies such as ADB / JICA/ World Bank/ UN etc.</li> <li>e) In principle approval for foreign visit proposals received from organizations under the Department of Water Resources, RD&amp;GR. (The rest of the approvals are sought by respective Organizations).</li> <li>f) Proposals short term and long term training under DFFT scheme of DoP&amp;T.</li> <li>g) DoPT circulars regarding Training organized by Multilateral Banks such as JICA etc.</li> <li>h) Approval of Foreign visit of the State Govt. official being the line Ministry for such visits.</li> </ul>
	<p><b>D. VIGILANCE SECTION</b></p> <ul style="list-style-type: none"> <li>a. Application of CCS (Conduct) Rules, 1964/ CCS (CCA) Rules, 1965 in respect of cases attracting vigilance angle and their interpretation/clarification.</li> <li>b. Disciplinary cases of vigilance nature of all employees of the Department (proper), as well as of CSS/CSCS/CSSS cadres and officers of Group 'A' services of attached and subordinate offices and related action thereon.</li> <li>c. Immovable Property Returns/ intimation of acquisition/ disposal of movable/ immovable property under the CCS (Conduct) Rules 1964 and AIS Rules in respect of officers and staff of the Department proper.</li> <li>d. Processing of complaints and the references received through the Central Vigilance Commission/CBI/PMO etc. regarding vigilance/ anti-corruption cases.</li> <li>e. Conducting preventive Vigilance Inspection of the organizations under the control of the Department.</li> </ul>



	<ul style="list-style-type: none"> <li>f. Granting sanction for prosecution in respect of officials/ services coming in the disciplinary jurisdiction of the Department.</li> <li>g. Consolidation of various periodical returns on vigilance/ prosecution matters.</li> <li>h. Circulation of all instructions concerning vigilance matters.</li> <li>i. According vigilance clearance to officials of the Department and organizations where the Department happens to be Disciplinary Authority.</li> <li>j. Implementation of Govt. policies/ directives on anti-corruption measures.</li> <li>k. Preparation of Agreed /ODI list.</li> <li>l. Appointment of CVO/VO in the organization / Department</li> <li>m. Records Management</li> <li>n. Sexual Harassment cases.</li> <li>o. Court Cases.</li> <li>p. Disposal of appeal and review cases.</li> <li>q. Referring cases to CVC / UPSC for advice / reconsideration of advice.</li> <li>r. Referring cases to CBI for investigation and processing the reports received from them.</li> </ul>
<b>11.</b>	<b>DIVISIONAL HEAD – DEPUTY SECRETARY / DIRECTOR (PARLIAMENT)</b>
	<b>PARLIAMENT SECTION</b>
	<ul style="list-style-type: none"> <li>a) Coordination of replies to all Lok Sabha and Rajya Sabha Questions including Short Notice Questions.</li> <li>b) Maintain and Monitor the status of Matters raised under Rule 377 in Lok Sabha; &amp; by way of Special Mention in Rajya Sabha and Matters raised during Zero Hour in Lok Sabha and Rajya Sabha.</li> <li>c) Maintain and Monitor quarterly review the status of pending Assurances and convey the same to the concerned wings for their timely disposal.</li> <li>d) Coordination with other Ministries / Departments relating to Parliament Questions / Assurances for their timely disposal.</li> <li>e) Make Arrangements for holding Consultative Committee Meeting of Ministry of Jal Shakti at least compulsory 4 out of total 6 meetings. Receive Minutes and compile Action Taken Note of DoWR and send the same to Ministry of Parliamentary Affairs.</li> <li>f) Coordination with Parliamentary Standing Committee on Water Resources in the matters such as selection of subjects for their examination, Demands for Grants, Annual Report of DoWR and its attached / subordinate organization etc . and also during the on the spot study visit.</li> <li>g) <b>Coordination with the concerned House of the Parliament</b> on the laying of Annual Report / Audited Accounts/ Review/ Delay Statement of the organization under the control of DoWR.</li> <li>h) Make arrangements for meeting of Committee on Subordinate Legislation in respect of recommendations / observations raised i.r.o. Subordinate Legislation.</li> <li>i) Make arrangements and provide material for meeting of the Parliamentary Forum on Water Conservation and Management.</li> </ul>

	<ul style="list-style-type: none"> <li>j) Furnishing Quarterly report / half yearly report relating to RTI and Hindi implementation pertaining to Parliament Section.</li> <li>k) Monitoring of Government Business during session period.</li> <li>l) Compile brief notes on important issues of Government Business and legislative of DoWR likely to be raised during the forthcoming session of Parliament and their onward transmission to PMO and Ministry of Parliamentary Affairs, respectively.</li> <li>m) Coordination with concerned SMDs in respect of Govt. Bills / Private Member's Bill/Resolutions, Calling Attention Motion, Half-an-hour discussion and No day yet motion.</li> <li>n) Ensure timely submission of reply to Lok Sabha and Rajya Sabha after getting the vetted Hindi Translated version from Hindi Section.</li> <li>o) Uploading of Question and their replies on the website of <b>Rajya Sabha and Lok Sabha</b> and e-mailing to PIB.</li> <li>p) Compile/send monthly and quarterly report to M/o Law &amp; Justice and M/o Parliamentary Affairs in respect of cases in which rules/regulations under a statute have not been published within six months after the notifications of an Act.</li> <li>q) Arrangement of Gallery Passes/ Sessional Passes for the Officers of this Ministry and other Organizations to entry into Parliament House/ PHA.</li> </ul>
<b>12.</b>	<b>DIVISION HEAD: DEPUTY SECRETARY / DIRECTOR (GW)</b>
	<b>A. GROUND WATER DESK</b>
	<ul style="list-style-type: none"> <li>a. Groundwater desk shall be the subject matter division (SMD) for all technical matters of CGWB &amp; CGWA. All personnel/establishment &amp; administrative matters shall be dealt by GWE division of the Ministry.</li> <li>b. Administrative Approval &amp; Expenditure Sanction for procurement of equipments/ machineries/goods/drilling works etc. for CGWB (beyond the powers of Chairman).</li> <li>c. Budget (of Central Ground Water Board for schemes only).</li> <li>d. Bilateral projects to be taken up by the CGWB/CGWA.</li> <li>e. Formulation/Approval of new proposals for CGWB.</li> <li>f. Parliament Questions, Parliament Assurances, Parliamentary standing Committee, Cabinet Notes, Bills, Acts with respect to groundwater (excluding service/personnel/administrative matters).</li> <li>g. Procurement and condemnation of vehicles/Rigs, writing off of losses etc for CGWB falling under the jurisdiction of Ministry.</li> <li>h. International/National Conferences/ Symposiums, etc. for CGWB.</li> <li>i. Monitoring the implementation of the various works being undertaken by the CGWB and Reports received from the Board on drilling/survey activities.</li> <li>j. Monitoring of tour/inspection notes of senior officers of the Board.</li> <li>k. Meeting of the Central Ground Water Board and its allied Sub-groups.</li> <li>l. PMO References/VIP References, President Secretariat's References etc related to Ground Water matters.</li> </ul>

	<ul style="list-style-type: none"> <li>m. Model Bill for Regulation of Ground Water.</li> <li>n. RTI Applications/Appeals related to Ground water.</li> <li>o. EFC matters concerning 'Ground Water Management &amp; Regulation'(GWMR), PMKSY-GW schemes &amp; similar schemes. Scrutiny and processing proposals, monitoring of works/reports related to GWMR Scheme, PMKSY-GW scheme and similar Schemes with respect to rainwater harvesting/recharge. Release of funds for PMKSY-GW scheme.</li> <li>p. Budget related matter of CGWB, Monitoring of expenditure progress reports of CGWB.</li> <li>q. Court cases (NGT, High Court &amp; Supreme Court) with respect to technical and related matters of CGWB &amp; CGWA where DoWR, RD &amp; GR is one of the party. All court cases related to Administrative matters like personnel matters, vehicle accidents etc shall be dealt by GWE.</li> <li>r. All technical/regulatory matters of CGWA including finalization/updation of Groundwater regulation in the country.</li> <li>s. Audit related matters of CGWB.</li> <li>t. Any other matter as directed by competent authority.</li> </ul>
<b>13.</b>	<b>DIVISIONAL HEAD: DEPUTY SECRETARY / DIRECTOR (ATAL JAL)</b>
	<ul style="list-style-type: none"> <li>a) Development, updation and maintenance of website, Mobile application and MIS portal of Atal Bhujal Yojana.</li> <li>b) Finalization and approval of Project Implementation Plan / Procurement Plan / Annual Work Plan.</li> <li>c) Coordination with World Bank.</li> <li>d) All Technical, Administrative and Financial matters of Technical Support Agency (TSA) and National Program Management Unit (NPMU).</li> <li>e) Internal and external Audits.</li> <li>f) All matters pertaining to Budget for Atal Bhujal Yojana including that for NPMU.</li> <li>g) To consolidate the proposals for fund release for obtaining approval of competent authority after concurrence of IFD.</li> <li>h) Organizing Conferences, Workshop, Seminars and Training by NPMU.</li> <li>i) Matters related to works / procurement etc.</li> <li>j) All matters related to physical &amp; financial progress of Atal Bhujal Yojana.</li> <li>k) All IEC matters related to Newsletter, Magazine, Social Media, Mass awareness, Publicity etc.</li> <li>l) Parliamentary matters, VIP/PMO References, RTI, Grievances, in respect of Atal Bhujal Yojana.</li> <li>m) Coordination with Third Party Government Verification Agency.</li> <li>n) Any other miscellaneous activities related to Atal Bhujal Yojana which is not covered above.</li> </ul>

## II. FINANCE WING

### [WING HEAD: JOINT SECRETARY & FINANCIAL ADVISER]

<b>1.</b>	<b>DIVISIONAL HEAD: DEPUTY SECRETARY / DIRECTOR (FINANCE)</b>
<b>A.</b>	<b>INTEGRATED FINANCE DIVISION (IFD)</b>
	<ul style="list-style-type: none"> <li>a) Advising the Department and its organizations on all policy issues having financial implications</li> <li>b) Examination and furnishing comments on draft Memo for EFC/ SFC Appraisal/ Cabinet Notes etc.</li> <li>c) Scrutiny of proposals of all Wings requiring financial concurrence within the delegated powers of the Department.</li> <li>d) Examination of expenditure proposals, proposals for creation/ revival of posts and all matters requiring approval of Ministry of Finance.</li> <li>e) Examination and tendering advice on cases for deputation to foreign countries and on foreign travels.</li> <li>f) Examination of requests / proposal for relaxation to travel by Pvt. Air Lines on official tour</li> <li>g) General coordination on all procurement policy matters having financial implications and financial matters of the Department including its attached, subordinates and autonomous organizations, arranging SCoGeM meeting to resolve the issues related to procurement through GeM etc.</li> <li>h) Scrutiny of financial proposals and advising the Department and its organizations on all financial and allied matters.</li> <li>(i) Any other financial matters entrusted by JS&amp;FA</li> </ul>
<b>B.</b>	<b>BUDGET SECTION</b>
	<ul style="list-style-type: none"> <li>a) Examination/compilation/preparation of following budgetary stage documents               <ul style="list-style-type: none"> <li>(i) Statement of Budget Estimates</li> <li>(ii) Detailed Demand for Grants</li> <li>(iii) Revised Estimates</li> <li>(iv) Supplementary Grants</li> </ul> </li> <li>b) Works relating to re-appropriation of funds</li> <li>c) Proposals relating to grants from Contingency Fund of India</li> <li>d) Works relating to final requirement and surrender of funds.</li> <li>e) Preparation of savings notes in the context of Appropriation Accounts Stages I, II and III</li> <li>f) Preparation and allocation of Loans to Government Servants (House Building Advance, computer advance etc.)</li> <li>g) Laying of Demands for Grants and Output-Outcome Monitoring Framework document of DOWR, RD&amp;GR on the Table of the Parliament.</li> <li>h) Coordination relating to preparation of replies to Cut Motions</li> </ul>

	<ul style="list-style-type: none"> <li>i) Coordinating the work of Parliamentary Standing Committee on Water Resources in so far as it relates to Examination of Demands of the Department by the Committee, including <ul style="list-style-type: none"> <li>(i) Submission of preliminary material for examination of demands</li> <li>(ii) Replies to List of Points raised by the Committee</li> <li>(iii) Action Taken Report on the Report of the Committee on Demands of Department</li> <li>(iv) Preparation and laying of the Statement of Minister in relation to ATR in the Parliament</li> </ul> </li> <li>j) Work Related to Budget Circular issued by MOF / Preparation of Pre-budget Meeting.</li> <li>k) Works relating to the meetings of Finance Minister and Secretary (Exp) with Financial Advisors.</li> <li>l) Coordination work relating to implementation of Ministry of Finance's guidelines on economy and cash management measures.</li> <li>m) Expenditure review under scheme and establishment expenditure.</li> <li>n) Coordination of Central Project Monitoring System (CPMS) of Ministry of Statistics</li> <li>o) Coordination and Monitoring of portal of Ministry of Finance for Monitoring of Autonomous Bodies</li> <li>p) Updation and data inputs on Union Budget Information System (UBIS) of Ministry of Finance</li> <li>q) Coordination/Monitoring of e-Samiksha portal of Dept. of Economic Affairs for budget announcements</li> </ul>
<b>2.</b>	<b>DIVISIONAL HEAD: CONTROLLER OF ACCOUNTS (CA)</b>
	<b>A. Deputy Controller of Accounts</b>
	(The work listed under CA/ Deputy CA is besides the normal functions of Pay and Accounts Office. The work relating to Information System Planning of the Ministry is independently handled by CA).
	<ul style="list-style-type: none"> <li>a. Preparation of monthly and annual (financial and appropriation) accounts.</li> <li>b. Regular monitoring of expenditure and receipts.</li> <li>c. Internal Audit.</li> <li>d. Coordination of Ministry's responses to external (CAG)audit.</li> <li>e. Preparation of Appropriation Accounts</li> </ul>
	<b>B. PAY AND ACCOUNTS OFFICE</b>

### III. RIVER DEVELOPMENT AND PUBLIC POLICY WING

#### WING HEAD: JOINT SECRETARY (RD &PP)

<b>A.</b>	<p><b>DIVISIONAL HEAD: SR. JOINT COMMISSIONER (PP)</b></p> <p>a) Policy matters related to water resources of the country like:</p> <p>a) Formulation and revision of National Water Policy;</p> <p>b) Matters related to Hydro-Meteorological Data Dissemination policy;</p> <p>c) Sediment Management Policy.</p> <p>b) Matters related to National Commission for integrated Water Resources Development &amp; Management (NCIWRDM)</p> <p>c) Coordination of the meetings of National Water Resources Council (NWRC) and National Water Board (NWB);</p> <p>d) Monitoring and other matters related to Development of Water Resources, Information System (DWRIS); and</p> <p>e) Matter related to Hydro Electric Projects (HEPs) of Uttrakhand and Bhagirathi Eco-Sensitive Zone.</p>
<b>B.</b>	<p><b>DIVISIONAL HEAD: SR. JOINT COMMISSIONER (BM-I)</b></p> <p><b>BASIN MANAGEMENT – 1 (BM DIVISION – 1):</b></p> <p>a) Administration and amendment of Inter State River Water Dispute (ISRWD) Act, 1956;</p> <p>b) Administration and amendment of River Boards Act, 1956 and matters relating to River Basin Management Bill;</p> <p>c) Dam Safety Bill- 2020 (Legislative matters only);</p> <p>d) Work related to formation of Ganga Management Board (GMB);</p> <p>e) Coordination of Works related to Inter Linking of Rivers (ILR);</p> <p>f) Parliament Questions and other matters related to Parliament;</p> <p>g) To function as the First Appellate Authority for BM-I &amp; II Division under RTI Act, 2005; and</p> <p>h) VIP/PMO references, Public all grievances related to the matters assigned.</p>
<b>C.</b>	<p><b>DIVISIONAL HEAD: SR. JOINT COMMISSIONER (BM-2)</b></p> <p><b>BASIN MANAGEMENT – 2 (BM DIVISION – 2)</b></p> <p>a) Setting up of water disputes tribunals and reference of disputes to tribunals under the Inter-State Water Disputes Act. Also administrative and legal matters connected therewith:</p> <p>(i) Ravi-Beas Water Tribunal (RBWT);</p> <p>(ii) Mahanadi Water Dispute Tribunal;</p> <p>(iii) Krishna Water Dispute Tribunal (KWDT);</p> <p>(iv) Mahadeyi Water Dispute Tribunal (MWDT);</p> <p>(Note: The work related to recruitment/ appointment/ extension of Assessors in the Tribunals is dealt by Administration Wing (E-II section) with the scope</p>

	<p>limited to scrutinizing and processing of the proposal as per the extant procedure/regulations, obtaining approval of the Hon'ble Minister/Hon'ble MoS for Jal Shakti, as the case may be, and further seeking approval of ACC).</p> <p>b) All works related to the Scheme “River Basin Management”;</p> <p>c) Budget related matters; and</p> <p>d) VIP/PMO references, Public grievances related to the matters assigned.</p>
<b>D.</b>	<p><b>DIVISIONAL HEAD: SR. JOINTCOMMISSIONER (Pen River-I)</b></p> <p>Inter-States issues/disputes on use, distribution and control of water related to rivers Godavari, Krishna, Cauvery, Mahi, Sabarmati, Narmada, Tapi, West flowing rivers from Tapi to Tadri and Tadri to Kanyakumari; Technical matters(not administrative) related to Krishna River Management Board, Godavari River Management Board, Cauvery Water Management Authority and Cauvery Water Regulation Committee Technical Matters related .to Tungabhadra Board.</p>
<b>E.</b>	<p><b>DIVISIONAL HEAD: SR. JOINTCOMMISSIONER (Pen River-II)</b></p> <p>Inter-States issues/disputes on use, distribution and control of water related to rivers Subarnarekha, Brahmani-Baitarani, Mahanadi, Pennar and rivers of A&amp;N Islands &amp; Pudducherry; East flowing rivers between Mahanadi &amp; Pennar and between Pennar and Kanyakumari; rivers of Kutch &amp; Saurashtra including Luni; rivers of Islands of Dadra &amp; Nagar Haveli and Daman &amp; Diu; rivers draining desert in Rajasthan.</p> <p>Works related to drought such as nominations from the Department for IMCT and the Dam Rehabilitation and Improvement Project (DRIP), issues related with implementation of Dam Safety Act, 2021, Safety issues of Mullapariya Dam, Technical matters of Bansagar Control Board and Betwa River Board.</p> <p><b>PEN RIVER SECTION</b></p> <p>a) Administrative matters of Pen. Riv Wing.</p> <p>b) General financial matters on DRIP.</p> <p>c) General Matters concerning all committees like Standing Committee of Parliament, Consultative Committee etc on the subject allocated to Divisional Heads of Peninsular Rivers Division.</p> <p>d) Constitution of Committee on inter-state issues related to rivers allocated to the Divisional Head of this Division.</p> <p>e) Matter related to review level meetings taken by Secretary (WR, RD &amp; GR) on the work allocated to Divisional Heads of Peninsular Rivers Division.</p> <p>f) Matters relating to Internal Work Study.</p> <p>g) RTI Matters on the subject entrusted to the Divisional Heads of this Division.</p> <p>h) Matter relating to Internal/External Audit and C&amp;AG Compliance related to DRIP matter.</p> <p>i) Outcome Budget on DRIP.</p> <p>j) Periodic Returns regarding achievements of the Government on the subject allocated to Divisional Heads of this Division.</p> <p>k) Arrangements for seminars, conferences, Minister or Secretary level meetings on the subject allocated to Divisional Heads of this Division.</p> <p>l) Any other matter allotted by the Wing Head.</p>

F.	<p><b>DIVISIONAL HEAD: DEPUTY SECRETARY / DIRECTOR (RIVER DEVELOPMENT)</b></p> <p>a) Studies and schemes related to rivers / spring rejuvenation</p> <p>b) River Water Quality Management, pollution abatement in rivers</p> <p>c) Studies related to impact of climate change, glacier melt, etc., on rivers</p> <p>d) Environmental flow / longitudinal connectivity in rivers, to ascertain effect of e-flow on Ecosystems, habitats and biological organisms</p> <p>e) Environmental related issues</p> <p>f) Sediment Management</p> <p>g) Flood Plain Management, River Training (structural and non-structural measures in rivers), Demarcation of flood Plains, Flood Plain Zoning, etc.</p> <p>h) Promotion of recycling and reuse of water</p> <p>i) Coordination with MoEF&amp;CC (in respect of basins other than Ganga basin), NMCG (in respect of Ganga basin), other Central/State Ministries/Departments, various wings in D/o Water Resources, RD &amp; GR, M/o Jal Shakti in respect of the above activities.</p>
G.	<p><b>DIVISIONAL HEAD SR. JOINT COMMISSIONER (NHP- Unit-I)</b></p> <p>A. All matters related to RTDAS-Surface Water, SCADA and related instruments including procurement, hydro-met network physical and financial progress, installation and commissioning of RTDAS (SW) systems.</p> <p>B. Coordination for data sharing related to WRIS/WIMS.</p> <p>C. All matters related to NWIC.</p> <p>D. India WRIS-State WRIS integration.</p> <p>E. Coordination with external agencies related to their data integration with WRIS/WIMS.</p> <p>F. Development, updation and maintenance of MIS.</p> <p>G. Coordination with world bank.</p> <p>H. Matters related to National Level Steering Committee (NLSC) and HISMG.</p> <p>I. Compilation of outcome / output documentation w.r.t. ongoing NHP and preparation of base document and Cabinet Note for the next phase of NHP (tentatively NHP Advanced)</p> <p>J. All Technical, Administrative, Financial and Coordination matters of TAMC and NPMU including distribution of staff among various units of NPMU, and Foreign training.</p> <p>K. All communication matters related to Newsletter, magazine, social media, mass awareness, publicity etc.</p> <p>L. CNA Account of PMU.</p> <p>M. All matters pertaining to Budget for NHP including that of NPMU.</p> <p><b>In addition to the above, SJC-1, NHP will also supervise the following activities as per latest work allocation Order:</b></p> <p>A. Parliamentary matters in respect of NHP</p> <p>B. Internal and CAG Audit</p>



	<p>C. Coordination</p> <p>D. VIP / PMO References, RTI,</p> <p>E. Grievances in respect of NHP</p>
<b>H.</b>	<b>DIVISIONAL HEAD SR. JOINT COMMISSIONER (NHP: Unit-II)</b>
	<p>A. All matters related to Knowledge Products and Studies pertaining to Surface Water.</p> <p>B. All matters related to Surface Water PDS including physical &amp; financial Progress.</p> <p>C. All matters related to Water Quality (WQ) including construction of new labs and renovation of existing labs and survey instruments.</p> <p>D. Civil works related to Data Centres, Modelling Centres, Centres of Excellence, Training Centres, SWIC, State Informatics and Modelling Centre etc.</p> <p>E. Preparation of outcome / output document w.r.t. the activities handled by Unit-II as well as inputs for next phase of NHP (tentatively NHP Advanced) and sending the same to Unit-I for compilation.</p> <p>F. Organizing domestic trainings, Conferences, Workshop, Seminars and Training by NPMU.</p>
<b>G.</b>	<b>DIVISIONAL HEAD SR. JOINT COMMISSIONER (NHP: Unit-III)</b>
	<p>A. All matters related to RTDAS - Ground Water and related instruments including procurement, hydro-met network, physical &amp; financial progress, examination &amp; finalization of bids, installation, commissioning and data transmission to WIMS.</p> <p>B. Piezometers-Hydro-network, construction, physical &amp; financial progress.</p> <p>C. All matters related to Knowledge Products and Studies pertaining to Ground Water.</p> <p>D. All matters related to Ground Water PDS including physical &amp; financial progress.</p> <p>E. Preparation of outcome / output document w.r.t. the activities handles by Unit-III as well as inputs for next phases of NHP (tentatively NHP Advanced) and sending the same to Unit-I for compilation.</p> <p>F. Miscellaneous activities of IAs which are not covered under any unit.</p>
<b>G.</b>	<b>DIVISIONAL HEAD DEPUTY SECRETARY/ DIRECTOR (PSU)</b>
	<p>PSU Section deals with all matter of Board level posts i.e. appointment, extension and creation etc. of 2 CPSEs namely:-</p> <p>Water and Power Consultancy Services (WAPCOS) Limited (Holding Company); and National Projects Construction Corporation (NPCC) Limited (Subsidiary company of WAPCOS Ltd.).</p> <p>a) Confirmation / extension/ Non-extension/premature termination of tenures of functional Directors of CPSEs;</p> <p>b) Evaluation of MoU of the two CPSEs on the basis of actual achievements vis-à-vis MoU targets for submission of DPE;</p> <p>c) Signing of MoU between Department and the CPSEs;</p> <p>d) Laying of Annual Reports of the two CPSEs on the table of both the Houses of Parliament;</p> <p>e) All Parliament Questions, CIP references, RTI matters, grievances / complaints pertaining to the two CPSEs;</p>

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| <ul style="list-style-type: none"><li>f) Pay revision of Board level, below Board level executives and non-unionized workmen of the two CPSEs;</li><li>g) Foreign visit of CMD of CPSEs;</li><li>h) Replies to C&amp;AG Audit Paras in respect of allocated work. Circulation and follow up of various guidelines issued by DPE / DoPT/PESB to both the PSUs;</li><li>i) Preparation of para-wise comments / affidavit in respect of Court Cases in which this Department has been made one of the Respondents;</li><li><b>j)</b> Half Yearly performance review of the two CPSEs taken by Secretary (WR, RD&amp;GR); and</li><li><b>k)</b> Any other administrative / policy matters received from the two CPSEs from time to time.</li></ul> |
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#### IV. ECONOMIC ADVISER

##### WING HEAD (ECONOMIC ADVISER)

<b>1.</b>	<b>DIVISIONAL HEAD: JOINT DIRECTOR (PLU)</b>
<b>A.</b>	<b>PLANNING UNIT</b>
	<ul style="list-style-type: none"><li>• Preparation of Annual Report of the Department.</li><li>• Third Party Evaluation of Central Sector Schemes of the Department in coordination with internal SMD's; and coordinating the feedbacks and comments of internal SMDs to the Third Party Evaluation of Centrally Sponsored Schemes of the Department by NITI Aayog.</li><li>• Liaison with NITI Aayog in preparation of Output-Outcome Monitoring Framework document and updating quarterly physical and financial progress i.r.o. schemes of the Department.</li><li>• To update and integrate NIP, PMG and PM Gati Shakti Portal.</li><li>• Communication with other Ministries/Departments related to Gender Budgeting, allocation of resources for SC/ST, updation of India Code Portal, Economic Survey, input for Budget Speech etc.</li><li>• Holding of monthly Standing Audit Committee meeting for speedy disposal of C&amp;AG audit para's.</li><li>• Any other work assigned by Eco. Advisor.</li></ul>
<b>2.</b>	<b>DIVISIONAL HEAD: DIRECTOR (OFFICIAL LANGUAGE)</b>
	<b>HINDI SECTION:</b>
	<ul style="list-style-type: none"><li>a) To ensure the implementation of instructions/directions and constitutional provisions on Official Language, Official Languages Act, Official Languages Rules etc., in the Department and its subordinate organizations.</li><li>b) To ensure the implementation of Presidential Orders on the Reports of Committee of Parliament on Official Language and issue instructions to all Sections and Officers in the Department and Subordinate Offices.</li><li>c) Translation of Parliament Questions' answers, Cabinet notes, Standing Committee materials, Annual Report, Statutory reports, Orders, Letters etc. into Hindi.</li><li>d) To ensure constitution of Hindi Salahkar Samiti in the Department and holding of its meetings.</li><li>e) To ensure constitution of Official Language Implementation Committee in the Department as well as in the subordinate organizations and holding of their regular meetings.</li><li>f) To organize Hindi workshops.</li><li>g) To administer incentive schemes to encourage work in Hindi.</li><li>h) To ensure implementation of Annual Targets for working in Official Language of Hindi as per the Annual Programme received from the Department of Official Language and prepare Annual Assessment Report based on actual achievements vis-a-vis targets fixed.</li></ul>

		<p>i) To collect information regarding implementation of Official Language Policy from various Sections of the Department and subordinate organizations through Quarterly Progress Reports and inspections of subordinate offices and sections in the Department.</p> <p>j) To ensure timely disposal of applications received under RTI Act in respect of implementation of Official Language Policy in the Department.</p>
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**V. STATE PROJECTS WING  
WING HEAD - COMMISSIONER (SPR)**

<b>1.</b>	<p><b>DIVISIONAL HEAD: SR. JOINT COMMISSIONER (SPR-I)</b></p> <p>(i) Release of Central Assistance under PMKSY-AIBP &amp; CADWM for the States of Andhra Pradesh, Assam, Bihar, Jharkhand, Karnataka, Kerala, Odisha, Tamilnadu &amp; Telangana;</p> <p>(ii) Works relating to Polavaram Irrigation Project (declared as National Project as per AP Reorganization Act, 2014);</p> <p>(iii)Parliament Questions / VIP References/ PMO references pertaining to the work allocated to SPR-I division and related Parliamentary matters;</p> <p>(iv) Works related to evaluation, Audit, Court Cases etc. of above mentioned PMKSY-AIBP &amp; CADWM and National Project when taken up;</p> <p>(v) Coordination with other Ministries/NITI Aayog on matters related to above-mentioned works.</p> <p>(vi)Public Grievances/RTI Matters related to works of SPR-I division.</p>
<b>2.</b>	<p><b>DIVISIONAL HEAD: SR. JOINT COMMISSIONER (SPR-II)</b></p> <p>i. Works related to Accelerated Irrigation Benefit Programme (AIBP) and Command Area Development &amp; Water Management (CAD&amp;WM). Central Assistance releases under Pradhan Mantri Krishi Sinchayee Yojana PMKSY-AIBP &amp; CAD&amp;WM for Major and Medium Irrigation/ Multipurpose projects for the states Chhattisgarh, Goa, Madhya Pradesh, Maharashtra, Uttar Pradesh, Uttarakhand, Punjab, Rajasthan, Himachal Pradesh, Haryana, Gujarat and the Union Territories of Jammu &amp; Kashmir and Ladakh.</p> <p>ii. Works related to National Projects (other than Interlinking of Rivers (ILR) projects. Release of Central Assistance for the National Projects of the aforesaid States.</p> <p>iii. Works related to Special package for Maharashtra in suicide prone districts in Vidarbha and Marathwada and rest of Maharashtra region of the state of Maharashtra and the release of Central Assistance for the projects.</p> <p>iv. Works related to Shahpur Kandi Project and Relining of Rajasthan Feeder and Sirhind Feeder of Punjab.</p> <p>v. Investment Clearance of Major &amp; Medium irrigation, Multipurpose and Flood Control Projects.</p> <p>vi. Works related to EFC Memo/ CCEA approval for continuation of above schemes.</p> <p>vii. Work related to the study tour of Parliamentary Standing Committee on Water Resources.</p> <p>viii. Works related to the Advisory Committee of DoWR, RD &amp; GR on Irrigation, Multipurpose and Flood Control Projects. (Clearance of projects from Techno-Economic angle).</p> <p>ix. Funding of State Share for ongoing prioritized projects under PMKSY-AIBP and CAD&amp;WM through NABARD.</p> <p>x. Works related to the status of projects included under the National Infrastructure Pipeline (NIP).</p>

	<p><b>xi.</b> Audit and guidelines of PMKSY-AIBP/ National Projects and updating of the data/ information on various portals.</p>
<p><b>3.</b></p>	<p><b>DIVISIONAL HEAD SENIOR JOINT COMMISSIONER (MI)</b></p> <p><b><u>SURFACE MINOR IRRIGATION</u></b></p> <p>a) Work related to Surface Minor Irrigation (SMI) Schemes under Har Khet Ko Pani (HKKP) component of Pradhan Mantri Krishi Sinchayee Yojana (PMKSY).</p> <p>b) Examination of schemes for inclusion in the Surface Minor Irrigation (SMI) Scheme.</p> <p>c) Release of Central Assistance to States and Union Territories for implementation of Centrally Sponsored Scheme of Surface Minor Irrigation (SMI) under Har Khet Ko Pani (HKKP) component of Pradhan Mantri Krishi Sinchayee Yojana (PMKSY).</p> <p>d) Works related to Guidelines of the Surface Minor Irrigation (SMI) Scheme.</p> <p>e) Works related to evaluation of SMI scheme when taken up.</p> <p><b><u>REPAIR, RENOVATION AND RESTORATION OF WATER BODIES</u></b></p> <p>a) Work related to Repair, Renovation and Restoration (RRR) of Water Bodies Schemes under Har Khet Ko Pani (HKKP) component of Pradhan Mantri Krishi Sinchayee Yojana (PMKSY).</p> <p>b) Examination of schemes for inclusion in the Repair, Renovation and Restoration (RRR) of Water Bodies Scheme.</p> <p>c) Release of Central Assistance to States and Union Territories for implementation of Centrally Sponsored Scheme of Repair, Renovation and Restoration (RRR) of Water Bodies under Har Khet Ko Pani (HKKP) component of Pradhan Mantri Krishi Sinchayee Yojana (PMKSY).</p> <p>d) Works related to Guidelines of the Repair, Renovation and Restoration (RRR) of Water Bodies Scheme.</p> <p>e) Works related to evaluation of RRR of Water Bodies scheme when taken up.</p> <p><b><u>GENERAL</u></b></p> <p>a) Preparation of EFC/Cabinet Note for continuation of above schemes.</p> <p>b) Matters related to Internal &amp; External Audits with respect to above schemes.</p> <p>c) Maintaining records and data of ongoing schemes under PMKSY-HKKP (SMI &amp; RRR).</p> <p><b>d) Work of all Parliamentary matters with respect to SMI &amp; RRR of water Bodies Scheme.</b></p>

**VI. CADWM WING**  
**WING HEAD: COMMISSIONER (CADWM)**

<b>1.</b>	<p><b>DIVISIONAL HEAD: SR. JOINT COMMISSIONER (CADWM)</b></p> <ul style="list-style-type: none"> <li>• Release of central assistance to States and Union Territories for implementation of CAD Programme other than PMKSY under Five Year Plans and Annual Plans.</li> <li>• Monitoring and review of CAD Projects other than PMKSY and evaluation studies. Examination of water management / CAD aspects major and medium irrigation projects except those under PMKSY received from CWC.</li> <li>• Examination projects for inclusion in the CAD programme. Liaison with NITI Aayog, Ministry of Agriculture, ICAR, etc.</li> <li>• Coordination regarding On-farm water management projects proposed by ICAR and Ministry of Water Resources.</li> <li>• Farmers Exchange Programme in States and Action Research Programme.</li> <li>• Regional meeting of CAD Secretaries</li> <li>• Examination and monitoring of CAD component of foreign aided projects. Also preparation and security of project on:             <ul style="list-style-type: none"> <li>○ Water logging /soil salinity under Food &amp; Agriculture programmes.</li> <li>○ Water management programmes under the Indo-Syrian cooperation programme.</li> </ul> </li> <li>• Organizing Training at national level on CAD activities</li> <li>• Coordination Committee of Ministry of Water Resources India Meteorological Department and Ministry of Agriculture.</li> <li>• Coordination in agricultural matters including water rates for crops.</li> <li>• Matters related to International Irrigation Management Institute.</li> <li>• Food and Agriculture Organization (FAO)</li> <li>• Nodal Wing for Promotion, facilitation, guidance and coordination of Participatory Irrigation Management (PIM)in the country.</li> <li>• Assistance to State Governments in the preparation of model / sample reports and scrutiny thereof, and liaison coordination in formulation of pipeline projects.</li> <li>• Scrutiny and monitoring of evaluation reports prepared by various missions deputed by donor agencies.</li> <li>• Scrutiny of draft agreements and other documents leading to signing of main agreements and other agreements involving technical assistance.</li> <li>• Other works assigned / to be assigned to Commissioner (CADWM) and or CADWM Division from time to time.</li> </ul> <p><b>Note:</b> <i>The above works shall be done by the CAD Division attached with CADWM Wing.</i></p>
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**VII. BRAHMAPUTRA AND BARAK WING**  
**[WINGHEAD: COMMISSIONER (BRAHMAPUTRA & BARAK)]**

Brahmaputra and Barak (B&B) Wing deals with the subject matters of Brahmaputra Board, bilateral cooperation with China and Bhutan, Issues related to hydropower development in North-East, Coordination with M/o DoNER for various schemes for the NE region, Coordination of all activities pertaining to matter related to Water Resources Development and Capacity Building of the North East States. The B&B Wing has two divisions, each headed by Senior Joint Commissioner:

1. Division 1 : Brahmaputra Board Division
2. Division 2 : North East Division

**1. DIVISIONAL HEAD: SR. JOINT COMMISSIONER - 1**

This division is dealing with following works:

(a) Brahmaputra Board related matters:

- Technical and financial matters related to the Brahmaputra Board, except Flood Management Programme.
- Release of grant-in-aid to Brahmaputra Board under RBM Scheme.
- Matter related to approval of Master Plans prepared by Brahmaputra Board.
- Parliament matters related to Assurances and laying of annual report & audited accounts of Brahmaputra Board in both houses of Parliament.
- Matters related to High Power Review Board (HPRB) meetings and Board meetings of Brahmaputra Board, and attending meetings thereof.
- Undertaking visits and attending meetings of the Technical Advisory Committee of Brahmaputra Board and follow-up action.
- Follow up for Technical Appraisal & clearance of DPRs of various projects of Brahmaputra Board.
- Assistance to E-III section in technical matters pertaining to creation of NEWMA.

(b) Coordination of activities pertaining to matters related to Water Resources Development and Capacity Building of the North East States:

- MoU with CSMRS/CWPRS for strengthening of training and capacity building activities and improvement/expansion of experimental facilities of NEHARI.
- Interaction with NEHARI, CWC, NIH and NERIWALM in matters related to training and capacity building activities by different organizations for stakeholders in North-Eastern region.
- Coordination of activities related to training and capacity building of Officers of North Eastern States in areas such as spring rejuvenation, watershed management, flood control and erosion management, etc.

(c) Ministry of DoNER related works:

- Coordination with Ministry of DoNER for various programmes /schemes of D/o WR, RD & GR for the North East Region.
- Compilation/Reporting of expenditure on various schemes of D/o WR, RD & GR pertaining to North-eastern region.



	<p>(d) Matters related to Parliament Questions, Parliament Committees, VIP references, PMO references, petition/grievances in CPGRAMS, RTI matters, etc. pertaining to above.</p> <p>(e) Routine Matters related to e-governance, O&amp;M, Monthly and Quarterly returns, Rajbhasha, etc.</p>
<b>2.</b>	<p><b>DIVISIONAL HEAD: SR. JOINT COMMISSIONER – 2</b></p> <p>This division is dealing with following works:</p> <p>(a) International matters in the field of water resources with Bhutan related to:</p> <ul style="list-style-type: none"> <li>- Joint Group of Experts (JGE) to discuss flood management issues in the southern foothills of Bhutan and adjoining plains in India</li> <li>- Joint Technical Team (JTT) to facilitate the JGE in accomplishing identified agenda points and offering technical and mutually acceptable solutions to JGE.</li> <li>- Joint Expert Team (JET) to review the progress and requirement of network of hydro-meteorological sites in the catchments of rivers common to India and Bhutan.</li> </ul> <p>(b) International matters in the field of water resources sector with China related to:</p> <ul style="list-style-type: none"> <li>- MoU on Brahmaputra/Yarlung Zangbo and Sutlej/Langqen Zangbo for exchange of hydrological information</li> <li>- Expert Level Mechanism (ELM) to discuss interaction and co-operation on the provision of flood season hydrological data, emergency management and other issues regarding trans-border rivers.</li> <li>- Strategic Economic Dialogue (SED): Working Group on Resource Conservations &amp; Environment Protection to discuss areas of co-operation and exchange of information between the two countries.</li> </ul> <p>(c) Hydropower development in North East Region: Coordinating with various Central authorities on issues related to any project for hydropower development in North-Eastern region.</p> <p>(d) Clearance of Detailed Project Reports of projects in Brahmaputra and Barak basin from international angle.</p> <p>(e) Matters related to Parliament Questions, Parliament Committees, VIP references, PMO references, petition/grievances in CPGRAMS, RTI matters, etc. pertaining to above</p>

**VIII. MINOR IRRIGATION STATISTICS WING**  
**[WING HEAD: DEPUTY DIRECTOR GENERAL (STAT.)]**

<b>1.</b>	<p><b>DIVISIONAL HEAD: DIRECTOR (STAT.)</b></p> <ul style="list-style-type: none"><li>a) Implementation of Centrally Sponsored scheme 'Irrigation Census'.</li><li>b) Conduct of Census of Minor Irrigation Schemes as well as Census of Water Bodies on quinquennial basis.</li><li>c) Release/ revalidation of grants in aid to States and UTs for conduct of Minor Irrigation Census and Census of water Bodies.</li><li>d) To review the performance of Statistical Cell created in different States/ UTs under Irrigation Census scheme.</li><li>e) Release of fund for Statistical Cell in States and UTs under Irrigation Census scheme.</li><li>f) Collection, compilation, scrutiny, analysis, tabulation &amp; finalization of data along with preparation of State level/All India reports for MI census and Census of Water Bodies.</li><li>g) Sample check of data collected under MI census and Census of Water Bodies by States/ UTs.</li><li>h) Coordination/Correspondence with States/UTs regarding conduct of Minor Irrigation Census &amp; Census of Water Bodies.</li><li>i) Coordination with NIC on technical aspects of the data entry/ validation through software and resolving issues raised by the States/UTs from time to time.</li><li>j) Supply of information pertaining to Minor Irrigation to various Divisions of the Department, NITI Aayog, Central Water Commission, Central Ground Water Board &amp; other Ministries, etc.</li><li>k) Collection of Quarterly Progress Report on Institutional finance for the development of Minor Irrigation Sector and compilation of figures relating to State/ All India an Institutional Finance.</li><li>l) Nomination of Data contributor in the Open Government Data (OGD) platform (as ADG (MI-Stat) is assigned with the role of Chief Data Officer (CDO) for Department of Water Resources, RD &amp; GR) and facilitating dissemination the data available with the Department on OGD platform</li><li><b>m)</b> In addition, rendering technical advice to different divisions/ organizations on statistical issues including compilation &amp; analysis of data.</li></ul>
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**IX. FLOOD MANAGEMENT WING**  
**[WING HEAD: COMMISSIONER (Flood Management)]**

<b>1.</b>	<p><b>DIVISIONAL HEAD: SR. JOINT COMMISSIONER-I</b></p> <p>1. India-Bangladesh Water Resources related matters pertaining to common border / trans-boundary rivers:</p> <p>(i) Implementation of Ganges Water Sharing Treaty (1996) with Bangladesh on the sharing of Ganga/ Ganges waters at Farakka during the lean season. Matters relating to the Joint Committee to oversee the implementation of the Treaty and making arrangements for Joint Hydrological observations at Farakka (India) and Hardinge Bridge (Bangladesh) on river Ganga as per provisions of the Treaty. Selection of Indian Team and its deputation to Hardinge Bridge in Bangladesh for Joint Hydrological Observations.</p> <p>(ii) Matters relating to India-Bangladesh Joint Rivers Commission (JRC) headed by Union Minister for Jal Shakti, Technical Level Committee and various other Joint Committees / Groups formed from time to time under the framework of Joint Rivers Commission including convening of bilateral meetings.</p> <p>(iii) Exchange of river data with Bangladesh on identified common border / trans-boundary rivers for scientific study and preparation of framework for the interim water sharing agreements on these rivers as per identified priority jointly.</p> <p>(iv) Matters pertaining to river bank protection works on common border / trans-boundary rivers with Bangladesh including their deliberation in Technical Level Committee Meetings and coordination with BSF/ States Governments/ MEA for facilitating their smooth implementation.</p> <p>(v) Matters related to sharing of Flood data with Bangladesh.</p> <p>2. All technical matters pertaining to Farakka Barrage Project. Matters pertaining to Technical Advisory Committee of FBP (TAC-FBP), Tender Committee of FBP. EFC/SFC of Farakka Barrage Project Scheme.</p> <p>3. Examination of multipurpose, major/ medium irrigation and power projects in Ganga basin for their clearance from international / JRC angle in light of Ganges Water Treaty of 1996 with Bangladesh.</p> <p>4. Classified Data Release Committee related matters.</p>
<b>2.</b>	<p><b>DIVISIONAL HEAD: SR. JOINT COMMISSIONER-II</b></p> <p>a) Implementation of centrally sponsored Scheme “Flood Management and Border Areas Programme (FMBAP)” in the country comprising of two major components viz. Flood Management Programme (FMP) component and “River Management Activities and Works related to Border Areas (RMBA)” component.</p> <p>b) Expert Committees / Task Forces / Working Groups on Flood Management</p> <p>c) Crisis Management Plan and National Disaster Management Authority matters related to floods.</p>
<b>3.</b>	<p><b>DIVISIONAL HEAD: SR. JOINT COMMISSIONER-III</b></p> <p>a) India-Nepal Matters</p> <p>(i) Implementation of Mahakali Treaty for the “Integrated Development of the Mahakali River including Sarada Barrage, Tanakpur Barrage and Pancheshwar</p>

	<p>Project”. All matters related to Pancheshwar Development Authority except establishment matters.</p> <p>(ii) Matters relating to various joint India-Nepal Committees including Joint Ministerial Commission on Water Resources (JMCWR), Joint Committee on Water Resources (JCWR), Joint Standing Technical Committee (JSTC), Joint Team of Experts(JTE), Joint Committee on Inundation and Flood Management (JCIFM), Joint Committee on Kosi and Gandak Projects (JCKGP).</p> <p>(iii)Matters related to India-Nepal joint projects including Sapta Kosi High Dam Multipurpose Project and Sun Kosi Storage cum Diversion Scheme, Kamala Dam project and Bagmati Dam project.</p> <p>(iv)All matters relating to India-Nepal water resources development.</p> <p>b) Technical matters related to Ganga Flood Control Commission (GFCC).</p> <p>c) Examination of multipurpose, major/ medium irrigation and power projects in Ganga basin from international angle in light of Mahakali Treaty 1996.</p>
<b>4.</b>	<b>DIVISIONAL HEAD: SR. JOINT COMMISSIONER-IV</b>
	<p>a) Technical Matters pertaining to Upper Yamuna River Board, Upper Yamuna Review Committee and Yamuna Standing Committee.</p> <p>b) Steering the implementation of balance works of North Koel Reservoir Project.</p> <p>c) Implementation of MoU on sharing of Yamuna waters, Renuka, Kishau and Lakhwar-Vyasi dams in Yamuna basin.</p> <p>d) Matters related to raw water supply to Delhi. General matters of Ganga Basin.</p> <p>e) Nodal for e-Governance, e-office, Court cases, CPGRAMS matters of Flood Management Wing</p> <p>f) RTI matters pertaining to Flood Management Wing.</p>

## X. INDUS WING

### [WING HEAD: COMMISSIONER (INDUS)]

1.	<b>DIVISIONAL HEAD: SR. JOINT COMMISSIONER (INDUS)</b>
	<b>Matters related to Eastern Rivers of Indus System and BBMB</b>
	<ul style="list-style-type: none"><li>• Sutlej-Yamuna Link (SYL) Canal - Works related to its implementation, court cases, meetings, funding and release of grants-in-aid.</li><li>• Water related issues among Punjab, Haryana and Rajasthan - Restoration of 0.6 MAF of Rajasthan's share of surplus Ravi Beas waters, Transfer of Control of Headworks at Ropar, Ferozpur and Harike, BML-Hansi Branch-Butana Branch Multipurpose Link channel, court cases thereof etc.</li><li>• Matters relating to the progress of Indira Gandhi Nahar Project, Indira Gandhi Nahar Board.</li><li>• Matters relating to Bhakra Beas Management Board</li><li>• Northern Zonal Council meetings relating to Indus Basin matters.</li><li>• Resettlement of Pong Dam oustees High Level Committee and Sub-Committee meetings, interaction on related matters including court cases with Beas Construction Board and Ministry of Power.</li><li>• Matters relating to sharing of Ravi Beas waters.</li><li>• Matters related to implementation of RTI Act, 2005 on all the above.</li></ul>
<b>Matters related to Indus Waters Treaty 1960:</b> <ul style="list-style-type: none"><li>• Tours of inspection and meetings of Permanent Indus Commission.</li><li>• Work in connection with Secretary Level meeting with Pakistan for talks at Govt. level.</li><li>• Collection and Supply of daily Gauge &amp; Discharge data of rivers to Pakistan.</li><li>• Supply of Irrigated Crop Area Statistics for the Western Rivers of Indus Basin for Kharif and Rabi seasons on District wise/ Tehsil wise to Pakistan.</li><li>• Communication of Flood warning messages to Pakistan from 1st July to 10th of October on river Chenab, Jammu Tawi, Ravi, and Sutlej on request of Pakistan Commissioner received every year.</li><li>• Supply of Information of Hydro Electric (H.E.) &amp; Storage Projects on Western Rivers as per Treaty, data collection from project authorities, analysis of consistency, review &amp; supply.</li><li>• Dealing with issues raised on projects from Treaty angle from time to time -</li><li>• Tulbal Navigation Project.</li><li>• Kishenganga H.E. Project.</li><li>• Other Hydro-electric Projects for which information is supplied to Pakistan.</li><li>• River training works on river Ravi</li><li>• Interaction with Pakistan Commissioner on matters related to implementation of Treaty; also with L&amp;T, PAI Divisions of Ministry of External Affairs on these matters and policy issues.</li><li>• Clearance of projects of Indus Basin from Treaty angle.</li></ul>	

**XI. NATIONAL WATER MISSION  
[WING HEAD: MISSION DIRECTOR]**

<b>1.</b>	<b>ADVISER (TECHNICAL) AND ADVISER (COORDINATION &amp; MONITORING)]</b>
	<ul style="list-style-type: none"> <li>a) Setting up of National Bureau of Water Use Efficiency (NBWUE);</li> <li>b) Preparation of State Specific Action Plans and Implementation thereon;</li> <li>c) Incentivization of sectors like industries, farmers, local bodies, water users' associations etc. for water conservation;</li> <li>d) Coordinating for taking up Baseline Study, Benchmarking and Demonstration Projects for Water Use Efficiency;</li> <li>e) Matters related to National Action Plan on Climate Change and National Water Mission;</li> <li>f) Inter Ministerial committee on Water Conservation; and</li> <li>g) Inter Ministerial Group on arsenic mitigation in ground water.</li> </ul>
<b>2.</b>	<b>DIVISIONAL HEAD: DIRECTOR (RESEARCH &amp; DEVELOPMENT DIV.):</b>
	<p>Coordination of activities related to research and development in water sector to be taken under the component "Research and Development Programme in Water Sector" of the scheme titled "Research and Development Programme in Water Sector and Implementation of National Water Mission". The main activities are:</p> <ul style="list-style-type: none"> <li>i. Matter related to sponsoring of research schemes in various IITs, Universities, recognized R&amp;D laboratories, Water Resources/ Irrigation departments of the Central and State Governments and NGOs</li> <li>ii. Matter related to dissemination of research findings and technology transfer. <ul style="list-style-type: none"> <li>a. Publication of research reports etc.</li> <li>b. Organizing and sponsoring seminars / workshops.</li> </ul> </li> <li>iii. Coordination of studies undertaken through consultancy in priority areas such as (a) Water Use Efficiency (b) Post Project Performance Evaluation (c) Environment Impact Assessment in respect of completed / upcoming water resources projects etc.</li> <li>iv. Matter relating to:- <ul style="list-style-type: none"> <li>a. Indian National Committee on Surface Water</li> <li>b. Indian Nation Committee on Ground Water</li> <li>c. Indian National Committee on Climate</li> </ul> </li> <li>v. Budget management for the above component of Central Sector Scheme.</li> </ul>
<b>3.</b>	<b>BUREAU OF WATER USE EFFICIENCY – HEAD: DIRECTOR</b>
	<ul style="list-style-type: none"> <li>a) Planning and executing nation-wide program for promotion of efficient use of water in irrigation, domestic water supply, municipal and/or industrial uses in the country.</li> <li>b) Making necessary regulatory directions to promote Water Use Efficiency.</li> <li>c) Prescribing guidelines for water conservation codes, standardizing and developing codes and facilitate their notification from concerned authorities.</li> </ul>

	<ul style="list-style-type: none"><li>d) Developing standards for water efficient fixtures, appliances, sanitary wares and other equipment using water in both urban / rural areas to specify equipment and appliances or class of equipment/appliances as the case may be for the purpose of water use efficiency.</li><li>e) Evolving a system of efficiency labelling/ blue labelling, Water footprint and protocols.</li><li>f) Assessment of water foot print and water auditing in Agriculture sector to minimize virtual export of water.</li><li>g) Evolving a system for incentivizing for promotional efforts to increase in water use efficiency.</li><li>h) Creating a Resource Centre and Data Bank related to various aspects of Water Use Efficiency.</li><li>i) Promoting research and development including research in the field of water conservation in order to increase the water use efficiency. Work towards capacity building and mass awareness through Information, Education and Communication (IEC) by organizing training by specialists in the techniques for efficient use of water and its conservation. Promote region specific projects on water use efficiency in collaboration with Central/State Government institutions.</li></ul>
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## XII. NATIONAL RIVER CONSERVATION DIRECTORATE (NRCD)

<b>1.</b>	<b>NRCD is implementing</b> Centrally Sponsored Scheme (CSS) i.e. National River Conservation Plan (NRCP) jointly with the State Governments on a cost sharing basis for abatement of pollution in identified river stretches of India (excluding River Ganga and its tributaries).
	All the works relating to: a) Coordination of work of NRCD with other wings of D/o Water Resources, RD & GR; b) Administration Section, CR Section, Cash Section, General Administration Section, Grievances Cell, Vigilance Section; c) Establishment matters of NRCD; d) Parliament matters of NRCD; e) Processing of Budget and other financial proposals for NRCD; f) IT functions of NRCD and e-Governance; g) RTI Applications, their monitoring and disposal; h) Court Cases pertaining to NRCD; and i) NRCP Projects.

## XIII. GANGA REJUVENATION WING [WING HEAD: DIRECTOR GENERAL(NMCG)]

<b>1.</b>	<b>[All cases of the Wing will be routed through Secretary (WR, RD&amp;GR)]</b>
	<b>All the works:</b> a) Pertaining to matters of Rejuvenation, Protection and Management of river Ganga and its tributaries and National Mission for Clean Ganga. b) Relating to Coordination work of National Mission for Clean Ganga with other Wings of DoWR, RD & GR. c) Processing of budget and other financial proposals for National Mission for Clean Ganga. d) Relating to all parliamentary matters of National Mission for Clean Ganga. e) Any other work relating to rejuvenation of river Ganga and its tributaries.

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