

**MINISTRY OF WATER RESOURCES ALLOCATION OF WORK IN THE MAIN SECTT.**

(As on 1.5.2008)

**I. ADMINISTRATION WING**

**[WING HEAD: JOINT SECRETARY (ADMN)]**

**1. DIVISIONAL HEAD : DEPUTY SECRETARY/ DIRECTOR (ADMN)**

**a) ADMINISTRATION SECTION (INCLUDING SC/ST & OBC CELL)**

- (i) Work relating to the cadre management of CSS/CSCS/CSSS posts in the Ministry of Water Resources and its attached/subordinate offices
- (ii) Establishment/Personnel matters relating to officers and staff in the Ministry of Water Resources.
- (iii) Matters relating to All India Service officers in the Ministry and its attached/subordinate Offices.
- (iv) Preparation of budget estimates in respect of salary of staff in the Ministry.
- (v) Vacancy circulars.
- (vi) Office Council of the Ministry.
- (vii) Sanction of all types of advances.
- (viii) Academic programmes and manpower development.
- (ix) Trainings of -
  - (a) All India Services Officers
  - (b) CSS Officers
  - (c) CSSS officers
  - (d) CSCS officers
  - (e) Officers other than the above Services.
  - (f) Official Language programmes.
  - (g) Trainings in ISTM and other Govt./Private institutes.
  - (h) In-house training of LDCs/ UDCs/ Steno Gr.D etc.
- (x) Completion and Scrutiny of CRs of all officers and staff of the Ministry proper and related action, thereon, like communication of adverse remarks, appeals, memorials etc.; and
  - (a) Initiation, follow-up/ maintenance of confidential reports (CRs of officers and staff of Ministry proper; and

- (b) Maintenance of CRs of CSS/CSCS/CSSS employees of all attached and subordinate offices of the Ministry of Water Resources.

(Maintenance of CRs of non-CWES officers and heads of attached and subordinate offices will be handled by the respective Subject-Matter Divisions.)

- (xi) Distribution of work among Sections and Officers of the Ministry.
- (xii) Transaction of Business Rules.
- (xiii) Pensionary and allied benefits in respect of officers retiring from the Ministry.

**b) SC/ST & OBC CELL**

Monitoring & implementation of reservation policy in the Government Service for SC/ST/OBC, through, inter-alia, various returns, reports and physical inspections. Rendering secretarial assistance to Liaison Officers for SC & ST; and for OBC, and giving advice to various SMDs on reservation matters.

**c) PARLIAMENT (PU) UNIT:**

- (i) Coordination work regarding all Parliamentary matters including Parliament questions, matters raised in Lok Sabha under Rule 377 and Special Mentions in the Rajya Sabha, relating to Ministry of Water Resources.
- (ii) Consultative Committee meetings of the Ministry.

**2. DIVISIONAL HEAD : DIRECTOR (OFFICIAL LANGUAGE)**

**a) HINDI SECTION:**

- (i) Raj Bhasha Adhiniyam (Official Language Act) and its implementation.
- (ii) Implementation of orders relating to progressive use of Hindi.
- (iii) Translation - Hindi to English and vice-versa. Also the vetting of material
- (iv) Collection, compilation and submission of returns connected with Hindi work.
- (v) Inspection of offices regarding progress in use of Hindi.

**3. DIVISIONAL HEAD : DEPUTY SECRETARY/ DIRECTOR (GENERAL ADMINISTRATION)**

**a) GENERAL ADMINISTRATION SECTION:**

- (i) Stationery, including local purchase of furniture and various consumable items.

- (ii) Procurement and maintenance of office equipments like fax, telex, photo copiers, roneo machines, typewriters etc.
- (iii) Purchase / installation and maintenance of coolers, airconditioners, Water Coolers etc.
- (iv) Staff cars, motor cycles and other facilities.
- (v) Installation of telephones, settlement of telephone bills etc.
- (vi) Identity cards/CGHS cards.
- (vii) Printing work of the Ministry.
- (viii) Accommodation
  - (a) Office accommodation.
  - (b) Residential accommodation
  - (c) Booking and maintenance of Committee Room.
- (ix) Distribution of diaries/ calendars and publicity materials.
- (x) Reimbursement of medical claims.
- (xi) Liaison with CPWD/NDMC/MCD and other civic bodies.
- (xii) Liveries/uniforms to Group 'C' and 'D' employees
- (xiii) Engagement of casual workers.
- (xiv) Passing of canteen bills pertaining to meetings taken by various officers.
- (xv) Staff welfare, amenities, canteen, benevolent fund, grant-in-aid to recreation club, sports activities etc.
- (xvi) Security, including industrial security, emergency measures and War Book.
- (xvii) Preparation of Budget estimates, revised estimates, reappropriation of funds in respect of plan and non-Plan Budget of the Main Secretariat.
- (xviii) Computerisation of Work in the Ministry of Water Resources

(xiv) Family Welfare Matters

**b) CENTRAL REGISTRY (C.R.) SECTION:**

- (i) Receipt and distribution of incoming dak.
- (ii) Dispatch of outgoing dak.
- (iii) Maintenance of Sunday and Holiday duty roster.

- (iv) Maintenance of upto date list of both officials/ and residential addresses of the officers and staff of the Ministry.
- (v) Maintenance of Accounts of postage stamps.
- (vi) Duplicating work on Romeo machine, and Telex.
- (vii) Telex/FAX facilities.

**c) PSU SECTION**

- (i) Rashtriya Pariyojna Nirman Nigam Limited (NPCC).
- (ii) Administrative matters relating to Water and Power Consultancy Service India (WAPCOS) Limited, a public sector undertaking under the Ministry.

**d) FOREIGN TRAINING**

- (i) International technical conferences on water resource including international engineering conferences and FAO conferences. Seminars/symposia / workshops held in India about water resources, etc.
- (ii) Foreign assignments under Colombo Plan World Bank and Asian Development Bank.
- (iii) Training co-ordination and overseeing the formulation of a training perspective plan for irrigation sector as a whole
- (iv) Sponsoring of officers for foreign and domestic training in water resources sector.

**e) Public Private Partnership Cell**

To look after the Public Private Partnership in the Water Resources Sector. **f)**

**INFORMATION, EDUCATION AND COMMUNICATION (IEC) SECTION**

To look after media related work of the Ministry including residual work relating to Fresh Water Year.

**4. DIVISIONAL HEAD : DEPUTY SECRETARY/ DIRECTOR (E)**

**a) ESTABLISHMENT I (E.I.) SECTION:**

- (i) All administrative and organisational matters pertaining to Central Water Commission:-

(a) Creation/continuation of posts in CWC other than schemes which do not provide for the external assistance or which are exclusively being handled by other sections, units and desks.

(b) Recruitment rules.

(c) Convening of DPCs for the promotion, confirmation and declaration of successful completion of probation period in respect of all Group 'A' posts.

(d) Filling up Group 'A' posts by direct recruitment/ deputation/transfer.

(e) Maintenance of CRs of CWES officers of the level of Chief Engineer and above (including Chairman, CWC).

(f) Dereservation of all groups of posts.

(g) Court cases related to the establishment matters in respect of Group 'A' officers.

(h) Parliament questions and VIP references pertaining to establishment matters.

(i) Sponsoring candidates for training/seminars/workshops within India (for periods not more than a month or in cases where cadre clearance is required).

(j) Deputation of Group A officers to various organisations.

(k) Matters regarding grant of leave, pension, CCA/HRA/DA, project allowance, sanction for making advance payments and other financial matters.

(l) Cadre review of different cadres of Government.

(m) Implementation of ACP Scheme. (n) Permission

for air travel and allied matters.

(ii) Cadre controlling function in respect of Central Water Engineering Service (CWES) Group 'A'.

(iii) Coordination matters relating to IES/ISS officers under the Ministry proper, attached and subordinate offices.

(iv) Matters pertaining to Departmental Council of Ministry under Joint Consultative Machinery.

**b) VIGILANCE SECTION:**

(i) Receipt & scrutiny of complaints of vigilance nature addressed to Ministry.

(ii) Forwarding vigilance complaints to the concerned administrative authority for disposal / action / comments.

(iii) Appointment of Chief Vigilance Officer's in organizations under the Ministry, approving nominations of officers of attached and subordinate offices as vigilance officer with the approval of competent authority.

- (iv) Vigilance clearance in respect of Ministry's employees and employees of its attached and subordinate offices.
- (v) Referring cases to Chief Vigilance Commission requiring their advice/ reconsideration of advice.
- (vi) Referring the cases to CBI for investigation and processing the reports received from them.
- (vii) Conduct the investigation into the vigilance complaints with the approvals of Chief Vigilance Officer.
- (viii) Sending of vigilance returns to Chief Vigilance Commission and Department of Personnel and Training etc.
- (ix) Maintenance and scrutiny of property returns folders of the employees of Group 'A' & 'B' of the Ministry

**5. DIVISIONAL HEAD: DEPUTY SECRETARY/ DIRECTOR (GROUND WATER ESTABLISHMENT)**

**a) CENTRAL GROUND WATER BOARD (CGWB) DESK :**

- (i) Establishment matters relating to Group 'A' officers of the CGWB/CGWA, including recruitment, promotion, confirmation, etc.
- (ii) Convening of Departmental Promotion Committee/ Board of Assessment meetings.
- (iii) Framing/amendment of Recruitment Rules for various posts in CGWB/CGWA.
- (iv) Cadre review of Group A,B,C,D officers of the Board.
- (v) Court cases concerning service/establishment matters of CGWB/CGWA where UOI is a party.
- (vi) Policy matters regarding Establishment issue including Transfer policy.
- (vii) Postings/transfers of officers of the level of Regional Director and above.
- (viii) Matters concerning Departmental Council of the Ministry (concerning CGWB).
- (ix) Meetings of the Office Council (JCM) of the CGWB.
- (x) Matters concerning recognition, etc., of service Associations of CGWB.
- (xi) Implementation of Flexible Complementing Scheme (FCS) for scientific officers of CGWB.

- (xii) Implementation of ACP Scheme.
- (xiii) Implementation of and matters arising out of the implementation of the recommendations of the 5<sup>th</sup> Pay Commission in respect of posts in CGWB.
- (xiv) Maintenance of ACRs, Seniority List etc., of officers of the level of Regional Director and above.

Training Courses for the officers of Central Ground Water Board.

- (xvi) Court cases relating to accident of vehicles.

**b) BRAHMAPUTRA BOARD ESTT.**

Administrative matters pertaining to the Brahmaputra Board.

**c) FARAKKA BARRAGE PROJECT (FBP) SECTION :**

Matters relating to Farakka Barrage Project except work relating to operational issues.

**6. DIVISIONAL HEAD: DEPUTY SECRETARY/ DIRECTOR (INFRASTRUCTURE DEVELOPMENT)**

**a) Infrastructure Development**

- i) Infrastructure Development
- ii) Coordination work relating to organizational study, manpower policy and planning especially the study of cadre structures in different establishments under the Ministry.

Issues relating to capacity building (specially training) and preparation of a comprehensive plan of action for improving the efficiency and output of the human resources in various Organizations under the Ministry.

- iv) Work relating to work ethics.

**b) INTERNAL WORK STUDY UNIT:**

- (i) Organisation Analysis.
- (ii) System/Procedure/Method studies.
- (iii) Work Measurement Study.
- (iv) Compliance of provisions of Manual of Office Procedure-
  - (a) O&M inspections.

- (b) Record Management.
- (c) Checks on delays.
- (v) Staff Inspection Unit-- Liaison with and implementation of SIU reports.
- (vi) Liaison with Department of Administrative Reforms, National Archives of India.
- (vii) Allocation of Business Rules.
- (viii) Action Plan- Point of Twenty-Point Programme- Responsive Administrative.

**c) INFORMATION TECHNOLOGY CELL**

To look after the IT functions of this Ministry and E-governance.

**8. DIVISIONAL HEAD: DEPUTY SECRETARY/ DIRECTOR (WATER BODIES & COORDINATION)**

**a) WATER BODIES :**

Work relating to the scheme of repair, renovation and restoration of water bodies.

**b) COORDINATION (COORD.) SECTION:**

- (i) (a) Preparation of the Annual Report of the Ministry and its circulation.
- (i) (b) Furnishing of material for the reports of other Ministries.
- (ii) Collection, compilation and furnishing of fortnightly, monthly, bi-monthly, quarterly, half-yearly and yearly reports to the concerned departments.
- (iii) Preparation of material for President's Address to both the Houses of Parliament.
- (iv) Preparation of material for PM's speech on the occasion of Independence Day celebrations.
- (v) Preparation of monthly summary and D.O. letter for the Cabinet.
- (vi) Nomination to various awards like Padma Awards etc.
- (vii) Preparation of materials on the achievements of the Ministry for I&B/ PIB etc.
- (viii) Collection/consolidation and furnishing of information in connection with:
  - (a) Updation of India- A Reference Annual.
  - (b) Administrative Year Book.
  - (c) Various other publications brought out by other Ministries, as and when called for.

- (ix) Participation of the Ministry/ Organisations under it in various exhibitions/ fairs etc.
- (x) Monitoring of public grievances and follow-up action thereon and submission of periodic returns to the concerned authorities.
- (xi) Monitoring of staff grievances and follow-up action thereon and submission of periodic returns to the concerned authorities.
- (xii) Citizen's Charter.
- (xiii) Media Committee – Preparation of a Media Policy for the Ministry and its organizations.
- (xiv) Collection, compilation and submission of daily/ weekly reports to the Secretary (WR).
- (xv) Zonal Council meetings convened by Ministry of Home Affairs.
- (xvi) Action Plan – formulation/ monitoring and implementation.
- (xvii) Republic Day/ Independence Day invitations/ passes.
- (xviii) Civil Defence Matters.
- (xix) Circulation of orders and general instructions received from other Ministries/ Departments.
- (xx) Optimisation of direct recruitment in respect of Group A posts in the Ministry and its organizations – collection, compilation and submission of proposals before the Screening Committee for Group A posts.
- (xxi) Optimisation of direct recruitment in respect of Group B,C and D posts in the Ministry and its organizations – collection, compilation and submission of proposals before the Screening Committee for Group B, C and D posts.
- (xxii) Senior Officers meetings.
- (xxiii) Monitoring of progress of settlement of pension and other terminal benefit cases.
- (xxiv) E-governance