

(REVISED AS ON June, 2020)

GOVERNMENT OF INDIA

Ministry of Jal Shakti

Department of Water Resources, River Development & Ganga Rejuvenation

ALLOCATION OF WORK IN THE MAIN SECRETARIAT OF THE DEPARTMENT

I. ADMINISTRATION WING

WING HEAD – JOINT SECRETARY (ADMN.)

1.	DIVISIONAL HEAD: DIRECTOR/ DEPUTY SECRETARY (ADMN. & GA)
A.	ADMINISTRATION SECTION (INCLUDING SC/ST & OBC CELL)
	<p>(i) Establishment matters of all (Group ‘A’, ‘B’ and ‘C’ employees of the Department (Sectt.) - 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>(ii) Misc. matters related to Group ‘A’ –</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>(iii)Engagement of Consultants –</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>(iv) Training Cell –</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</p>

	<p>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 & Time Management, Team Building & 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> <p>e. Settlement of bills received from various training institutes for training of DoWR officers</p> <p>f. Foreign Training of officers</p> <p>g. Deputing officers of the Department for conducting training at various institutes/field offices</p> <p>(v) Budget related Matters –</p> <p>a. Planning BE, RE etc.</p> <p>b. Compiling details related to budgetary provisions as required by Budget Section and furnishing information as and when required by them.</p> <p>c. Maintaining and furnishing information to Budget Section on allocation/expenditure of funds under HRD CB Scheme.</p> <p>(vi) Advances – Various advances, viz. GPF, HBA, Computer Advance etc.</p> <p>(vii) Deputation of Assistant Secretaries –</p> <p>a. Deputation of Assistant Secretaries (trainee IAS officers) in the Department;</p> <p>b. Their establishment matters viz. pay fixation, increment, TA claim, etc.</p> <p>c. Arranging for their tours/mentor and maintaining records during their tenure.</p> <p>(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).</p> <p>a. Sending proposals to ACC for appointment of PS/OSD</p> <p>b. Creation of posts (OSD, Addl PS etc) with the approval of IFD, CS Division of DoPT and Department of Expenditure.</p> <p>c. Obtaining character verification report from Intelligence Bureau & concerned District Authorities and medical examination in respect of private persons as per extant guidelines.</p> <p>d. As desired by Minister and MoS, appointment and relieving of his personal staff after following extant rules."</p> <p>(ix) E-HRMS -</p> <p>a. Digitization of Service Books of all employees of the Department (Sectt.)</p> <p>b. Scanning the Service Books and uploading details on e-HRMS Portal</p> <p>c. Making necessary updations</p> <p>(x) FR 56(j) –</p> <p>a. Review of officers under FR 56(j) in respect of officers of Department (Sectt.)</p> <p>b. Compiling and uploading monthly information related to FR 56 (j) in respect of the Department including Attached/ Subordinate/ Autonomous Organizations under the Department, on Probity Portal.</p>
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	<p>c. Monitoring the follow up of provisions of FR 56 (j) by Organizations under the Department.</p> <p>(xi) Reports / Returns –</p> <p>a. Returns relating to Cabinet/PMO/ACC</p> <p>b. AVMS weekly report</p> <p>c. Submission of Annual Report for SC/ST/OBC/ PWD in respect of the Department including its Attached/Subordinate Offices, etc.</p> <p>d. Quarterly report on Right to Information Act.</p> <p>e. Compiling and furnishing various other periodical Reports & Returns.</p> <p>(xii) Leave / LTC / Service Book etc. related matters –</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>(xiii) APAR Cell –</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>(xiv) Court Cases – 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>(xv) Air Ticket Cell –</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>(xvi) Recruitment Rules –</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</p>
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	<p>Informatics Centre</p> <p>(xvii) SC/ST/OBC/PWD Cell</p> <ol style="list-style-type: none"> a. All matters related to reservation in services for reserved categories b. Maintaining of reservation rosters for various posts c. All matters received to Liaison officer for SC/ST/PWD and Liaison Officer for OBC d. Matters/references received from NCSC, NCST e. SC/ST related grievances received in the Department f. Furnishing of various information as and when asked by DoPT, NCSC, NCST, Department of Disability Affairs, etc. <p>(xviii) Matters related to Allocation of Business Rules, 1961 –</p> <ol style="list-style-type: none"> a. The matters related to Allocation of Business Rules-1961 is dealt in consultation with various organisations of the Department. 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. <p>(xix) Election Matters –</p> <ol style="list-style-type: none"> a. Providing list of employees to Election Commission for conduct of National / Assembly Elections. b. Communicating the letters/references received from Election Commission to various employees c. Appointment of Nodal Officer for various Elections d. Settlement of TA bills during Elections e. Payment of honorarium to employees for Election duty as decided by Election Commission <p>(xx) Miscellaneous Matters –</p> <ol style="list-style-type: none"> a. Furnishing details of US Level & above Officers for issue of passes to attend Independence/Republic Day Celebrations. b. Grievances including that on CPGRAMS portal. c. RTI matters d. VIP references. e. Continuance of temporary posts f. Conversion of temporary posts into permanent ones. g. Grant of Honorarium to employees working in the Department (Sectt.) h. Allocation of Work. i. Channel of Submission j. Matters relating to delegation of Financial Powers. k. Parliament Questions l. Providing information to MHA on Table of Precedence. m. Issue of NOC for passport n. Providing material to NIC/e-Gov Section for updation of Department's website o. All matters related to Ex-India leaves.
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	<p>p. Disciplinary proceedings.</p> <p>q. Matters related to Compassionate Appointments.</p> <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.	<p>GENERAL ADMINISTRATION SECTION:</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) All 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.) & 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>bb) 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>C. CENTRAL REGISTRY (C.R.) SECTION:</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>D. CASH SECTION</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>

- (iv) Group B –Gazetted Officers (SOs, PSs & Technical’s Officer)
- (v) Group B- Gazetted Officers(New Pension Scheme)
- (vi) Group B- Non –Gzatted Officer (ASOs & PAs)
- (vii) Group B- Non –Gzatted Officers(New Pension Scheme)
- (viii) Group C- SSA & JSA (Old & New Pension Scheme)
- (ix) Group B+C (Technical Officers) OPS & NPS
- (x) Group C- (Staff Car Drivers, MTS, Attendants & Misc. etc.)

-Total 19(Nineteen bill prepared/generated through PFMS POTAL).

Also prepared of Bill of Children Education Allowances, Honorarium, Bonus, Pay arrears, Supplementary bills of pay (transfer cases)

- 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.
- c) After Superannuation benefits : payment of Gratuity, Commutation of Pension, Death Gratuity, Leave encashment on retirement & CGEIS payment through PFMS Portal.
- d) Budget Preparation of Salary Head, TAs etc.: BE/RE- every year in the month of Nov-Dec. & January – March.
- 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 & return e-file by CA of this Department.
- 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.
- g) Grant in aid Bills: Grant released to various Autonomous bodies & vendors party to projects in all over India through PFMS in the urgent basis and time bound.
- h) Travel Bills- submitted by the Officers of this Department after completion of Tour – domestic & foreign, ISTM & others Training bills prepared and its disposal through PFMS. Inward & outward claim bills received from various Embassies of India through Ministry of External Affairs for verification and Payment.
- i) Medical Bills- received from GA Section for quick payment.
- j) Reconciliation of Expenditure- in the every month for matching of Figures with PAO, DoWR,RD & GR.
- 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 10th).
- 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.
- m) TR challan created by Cashier – cheques received from various officers on account of Excess Payment/LTC etc. Recovery deposited through challan.

2.	DIVISIONAL HEAD: DEPUTY SECRETARY/DIRECTOR (COORD.)				
	<table border="1"> <tr> <td data-bbox="220 235 295 280">A.</td> <td data-bbox="295 235 1449 280">COORDINATION (COORD.) SECTION:</td> </tr> <tr> <td data-bbox="220 280 295 1982"></td> <td data-bbox="295 280 1449 1982"> <p>a) Collection, compilation and furnishing the following monthly, quarterly, half-yearly and yearly reports to the concerned Ministries/ Departments.</p> <ul style="list-style-type: none"> • Thematic group of Secretaries • Details of Posts of Central Autonomous Bodies to PMO • Action Taken Report on implementation of 2nd ARC's recommendations to DARPG. • ACC Proposals & Compliance of ACC decisions & directions. • Implementation report on the decisions of the Cabinet/ Cabinet Committees. • Programs/Projects/Schemes inaugurated by the Hon'ble PM to PMO • Quarterly report regarding special voluntary retirement scheme for surplus staff. • Half yearly report regarding ad-hoc appointments for Group A & B posts. • Yearly report regarding number of sportspersons in group A & B service. <p>b) Furnishing of material for the reports of other Ministries/ Departments.</p> <p>c) Compilation/preparation of monthly summary and D.O. letter for the Cabinet Secretariat.</p> <p>d) Monthly report on Funds released to States for perusal of Hon'ble Minister.</p> <p>e) Updation of information/status of posts falling under the purview of ACC on ACC Vacancy Monitoring System (AVMS) portal.</p> <p>f) 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>g) Preparation of material for President's Address to both the Houses of Parliament.</p> <p>h) Progress of Central / State Programmes to be reviewed in PRAGATI meetings.</p> <p>i) Nomination for various awards like Padma Awards etc.</p> <p>j) Circulation of orders and general instructions received from other Ministries/Departments</p> <p>k) Revision/updation of Citizen's Charter of Department of Water Resources.</p> <p>l) Convening meeting of Senior Officers as and when directed.</p> <p>m) Zonal Council meetings convened by Ministry of Home Affairs.</p> <p>n) Constitution of complaints Committee for prevention of sexual harassment of Women at workplace.</p> <p>o) Correspondence relating to observance of important Days/ Weeks etc.</p> <p>p) Any other miscellaneous work assigned by Senior Officers viz. Urgent Information sought by PMO, Hon'ble Minsiter (Jal Shakti) Press Releases etc.</p> <p>q) Compilation of Information & Updation of e-Samiksha monthly points of this</p> </td> </tr> </table>	A.	COORDINATION (COORD.) SECTION:		<p>a) Collection, compilation and furnishing the following monthly, quarterly, half-yearly and yearly reports to the concerned Ministries/ Departments.</p> <ul style="list-style-type: none"> • Thematic group of Secretaries • Details of Posts of Central Autonomous Bodies to PMO • Action Taken Report on implementation of 2nd ARC's recommendations to DARPG. • ACC Proposals & Compliance of ACC decisions & directions. • Implementation report on the decisions of the Cabinet/ Cabinet Committees. • Programs/Projects/Schemes inaugurated by the Hon'ble PM to PMO • Quarterly report regarding special voluntary retirement scheme for surplus staff. • Half yearly report regarding ad-hoc appointments for Group A & B posts. • Yearly report regarding number of sportspersons in group A & B service. <p>b) Furnishing of material for the reports of other Ministries/ Departments.</p> <p>c) Compilation/preparation of monthly summary and D.O. letter for the Cabinet Secretariat.</p> <p>d) Monthly report on Funds released to States for perusal of Hon'ble Minister.</p> <p>e) Updation of information/status of posts falling under the purview of ACC on ACC Vacancy Monitoring System (AVMS) portal.</p> <p>f) 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>g) Preparation of material for President's Address to both the Houses of Parliament.</p> <p>h) Progress of Central / State Programmes to be reviewed in PRAGATI meetings.</p> <p>i) Nomination for various awards like Padma Awards etc.</p> <p>j) Circulation of orders and general instructions received from other Ministries/Departments</p> <p>k) Revision/updation of Citizen's Charter of Department of Water Resources.</p> <p>l) Convening meeting of Senior Officers as and when directed.</p> <p>m) Zonal Council meetings convened by Ministry of Home Affairs.</p> <p>n) Constitution of complaints Committee for prevention of sexual harassment of Women at workplace.</p> <p>o) Correspondence relating to observance of important Days/ Weeks etc.</p> <p>p) Any other miscellaneous work assigned by Senior Officers viz. Urgent Information sought by PMO, Hon'ble Minsiter (Jal Shakti) Press Releases etc.</p> <p>q) Compilation of Information & Updation of e-Samiksha monthly points of this</p>
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	<p>Department on e-Samiksha Portal.</p> <p>r) Compilation of Information & Updation of e-Samiksha weekly points of this Department on e-Samiksha Portal.</p> <p>s) Compilation of information related to Parliament Questions/ Assurances received from other Ministries/Departments.</p> <p>t) Collection, compilation and submission of various reports to the Secretary (WR), as and when called for.</p> <p>B) RTI CELL</p> <p>a) Coordination of matters relating to RTI Act, 2005 with concerned CPIOs of this Department and its organizations.</p> <p>b) Preparation and monitoring of periodic reports on disposal of RTI requests/ appeals and compliance of CIC instructions issued from time to time.</p> <p>C) Grievance Cell</p> <p>a) Monitoring of public/ staff grievances and follow up action thereon and submission of periodic returns to the concerned Ministry(s)/Department(s).</p> <p>b) Monitoring of Grievances through Centralized Public Grievances Redress and Monitoring System (CPGRAMS) portal of Department of Administrative Reforms & Public Grievances.</p> <p>c) Monitoring of progress of settlement of pension and other terminal benefit cases.</p> <p>D) HRD & CAPACITY BUILDING SCHEME</p> <p>a) Preparation of SFC/EFC for HRD & CB Scheme</p> <p>b) Monitoring of expenditure incurred by various components under HRD & CB Scheme.</p> <p>c) Preparation of reports for the various meetings on budget of centrally sponsored scheme (HRD & CB Scheme)</p>
B.	<p>O & M SECTION</p> <p>a. Record Management Activities:</p> <ul style="list-style-type: none"> • Departmental Records Room's Inspection by NAI team and follow up; • Appraisal of more than 25 years old physical records/files by NAI team & follow up; • Various Half Yearly / Annual reports and returns on Records Management compilation and submission to NAI and DAR&PG; • Getting periodical review of physical records lying in DRR done by concerned Sections/ Divisions; • Recording, Reviewing and Destruction of old records in the Department; • Compilation of Organizational History of the Department; • Compilation of information on Review of Records Retention Schedule for substantive functions of the Department and getting vetted by NAI; • Maintenance and upkeep of Departmental Records Room (DRR) located at CSMRS Building, Hauz Khas, New Delhi.

	<ul style="list-style-type: none"> b. Checks on delays. c. Staff Inspection Unit-- Liaison with and implementation of SIU reports on work measurement studies. d. Liaison with Department of Administrative Reforms, National Archives of India. e. Compilation of Allocation of Work among various Wings / Divisions / Section in the DoWR, RD & GR. f. Compliance of provisions of Manual of Office Procedures in the Department; g. O&M (Administrative) inspections. h. Any other work as and when assigned by Superior Officers.
3.	DIVISIONAL HEAD - DIRECTOR (ID, E-GOVERNANCE & IEC)
	A. INFRASTRUCTURE DEVELOPMENT
	Overall coordination and monitoring of Infrastructure Development scheme (aims at providing better working environment in the offices, creation of assets and savings on payment of monthly rent) formed after merging four continuing schemes:- <ul style="list-style-type: none"> a. Land & Building & Information Technology Plan of Central Ground Water Board (CGWB) b. Land & Building of Central Water Commission (CWC) c. Information Technology Development Plan of Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation and d. E-Governance of the Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation.
	B. e-GOVERNANCE SECTION
	<ul style="list-style-type: none"> a. To look after the Information Technology (IT) functions of this Ministry and e-Governance. b. Liaising with NIC/ DIT on e-Governance and secretarial assistance to e-Governance Committee headed by AS (WR). c. Implementation of e-Office in the Ministry (Sectt).
	C. INFORMATION, EDUCATION AND COMMUNICATION (IEC) SECTION
	Information, Education & Communication Section has been assigned task of carrying out mass awareness activities/ programmes on water conservation of the Department under the Information, Education & Communication Component of HRD/ CB Scheme.
4.	DIVISIONAL HEAD – DEPUTY SECRETARY / DIRECTOR (ESTABLISHMENT – I & III)
	A. ESTABLISHMENT – I SECTION
	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:- <ul style="list-style-type: none"> 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

	<p>(CWES).</p> <p>b) Maintenance of CRs of CWES officers of the level of Chief Engineer and above including Chairman, CWC.</p> <p>c) Framing of Recruitment Rules in respect of all the Cadres of CWC.</p> <p>d) Filling up Group 'A' posts by direct recruitment/ deputation/ transfer.</p> <p>e) Creation/continuation of posts in CWC under various plan and non-plan schemes.</p> <p>f) De-reservation of all groups of posts.</p> <p>g) Court cases related to the establishment matters in respect of Group 'A' officers of CWC.</p> <p>h) Sponsoring candidates for training/ seminars/ workshops within India (for periods not more than a month or in cases where cadre clearance is required) <u>FOR CWC ONLY</u></p> <p>i) Deputation of Group 'A' officers to various organizations.</p> <p>j) Cadre controlling function in respect of CWES Group 'A'.</p> <p>k) 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.</p> <p>l) Monitoring that DPCs are held regularly as per prescribed schedule of DoP&T.</p> <p>m) Matter relating to National Water Academy, Pune.</p> <p>n) Matter relating to Mandatory Cadre Training Plan Courses for CWES Officers, including their deputation abroad for the purpose of training.</p>
	<p>B. ESTABLISHMENT – III SECTION</p> <p>a. All administrative matters pertaining to the Brahmaputra Board.</p> <p>b. All administrative and establishment matters pertaining to GFCC.</p> <p>c. All administrative and establishment matter pertaining to Farakka Barrage Project.</p> <p>d. All administrative and establishment matters pertaining to Upper Yamuna River Board.</p>
5.	DIVISIONAL HEAD: DEPUTY SECRETARY/ DIRECTOR (E-II & GW Estt.)
	<p>A. Establishment - II SECTION</p> <p>All administrative and organizational matters relating to:-</p> <p>a. Central Soil & Materials Research Station (CSMRS)</p> <p>b. Central Water & Power Research Station (CWPRS)</p> <p>c. National Institute of Hydrology (NIH)</p> <p>d. North Eastern Regional Institute of Water and Land Management (NERIWALM)</p>
	<p>B. CENTRAL GROUND WATER BOARD (CGWB) Estt.:</p> <p>a) Establishment matters relating to Group 'A' officers of the CGWB/CGWA, including recruitment, promotion, confirmation, etc.</p> <p>b) Convening of Departmental Promotion Committee/ Board of Assessment meetings.</p> <p>c) Framing/amendment of Recruitment Rules for various posts in CGWB/CGWA.</p> <p>d) Cadre review of Group A,B,C,D officers of the Board.</p>

	<ul style="list-style-type: none"> e) Court cases concerning service/establishment matters of CGWB/CGWA where UOI is a party. f) Policy matters regarding Establishment issue including Transfer policy. g) Postings/transfers of officers of the level of Regional Director and above. h) Matters concerning Departmental Council of the Department (concerning CGWB). i) Meetings of the Office Council (JCM) of the CGWB. j) Matters concerning recognition, etc., of service Associations of CGWB. k) Implementation of Flexible Complementing Scheme (FCS) for scientific officers of CGWB. l) Implementation of ACP / MACP Scheme. m) Implementation of and matters arising out of the implementation of the recommendations of the 6th Pay Commission in respect of posts in CGWB. n) Maintenance of ACRs, Seniority List etc., of officers of the level of Regional Director and above.
6.	DIVISIONAL HEAD: DEPUTY SECRETARY / DIRECTOR (E-IV/VIGILANCE /PARLIAMENT/PSU)
A.	E-IV SECTION
	<ul style="list-style-type: none"> 1. Deals with the matters in respect of: <ul style="list-style-type: none"> a) Narmada Control Authority (NCA); and b) Sardar Sarovar Construction Advisory Committee (SSCAC); 2. Establishment matters in respect of: <ul style="list-style-type: none"> a) National Water Development Agency (NWDA); b) Bansagar Control Board (BCB); c) Betwa River Board (BRB); d) Tungabhadra Board (TB); e) Krishna River Management Board (KRMB); f) Godavari River Management Board (GRMB); g) Polavaram Project Authority (PPA); and h) Cauvery Water Management Authority (CWMA). 3. Monitoring of Court Cases through LIMBS portal. <p>Note: <i>E.IV Division does not deal with the policy matters related to NWDA, BCB, BRB, TB, KRMB, GRMB, PPA and CWMA.</i></p>
B.	VIGILANCE SECTION:
	<ul style="list-style-type: none"> a. Application of CCS (Conduct) Rules, 1964/ CCS (CCA) Rules, 1965 in respect of cases attracting vigilance angle and their interpretation/ clarification. 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. 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. d. Processing of complaints and the references received through the Central

	<p>Vigilance Commission/CBI/PMO etc. regarding vigilance/ anti-corruption cases.</p> <p>e. Conducting preventive Vigilance Inspection of the organizations under the control of the Department.</p> <p>f. Granting sanction for prosecution in respect of officials/ services coming in the disciplinary jurisdiction of the Department.</p> <p>g. Consolidation of various periodical returns on vigilance/ prosecution matters.</p> <p>h. Circulation of all instructions concerning vigilance matters.</p> <p>i. According vigilance clearance to officials of the Department and organizations where the Department happens to be Disciplinary Authority.</p> <p>j. Implementation of Govt. policies/ directives on anti-corruption measures.</p> <p>k. Preparation of Agreed /ODI list.</p> <p>l. Appointment of CVO/VO in the organization / Department</p> <p>m. Records Management</p> <p>n. Sexual Harassment cases.</p> <p>o. Court Cases.</p> <p>p. Disposal of appeal and review cases.</p> <p>q. Referring cases to CVC / UPSC for advice / reconsideration of advice.</p> <p>r. Referring cases to CBI for investigation and processing the reports received from them.</p>
C.	<p>PARLIAMENT UNIT (PU):</p> <p>a. Coordination of replies to all Lok Sabha and Rajya Sabha Questions.</p> <p>b. Dealing with Matters raised in Lok Sabha under Rule 377; and by way of Special Mention in Rajya Sabha.</p> <p>c. Maintain and Monitor quarterly review the status of pending Assurances and convey the same to the concerned wings for their timely disposal.</p> <p>d. Coordination with other Ministries / Departments relating to Parliament Questions / Assurances for their timely disposal.</p> <p>e. Make Arrangements for holding Consultative Committee Meeting of DoWR 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.</p> <p>f. Coordination with Parliamentary Standing Committee of DoWR in the matters such as selection of subjects for their examination, Demands for Grants, Annual Report of DoWR and its attached / subordinate organization etc.</p> <p>g. Coordination on the laying of Annual Report / Audited Accounts / Review / Delay Statement of the organization under the control of DoWR by Standing Committee on Water Resources.</p> <p>h. Make arrangements for meeting of Committee on Subordinate Legislation in respect of recommendations / observations raised i.r.o. Subordinate Legislation.</p> <p>i. Make arrangements and provide material for meeting of the Parliamentary Forum on Water Conservation and Management.</p> <p>j. Furnishing Quarterly report / half yearly report relating to RTI and Hindi</p>

	<p>implementation pertaining to Parliament Section.</p> <p>k. Monitoring of Government Business during session period.</p> <p>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.</p> <p>m. Dealing with Calling Attention Motion and No day yet motion.</p> <p>n. Ensure timely submission of reply to Lok Sabha and Rajya Sabha.</p> <p>o. Uploading of Question and their replies on the website of Rajya Sabha; and e-mailing to PIB and Lok Sabha Secretariat.</p> <p>p. Compile / send monthly and quarterly report to M/o L & J and M/o PA in respect of cases in which rules/regulations under a statute have not been published within six months after the notifications of an Act.</p>
D.	<p>PSU SECTION</p> <p>PSU Section deals with all matter of Board level posts i.e. appointment, extension and creation etc. of 2 CPSEs namely:-</p> <p>a) Water and Power Consultancy Services (WAPCOS) Limited; and</p> <p>b) National Projects Construction Corporation (NPCC) Limited.</p> <p>(i) Confirmation / extension/ Non-extension/premature termination of tenures of functional Directors of CPSEs;</p> <p>(ii) Evaluation of MoU of the two CPSEs on the basis of actual achievements vis-à-vis MoU targets for submission of DPE;</p> <p>(iii) Signing of MoU between Department and the CPSEs;</p> <p>(iv) Laying of signed MoUs and Annual Reports of the two CPSEs on the table of both the Houses of Parliament;</p> <p>(v) All Parliament Questions, CIP references, RTI matters, grievances / complaints pertaining to the two CPSEs;</p> <p>(vi) Pay revision of Board level, below Board level executives and non-unionized workmen of the two CPSEs;</p> <p>(vii) Foreign visit of CMD of CPSEs;</p> <p>(viii) Replies to C&AG Audit Paras in respect of allocated work. Circulation and follow up of various guidelines issued by DPE / DoPT/PESB to both the PSUs;</p> <p>(ix) Preparation of para-wise comments / affidavit in respect of Court Cases in which this Department has been made one of the Respondents;</p> <p>(x) Half Yearly performance review of the two CPSEs taken by Secretary (WR, RD&GR); and</p> <p>(xi) Any other administrative / policy matters received from the two CPSEs from time to time.</p>

7.	DIVISIONAL HEAD: DEPUTY SECRETARY/ DIRECTOR (RESEARCH & DEVELOPMENT DIVISION):
	<p>A. 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> <p>a) Matter related to sponsoring of research schemes in various IITs, Universities, recognized R&D laboratories, Water Resources/ Irrigation departments of the Central and State Governments and NGOs;</p> <p>b) Matter related to dissemination of research findings and technology transfer.</p> <p style="padding-left: 40px;">(i) Publication of research reports etc.</p> <p style="padding-left: 40px;">(ii) Organizing and sponsoring seminars / workshops.</p> <p>c) 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.</p> <p>d) Matter relating to:-</p> <p style="padding-left: 40px;">(i) Indian National Committee on Surface Water</p> <p style="padding-left: 40px;">(ii) Indian Nation Committee on Ground Water</p> <p style="padding-left: 40px;">(iii) Indian National Committee on Climate</p> <p>e) Budget management for the above component of Central Sector Scheme.</p>

II. GROUND WATER AND EA&IC WING
WING HEAD: JOINT SECRETARY (GW Dev. and EA&IC)

1.	DIVISIONAL HEAD: DIRECTOR (GROUND WATER)
A.	GROUND WATER DESK
	<ul style="list-style-type: none"> a. Groundwater desk shall be the subject matter division (SMD) for all technical matters of CGWB & CGWA. All personnel/establishment & administrative matters shall be dealt by GWE division of the Ministry. b. Administrative Approval & Expenditure Sanction for procurement of equipments/machineries/goods/drilling works etc for CGWB (beyond the powers of Chairman). c. Budget (of Central Ground Water Board for schemes only). d. Bilateral projects to be taken up by the CGWB/CGWA. e. Formulation/Approval of new proposals for CGWB. f. Parliament Questions, Parliament Assurances, Parliamentary standing Committee, Cabinet Notes, Bills, Acts with respect to groundwater (excluding service/personnel/administrative matters). g. Procurement and condemnation of vehicles/Rigs, writing off of losses etc for CGWB falling under the jurisdiction of Ministry. h. International/National Conferences/ Symposiums, etc. for CGWB. i. Monitoring the implementation of the various works being undertaken by the CGWB and Reports received from the Board on drilling/survey activities. j. Monitoring of tour/inspection notes of senior officers of the Board. k. Meeting of the Central Ground Water Board and its allied Sub-groups. l. PMO References/VIP References, President Secretariat's References etc related to Ground Water matters. m. Model Bill for Regulation of Ground Water. n. RTI Applications/Appeals related to Ground water. o. EFC matters concerning 'Ground Water Management & Regulation'(GWMR), PMKSY-GW schemes & 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. p. Budget related matter of CGWB, Monitoring of expenditure progress reports of CGWB. q. Court cases (NGT, High Court & Supreme Court) with respect to technical and related matters of CGWB & CGWA where DoWR, RD & GR is one of the party. All court cases related to Administrative matters like personnel matters, vehicle accidents etc shall be dealt by GWE. r. All technical/regulatory matters of CGWA including finalization/updation of Groundwater regulation in the country. s. Audit related matters of CGWB. t. Any other matter as directed by competent authority.

2.	DIVISIONAL HEAD: DEPUTY SECRETARY/ DIRECTOR (EXTERNAL ASSISTANCE & INTERNATIONAL COOPERATION)
	<p>A. EXTERNALLY AIDED PROJECTS (Funded by World Bank, JICA, Germany, ADB and other Multilateral Banks)</p> <p>a) Obtaining in-principal approval of the Department of Water Resources, RD & 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.</p> <p>b) Liasoning with State Government and Department of Economic Affairs in this matter.</p> <p>c) Proposals for studies/ technical assistance from the States for taking up the proposals with the external Funding agencies.</p>
	<p>B. INTERNATIONAL COOPERATION</p> <p>a) Collaboration / Bilateral agreements / Cooperation in the field of Water Resources with Foreign countries including signing of memoranda of understanding</p> <p>b) 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;</p> <p>c) Matters relating to water issues in various UN organizations such as UNESCO, UN Environment, FAO, etc.</p> <p>d) Important water issues for discussions in various global forums such as World Water Forum etc.</p> <p>e) Coordination with Department of Economic Affairs, Ministry of External Affairs, Ministry of Commerce and other Ministries on the issues relating to Water Resources.</p>
	<p>C. FOREIGN TRAININGS AND DEPUTATION</p> <p>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).</p> <p>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&GR.</p> <p>c) Processing matters relating to foreign visits of officers for Joint Working Group Meetings under the implementation of MoUs signed with foreign countries.</p> <p>d) Processing the official visits of officers from the Department of Water Resources, RD&GR sponsored either by Govt. of India or by foreign agencies such as ADB / JICA/ World Bank/ UN etc.</p> <p>e) In principle approval for foreign visit proposals received from organizations under the Department of Water Resources, RD&GR. (The rest of the approvals are sought by respective Organizations).</p> <p>f) Proposals short term and long term training under DFFT scheme of DoP&T.</p>
3.	A. DIVISIONAL HEAD Sr. Joint Commissioner (NHP-I)

		<p>a) All matters including AWP, PIP, PP, procurement, studies hydro-met network, physical & financial progress, examination & finalization of bids etc. complete pertaining to the Karnataka, Maharashtra (SW), Maharashtra (GW), Himachal Pradesh, Nagaland, Meghalaya, NIH, West Bengal (SW), West Bengal (GW), Telangana (SW), Telangana (GW), Bihar (SW), Bihar (GW), CWPRS, Tripura, Madhya Pradesh;</p> <p>b) Release of funds to concerned IAs with the approval of competent authority;</p> <p>c) Matters related to NISMG on rotation basis;</p> <p>d) All communication matter related to newsletter, quarterly magazine, social media etc.; and</p> <p>e) Organizing Conference, Workshop, Seminars and Training in the respective IAs.</p>
4.	B.	DIVISIONAL HEAD SR. JOINT COMMISSIONER (NHP-II)
		<p>a) All matters including AWP, PIP, PP, procurement, studies, hydro-met network physical & financial progress, examination & finalization of bids etc. complete pertaining to DoWR, RD&GR (NHP), Andhra Pradesh (GW), Andhra Pradesh (SW), Gujarat, CWC, Rajasthan, Uttar Pradesh (SW), Uttar Pradesh (GW), Uttarakhand, NRSC, Manipur, NWIC, CGWB, NCA, Odisha and CPCB;</p> <p>b) All matters of development of eSWIS/WIMS and India WRIS;</p> <p>c) Release of funds to concerned IAS with the approval of competent authority;</p> <p>d) Matter related to HISMG on rotation basis;</p> <p>e) Organizing conferences, Workshop, Seminars and Training in the respective IAs;</p> <p>f) Consultancy Monitoring Committee (CMC) of TAMC, its progress Monitoring & Target achievement; and</p> <p>g) Other Miscellaneous matter not mentioned elsewhere.</p>
5.	C.	DIVISIONAL HEAD SR. JOINT COMMISSIONER (NHP III)
		<p>a) All matters including AWP, PIP, PP, Procurement, studies, hydro-met network, physical & financial progress, examination & finalization of bids etc. complete pertaining to Kerala (SW), Kerala (GW), BBMB, SOI, Chhattisgarh, Delhi, Mizoram, Sikkim, Punjab, Jharkhand, Goa, Puducherry, Haryana (SW), Haryana (GW), Tamil Nadu, Assam and DVC;</p> <p>b) Development, updation and maintenance of MIS;</p> <p>c) Proposal for release of funds to concerned IAs with the approval of competent authority;</p> <p>d) All matters related to HISMG on rotation basis;</p> <p>e) Organizing conference, workshops, seminars and training in the respective IAs; and</p> <p>f) Matters related to National Level Steering Committee (NLSC).</p>
6.	D.	DIVISIONAL HEAD: DIRECTOR (NHP)
		<p>a) All administrative, financial matters of TAMC and NPMU including audit coordination as well as World Bank;</p> <p>b) Administrative approval of Training related matters of NHP, Conference, Workshops, Seminars etc.;</p> <p>c) Establishment matters of NWIC;</p>

		d) All matters pertaining to Budget for NHP including that for NPMU; and e) Parliamentary matters, VIP/PMO Reference, RTI, Grievances in respect of NHP.
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III. FINANCE WING
[WING HEAD: JOINT SECRETARY & FINANCIAL ADVISER]

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

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

IV. RIVER DEVELOPMENT AND PUBLIC POLICY WING
[WING HEAD: JOINT SECRETARY (PP)/ADDITIONAL SECRETARY(WR, RD&GR)]

1.	DIVISIONAL HEAD: SR. JOINT COMMISSIONER (PP)
A.	<ul style="list-style-type: none"> a) Policy matters related to water resources development and management. Matters related to revision of National Water Policy, Hydro-Meteorological Data Dissemination Policy and Sediment Management Policy. b) General issues related to water availability, efficiency of water use, application of techniques and technologies for efficient water management. c) Coordination of the Meetings of National Water Resources Council, National Water Board, Conference of Irrigation/ Water Resources Ministers. d) Coordination with various Ministries in respect of general issues related to water resources. e) Monitoring and other matter related to Development of Water Resource Information System (DWRIS). f) Matter related to Hydro Electric Projects (HEPs) of Uttarakhand and Bhagirathi Sensitive Zone
2.	DIVISIONAL HEAD: SR. JOINT COMMISSIONER (BM)
	BASIN MANAGEMENT (BM) DIVISION:
	<ul style="list-style-type: none"> a) Administration and amendment of Inter State River Water Dispute (ISRWD) Act, 1956. b) Administration and amendment of River Boards Act, 1956 and matters relating to River Basin Management Bill. c) Dam Safety Bill- 2020 (Legislative matters only) d) 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. <ul style="list-style-type: none"> (i) Ravi-Beas Water Tribunal (RBWT) (ii) Mahanadi Water Dispute Tribunal (iii) Krishna Water Dispute Tribunal (KWDT) (iv) Vansdhara water Dispute Tribunal (VWDT) (v) Mahadeyi Water Dispute Tribunal (MWDT) e) Work related to formation of Ganga Management Board (GMB). f) Coordination of River Basin Management (RBM) Scheme g) (vii) Coordination of Works related to Inter Linking of Rivers (ILR)
	PENINSULAR RIVER WING
3.	DIVISIONAL HEAD: SR. JOINT COMMISSIONER (Pen River-I)
	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.
4.	DIVISIONAL HEAD: SR. JOINT COMMISSIONER (Pen River-II) Inter-States issues/disputes on use, distribution and control of water related to rivers Subarnarekha, Brahmani-Baitarani, Mahanadi, Pennar and rivers of A&N Islands & Pudducherry; East flowing rivers between Mahanadi & Pennar and between Pennar and Kanyakumari; rivers of Kutch & Saurashtra including Luni; rivers of Islands of Dadra & Nagar Haveli and Daman & Diu; rivers draining desert in Rajasthan. Works related to drought such as nominations from the Department for IMCT and the Dam Rehabilitation and Improvement Project (DRIP).
5.	UNDER SECRETARY (Pen. Riv): a) Administrative matters of Pen. Riv Wing. b) General financial matters on DRIP. 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. d) Constitution of Committee on inter-state issues related to rivers allocated to the Divisional Head of this Division. e) Matter related to review level meetings taken by Secretary (WR, RD & GR) on the work allocated to Divisional Heads of Peninsular Rivers Division. f) Matters relating to Internal Work Study. g) RTI Matters on the subject entrusted to the Divisional Heads of this Division. h) Matter relating to Internal/External Audit and C&AG Compliance related to DRIP matter. i) Outcome Budget on DRIP. j) Periodic Returns regarding achievements of the Government on the subject allocated to Divisional Heads of this Division. k) Arrangements for seminars, conferences, Minister or Secretary level meetings on the subject allocated to Divisional Heads of this Division. l) Any other matter allotted by the Wing Head.
RIVER DEVELOPMENT DIVISION	
6.	DIVISIONAL HEAD: DIRECTOR (RIVER DEVELOPMENT) a) Studies and schemes related to rivers / spring rejuvenation b) River Water Quality Management, pollution abatement in rivers c) Studies related to impact of climate change, glacier melt, etc., on rivers d) Environmental flow / longitudinal connectivity in rivers, to ascertain effect of e-flow on Ecosystems, habitats and biological organisms e) Environmental related issues f) Sediment Management g) Flood Plain Management, River Training (structural and non-structural measures in rivers), Demarcation of flood Plains, Flood Plain Zoning, etc. h) Promotion of recycling and reuse of water

		i) Coordination with MoEF (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 & GR, M/o Jal Shakti in respect of the above activities.
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**V. ECONOMIC ADVISER
WING HEAD (ECONOMIC ADVISER)**

1.	DIVISIONAL HEAD: JOINT DIRECTOR (PLU)
A.	PLANNING UNIT
	<ul style="list-style-type: none"> a) Preparation of Annual Report of the Department. b) Work related to 15th Finance Commission c) 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. d) 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. e) Communication with other Ministries/ Departments related to Gender Budgeting, SC/ST welfare schemes, North Eastern Region expenditure, updation of India Code Portal, Economic Survey, Agriculture Census, input for Budget Speech etc. f) Holding of monthly Standing Audit Committee meeting for speedy disposal of C&AG audit para's. g) Handling of Parliamentary Questions, VIP references pertaining to Planning Unit. h) Any other work assigned by Eco. Advisor.
2.	DIVISIONAL HEAD: DIRECTOR (OFFICIAL LANGUAGE)
	HINDI SECTION:
	<ul style="list-style-type: none"> 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. 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. c) Translation of Parliament Questions' answers, Cabinet notes, Standing Committee materials, Annual Report, Statutory reports, Orders, Letters etc. into Hindi. d) To ensure constitution of Hindi Salahkar Samiti in the Department and holding of its meetings. 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. f) To organize Hindi workshops. g) To administer incentive schemes to encourage work in Hindi. 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. i) To collect information regarding implementation of Official Language Policy from various Sections of the Department and subordinate organizations through

		<p>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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**VI. STATE PROJECTS WING
WING HEAD - COMMISSIONER (SPR)**

1.	<p>DIVISIONAL HEAD: SR. JOINT COMMISSIONER (SPR-I)</p> <p>a) Release of Central Assistance under PMKSY-AIBP for the States of Andhra Pradesh, Assam, Bihar, Jharkhand, Karnataka, Kerala, Manipur, Odisha, Tamilnadu & Telangana;</p> <p>b) Works relating to Polavaram Irrigation Project (declared as National Project as per AP Reorganization Act, 2014);</p> <p>c) Parliament Questions / VIP References/ PMO references pertaining to the work allocated to SPR-I division and related Parliamentary matters;</p> <p>d) Works related to evaluation, Audit, Court Cases etc. of above mentioned PMKSY-AIBP and National Project when taken up; &</p> <p>e) RTI Matters related to works of SPR-I division.</p>
2.	<p>DIVISIONAL HEAD: SR. JOINT COMMISSIONER (SPR-II)</p> <p>a) Works relating to Accelerated Irrigation Benefit Programme (AIBP) for Major and Medium Irrigation/Multipurpose projects under Pradhan Mantri Krishi Sinchayi Yojana (PMKSY).</p> <p>b) Release of Central Assistance under PMKSY-AIBP for the States of Chhattisgarh, Goa, Gujarat, Himachal Pradesh, Haryana, Madhya Pradesh, Maharashtra, Punjab, Rajasthan, Uttar Pradesh, Uttarakhand and the Union Territories of Jammu & Kashmir and Ladakh.</p> <p>c) Works relating to 8 Major / Medium Irrigation Projects and 83 Surface Minor Irrigation projects included under Special Package for Maharashtra.</p> <p>d) Works related to Shahpur Kandi Project and Relining of Rajasthan Feeder and Sirhind Feeder project.</p> <p>e) Matters related to National Projects (other than Interlinking of Rivers(ILR) projects declared as National Projects)</p> <p>f) Works related to Investment Clearance of major & medium irrigation, flood control and multipurpose projects</p> <p>g) Parliament Questions / VIP References pertaining to the work allocated to SPR-II division and related Parliamentary matters.</p> <p>h) Works related to release of funds by NABARD (Central Assistance and State Share)</p> <p>i) Release of State Share for projects under PMKSY-AIBP.</p> <p>j) Works related to Mission Director, PMKSY</p> <p>k) Related works for EFC Memo / CCEA regarding approvals.</p> <p>l) Works related to evaluation of PMKSY-AIBP and National Projects when taken up.</p> <p>m) Works related to Audit of PMKSY-AIBP and National Projects</p>

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

VII. CADWM WING
WING HEAD: COMMISSIONER (CADWM)

1.	CADWM WING
	<p>a) Release of central assistance to States and Union Territories for implementation of CAD Programme under Five Year Plans and Annual Plans.</p> <p>b) Monitoring and review of CAD Projects and evaluative studies. Examination of water management/CAD aspects major and medium irrigation projects received from CWC.</p> <p>c) Examination of projects for inclusion in the CAD programme. Liaison with Planning Commission, Ministry of Agriculture, ICAR, etc.</p> <p>d) Coordination on on-farm water management projects proposed by ICAR and Department of Water Resources.</p> <p>e) Farmers Exchange Programme in States and Action Research Programme.</p> <p>f) Regional meeting of CAD Secretaries.</p> <p>g) Examination and monitoring of CAD component of foreign-aided projects. Also preparation and scrutiny of projects on-</p> <ul style="list-style-type: none"> • Water logging/soil salinity under Food & Agriculture programmes. • Water management programmes under the Indo-Syrian cooperation programme. <p>h) Organizing Training at national level on CAD activities.</p> <p>i) Coordination Committee of Department of Water Resources, RD & GR, India Meteorological Department and Ministry of Agriculture.</p> <p>j) Coordination in agricultural matters including water rates for crops.</p> <p>k) Matters related to International Irrigation Management Institute.</p> <p>l) Food and Agriculture Organization (FAO).</p> <p>m) Nodal Wing for Promotion, facilitation, guidance and coordination of Participatory Irrigation Management (PIM) in the country.</p> <p>n) Assistance to State Governments in the preparation of model / sample reports and scrutiny thereof, and liaison coordination in formulation of pipeline projects.</p> <p>o) Scrutiny and monitoring of evaluation reports prepared by various missions deputed by donor agencies.</p> <p>p) Scrutiny of draft agreements and other documents leading to signing of main agreements and other agreements involving technical assistance.</p>
	CADWM DIVISION - I
	<p>a) CADWM Work of : Arunachal Pradesh, Assam, Manipur, Meghalaya, Tripura, Sikkim, Mizoram, Nagaland, Rajasthan, Gujarat, Punjab, Haryana, Jammu & Kashmir, Himachal Pradesh, Maharashtra & Goa.</p> <p>b) Related Parliament Questions, VIP references, Grievances.</p> <p>c) Data Cell.</p> <p>d) Preparation of Cabinet Note Guidelines of CADWM Programme.</p>

	<ul style="list-style-type: none"> e) Formulation and approval of “Incentivization Scheme for Bridging Irrigation Gap” (ISBIG) f) Prepare comments on technical papers, Cabinet Note of other Ministries. g) Compilation of physical and financial progress, Quarterly Progress Reports.
	CADWM DIVISION - II
	<ul style="list-style-type: none"> a) CADWM works of: Andhra Pradesh, Bihar, Chhattisgarh, Jharkhand, Karnataka, Kerala, Madhya Pradesh, Odisha, Tamil Nadu, Uttar Pradesh, Uttrakhand & West Bengal b) Related Parliament Questions, VIP references, TRI matters and other related matters. c) Coordinate with NWM & NWDA on matters related to Water Use Efficiency. d) Preparation of Cabinet Note Guidelines of CADWM Programme.
	CADWM DIVISION - III
	<p>Works related to:</p> <ul style="list-style-type: none"> a) WALMIs, Soft Component reimbursement of expenditure on training. b) CPIO for RTI matters, Related Parliament Questions and administrative matters of CADWM Wing. c) E-Samiksha Matters, etc. Monthly progress reports. d) Coordination with NWDA for release of CA in respect of CAD schemes of PMKSY Projects.

VIII. BRAHMAPUTRA AND BARAK WING
[WING HEAD: COMMISSIONER (BRAHMAPUTRA & BARAK)]

<p>Brahmaputra and Barak (B&B) Wing deals the subject matters of Brahmaputra and Barak Basin. The B&B Wing has two units, viz.:</p> <ol style="list-style-type: none"> 1. Brahmaputra Board Unit. 2. Unit dealing with the bilateral relations with Bhutan & China, and development of Hydropower in North Eastern States 	
1.	<p>DIVISIONAL HEAD: SR. JOINT COMMISSIONER (BB & BARAK)</p> <p>Brahmaputra Board Unit:</p> <ol style="list-style-type: none"> a) Technical and financial matters related to the Brahmaputra Board except flood management programme of the Department. b) Coordination with Ministry of DONER. c) Release of funds to Brahmaputra Board. d) Matters related to approval of Master Plan prepared by Brahmaputra Board. e) Parliament matters, VIP References related to Brahmaputra Board. f) Matters related to Parliament standing Committee on working of Brahmaputra Board.
2.	<p>DIVISIONAL HEAD: SR. JOINT COMMISSIONER (NE)</p> <p>North-East Unit:</p> <ol style="list-style-type: none"> a) International matters in the field of water resources sector with China and Bhutan including strategic economic dialog (SED) meetings with China. b) Matters related to Hydro-Power Development in North Eastern Region, Clearance of Detailed Project Reports. c) Parliament matters related with above works.

IX. MINOR IRRIGATION STATISTICS WING
[WING HEAD: ADDITIONAL DIRECTOR GENERAL (STAT.)]

1.	<p>DIVISIONAL HEAD: DEPUTY DIRECTOR GENERAL (STAT.)</p> <ul style="list-style-type: none">a) Implementation of Centrally Sponsored scheme 'Irrigation Census'.b) Conduct of Census of Minor Irrigation Schemes as well as Census of Water Bodies on quinquennial basis, ad-hoc methodological studies and Sample Survey on Status of Minor Irrigation Schemes.c) Release/ revalidation of grants in aid to States and UTs for conduct of Census and Sample Survey of MI Scheme.d) To review the performance of Statistical Cell created in different States/ UTs under Irrigation Census scheme.e) Release of fund for Statistical Cell in States and UTs under Irrigation Census scheme.f) Supply of information pertaining to Minor Irrigation to various Divisions of the Department, NITI Aayog, Central Water Commission, Central Ground Water Board, etc.g) Collection of Quarterly Progress Report on development of Minor Irrigation from different States/ UTs. Scrutiny of data and finalisation of All India/ State wise figure relating to potential created/ utilized in respect of Minor Irrigation Schemes.h) 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.i) Sample check of data collected in the Census/ Sample Survey of Minor Irrigation Schemes by States/ UTs.j) Analytical studies on Minor Irrigation.k) In addition, rendering technical advice to different divisions/ organizations on statistical issues including compilation & analysis of data and Publication.
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X. FLOOD MANAGEMENT WING
[WING HEAD: COMMISSIONER (Flood Management)]

1.	<p>DIVISIONAL HEAD: SR. JOINT COMMISSIONER-I</p> <p>a) India-Bangladesh matters</p> <p>(i) Implementation of Ganges Treaty (1996) with Bangladesh on the sharing of Ganga/Ganges waters at Farakka during the lean season. All matters relating to the Joint Committee headed by Commissioner (FM) to oversee the implementation of the Treaty and arrangements for Joint observations at Farakka (India) and Hardinge Bridge (Bangladesh) on river Ganga as per provisions of the Treaty.</p> <p>(ii) Matters relating to India-Bangladesh Joint Rivers Commission (JRC) headed by Union Minister of Water Resources, RD & GR and other Joint Committees/ Standing Committees between the two countries.</p> <p>(iii) All matters relating to India-Bangladesh water resources development/projects on common / border rivers.</p> <p>b) Examination of multipurpose, major/ medium irrigation and power projects in Ganga basin from international angle in light of Ganges Treaty 1996.</p> <p>c) Technical matters relating to Farakka Barrage Project.</p> <p>d) RTI matters pertaining to Flood Management Wing.</p>
2.	<p>DIVISIONAL HEAD: SR. JOINT COMMISSIONER-II</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>
3.	<p>DIVISIONAL HEAD: SR. JOINT COMMISSIONER-III</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 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>

4.	DIVISIONAL HEAD: SR. JOINT COMMISSIONER-IV <ul style="list-style-type: none">a) Technical Matters pertaining to Upper Yamuna River Board, Upper Yamuna Review Committee and Yamuna Standing Committee.b) Steering the implementation of balance works of North Koel Reservoir Project.c) Implementation of MoU on sharing of Yamuna waters, Renuka, Kishau and Lakhwar-Vyasi dams in Yamuna basin.d) Matters related to raw water supply to Delhi.General matters of Ganga Basin.e) Nodal for e-Governance, e-office, Court cases, CPGRAMS matters of Flood Management Wingf) RTI matters pertaining to Flood Management Wing.
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XI. INDUS WING
[WING HEAD: COMMISSIONER (INDUS)]

1.	<p>DIVISIONAL HEAD: SR. JOINT COMMISSIONER-I</p> <p>Matters related to Eastern Rivers of Indus System and BBMB</p> <p>a) Sutlej-Yamuna Link (SYL) Canal – Works related to its implementation, court cases, meetings, funding and release of grants-in-aid.</p> <p>b) 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, Ferozepur and Harike, BML-Hansi Branch-Butana Branch Multipurpose Link channel, court cases thereof etc.</p> <p>c) Central Assistance for emergent counter protective works of rivers Ravi and Sutlej, works related to the Monitoring Committee thereof.</p> <p>d) Matters relating to the progress of Indira Gandhi Nahar Project, Indira Gandhi Nahar Board.</p> <p>e) Matters relating to Bhakra Beas Management Board</p> <p>f) Northern Zonal Council meetings relating to Indus Basin matters.</p> <p>g) 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.</p> <p>h) Matters of Thein (Ranjit Sagar) & Shahpurkandi Dams, relating to sharing of Ravi Beas waters.</p> <p>i) Matters related to implementation of RTI Act, 2005 on all the above.</p>
2.	<p>DIVISIONAL HEAD: SR. JOINT COMMISSIONER-II</p> <p>Matters related to Indus Waters Treaty 1960:</p> <p>a) Tours of inspection and meetings of Permanent Indus Commission.</p> <p>b) Work in connection with Secretary Level meeting with Pakistan for talks at Govt. level.</p> <p>c) Collection and Supply of daily Gauge & Discharge data of rivers to Pakistan.</p> <p>d) 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.</p> <p>e) 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.</p> <p>f) Supply of Information of Hydro Electric (H.E.) & Storage Projects on Western Rivers as per Treaty, data collection from project authorities, analysis of consistency, review & supply.</p> <p>g) Dealing with issues raised on projects from Treaty angle from time to time -</p> <p style="padding-left: 40px;">i) Tulbal Navigation Project.</p> <p style="padding-left: 40px;">ii) Kishenganga H.E. Project.</p> <p style="padding-left: 40px;">iii) Other Hydro-electric Projects for which information is supplied to Pakistan.</p> <p style="padding-left: 40px;">iv) River training works on river Ravi</p>

	<p>h) Interaction with Pakistan Commissioner on matters related to implementation of Treaty; also with L&T, PAI Divisions of Ministry of External Affairs on these matters and policy issues.</p> <p>i) Clearance of projects of Indus Basin from Treaty angle.</p>
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XII. NATIONAL WATER MISSION

[WING HEAD: MISSION DIRECTOR]

1.	ADVISER (TECHNICAL) AND ADVISER (COORDINATION & MONITORING)] <ul style="list-style-type: none">a) Setting up of National Bureau of Water Use Efficiency (NBWUE);b) Preparation of State Specific Action Plans and Implementation thereof;c) Incentivization of sectors like industries, farmers, local bodies, water users' associations etc. for water conservation;d) Coordinating for taking up Baseline Study, Benchmarking and Demonstration Projects for Water Use Efficiency;e) Matters related to National Action Plan on Climate Change and National Water Mission;f) Inter Ministerial committee on Water Conservation; andg) Inter Ministerial Group on arsenic mitigation in ground water.
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XIII. NATIONAL RIVER CONSERVATION DIRECTORATE (NRCD)

1.	NRCD
	<p>NRCD runs a plan called National River Conservation Plan (NRCP) involving conservation of river mainly through keeping its water clean. This includes:</p> <ul style="list-style-type: none">a) Setting up of Sewage Treatment Plants (STPs) along heavily polluted stretches of rivers in India, excluding River Ganga and its tributaries such as Yamuna, Saryu, Hoogly etc.,b) Setting up improved Crematoria or improving the existing ones;c) Plantation of trees in the said areas; andd) Taking a holistic approach in this direction and making efforts to achieve the desired target.

XIV. GANGA REJUVENATION WING

[WING HEAD: DIRECTOR GENERAL (NMCG)]

1.	[All cases of the Wing will be routed through Secretary (WR, RD & GR)]
	All the works; 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.
