Powers and duties of officers and employees

The same is available in Annexure 1(a),(b),(c),(d),(e) & (f)

Annexure 1 (a)

Wing-wise allocation of work of the officers in the main Secretariat of the Ministry of Water Resources

The same is already available on the website under the head About the Ministry.
OFFICE ORDER NO.1197/2002

Subject:- Re-delegation of Powers of Head of Department.

Joint Secretary (Administration) in the Main Secretariat of the Ministry of Water Resources was declared as Head of Department under the Delegation of Financial Powers Rules, 1958, as amended from time to time, Supplementary Rules 2(10) and Government of India Orders thereunder, Compilation of Fundamental and Supplementary Rules and General Financial Rules 1963, as amended from time to time, vide the then Department of Irrigation’s Order No.34/1/78-Cood., dated 17.4.1978. According to Rule 13(3) of the Delegation of Financial Powers Rules, 1978, Head of Department may, by an order, in writing, authorise a Gazetted officer serving under him to exercise, to such extent, as may be specified in that order, all or any of the powers conferred on him, as Head of Department. In pursuance of this Rules, and in continuance of this Ministry’s Office Order No.1016/98, dated 6.11.1998 the Joint Secretary (Administration) is pleased to confer all the powers conferred on him, except those highlighted in Ministry’s Office Order No.461/2000, dated 9.5.2000, as the Head of Department on Deputy Secretary (General). He will, however, continue to be responsible for the correctness, regularity and propriety of the decisions taken by the Deputy Secretary (G) so authorised. The powers of the Head of Department in respect of matters mentioned in Office Order No.461/2000, dated 9.5.2000 will continue to be exercised of by the Deputy Secretary (Administration), Ministry of Water Resources.


3. These orders will take effect from the date of issue.

Sd/-
(N.K. GUPTA)
UNDER SECRETARY TO THE GOVT. OF INDIA
TEL. NO. 23710333
E-Mail: usadmn@mowr.nic.in

To,

1. All officers/Sections/Units of the Ministry of Water Resources.
2. Deputy Secretary (General), Ministry of Water Resources.
OFFICE ORDER NO.954/2003

It has been decided that in the Ministry (Proper), henceforth General Administration Section will submit their files/cases to Director (C & GA) through Under Secretary (Coord), who in addition to his own duties, will look after the work of the General Administration Section.

2. While Under Secretary (Admn.) will remain the Head of Office in terms of this Ministry’s Office Order No.769/99 dated 26.08.1999; Under Secretary (Coord) will exercise the powers of the Head of Office in respect of such matters like Purchase, Medical reimbursement, Over Time Allowance, Imprest, Telephone Bills, etc. pertaining to the General Administration Section.

sd/-

(I. L. BHATIA)
DIRECTOR (ADMN.)
TEL. NO. 23711988

To,

1. Director (C & GA), Ministry of Water Resources.
2. Under Secretary (C), Ministry of Water Resources.
3. Section Officer (General Administration), Ministry of Water Resources.
5. Cash/Vigilance Section, Ministry of Water Resources.

Copy to:

1. PS to Minister (WR)/PS to Minister of State (WR)/Executive Assistant to Chairman, Task Force on Interlinking of Rivers.
2. Sr. PPS to Secretary (WR)/PS to Additional Secretary (WR)/PS to Joint Secretary (Admn.), Ministry of Water Resources.
3. All Officers/Sections/Units of the Ministry of Water Resources.

sd/-

(N. K. GUPTA)
UNDER SECRETARY TO THE GOVT. OF INDIA
TEL. NO. 23710333
E-Mail: usadmn@mowr.nic.in
OFFICE ORDER NO.461/2000

In partial modification of this Ministry’s Office Order No.1016/98, dated 6.11.1998, the following cases shall be disposed off by Deputy Secretary (Admn.), Ministry of Water Resources:

1. Sanction of GPF withdrawal/advances.
2. Sanction of the advances such as Scooter/Motor Car/Computers.
3. Extension of the time limit for making return journeys while on LTC.

Sd/-
(N.K. GUPTA)
UNDER SECRETARY TO THE GOVT. OF INDIA
TEL. NO. 371-0333

To,

1. Pay & Accounts Officer, Ministry of Water Resources.
2. Deputy Secretary (Co-ordination), Ministry of Water Resources.
3. Cash Section, Ministry of Water Resources.
New Delhi, the 11th October 2006


In supersession of this Ministry's Office Order No.986/2006, dated 11.10.2006, all Wings will route files through Additional Secretary to Secretary (WR) subject to the following replies being submitted by the Commissioners directly to Minister (WR):-

(i) VIP References
(ii) Unstarred Questions
(iii) Special Mentions or Matters raised under Rule 377
(iv) Parliament Assurances
(v) Seeking extensions to fulfill the pending Parliament Assurances

2. However, in respect of Unstarred Questions, if the concerned Commissioner is of the view that the matter is of sensitive nature, the same may be routed through Additional Secretary (WR).

3. Similarly, while submitting replies to the VIP references, in cases where the reference involves sensitive policy and other issues, the same may also be routed through Additional Secretary (WR).

4. FA (WR) will submit cases directly to Secretary (WR) as per extant instructions.

5. Files relating to SSCAC and NCA will be submitted to Secretary (WR) through Additional Secretary (WR) by Commissioner (PR).

Sd/-
(N.K. GUPTA)
UNDER SECRETARY TO THE GOVT. OF INDIA
TEL. NO. 23710333
Email: usadmn-mowr@nic.in

To

1. All Commissioners
2. All Officers / Sections / Units in the Ministry of Water Resources.

Copy to:--

1. PS to Minister (WR).
2. Sr.PPS to Secretary (WR) / PS to AS (WR) / PPS to JS (A) / PS to JS & FA.