

**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 Adhinyam (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) Application of CCS (Conduct) Rules/ CCS(CCA) Rules and their amendment/interpretation.

- (ii) Disciplinary cases of all employees of the Ministry (proper), as well as of CSS/CSCS/CSSS cadres and Group 'A' officers of attached and subordinate offices and related action thereon.
- (iii) Property returns under the Civil Conduct Rules in respect of officers and staff of the Ministry proper, and also officials of the rank of Director and above in attached/ subordinate and other offices of the Ministry.
- (iv) Processing of Complaints/grievances and the references received through the Central Vigilance Commission/CBI/PMO etc.
- (v) Follow-up action on the instructions received from the Ministry of Home Affairs regarding bandh/ strike.
- (vi) Preventive Vigilance Inspection.
- (vii) Consolidation of various vigilance returns.
- (viii) Circulation of all instructions concerning vigilance matters.

**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.
- (xv) 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.
- iii) 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