

No. A.36011/1/2019-Admn  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, River Development &  
Ganga Rejuvenation

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Shram Shakti Bhawan, Rafi marg  
New Delhi, dated 22 January, 2020

**OFFICE MEMORANDUM**

Subject: **Revision of Channel of submission of cases – matter regarding**

In supersession of all previous orders issued on the subject cited above, approval of the Hon'ble Minister (Jal Shakti) is conveyed for the revised channel of submission of cases in the Department (Sectt) annexed herewith, with immediate effect, till further orders, for reference and strict compliance.

Encl: As above



(A.K. Kaushik)

Under Secretary to the Govt. of India

Tel. No. 23738126

Copy to :-

1. All Wing in-charge/ Division Heads/ Branch Officers/ Section Officers of the Department of Water Resources, RD & GR
2. PS to Hon'ble Minister (Jal Shakti)/ PS to Hon'ble MoS (Jal Shakti)
3. PPS to Secretary/ PPS to DG (NMCG)/ PPS to Additional Secretary/ PPS to MD (NWM)/ PPS to ADG (MI Stat), D/o Water Resources, RD & GR
4. PPS to JS (Admn)/ PPS to JS&FA, D/o Water Resources, RD & GR
5. NIC Cell – for uploading on the Department's intranet

## A. SUBJECTS COMMON TO ALL THE WINGS

Sl. No	Subject	Channel of Submission of Files in the D/o WR, RD & GR
1.	All policies, technical and legislative matters of the Ministry and its Organisations	DS/Dir→JS→Secy→MoS→Minister
2.	All Proposal related with Projects	DS/Dir.→JS→Secy→Minister
3.	All Inter-State and International/ Foreign Policy issues including related with projects, training, tribunals, disputes, treaties, etc	Dir→JS→AS→Secy.→MoS→Minister
4.	Formation of any Inter-Ministerial Committee/Working Groups under Centrally Sponsored Schemes and for any other purpose	DS/ Dir→JS/AS→Secy. →MoS→Minister
5.	Agenda & Minutes approval of any Inter-Ministerial Committee/Working Groups under Centrally Sponsored Schemes and for any other purpose.	DS/Dir→JS/AS→Secy
6.	Transfer /posting of officers in MoWR, RD & GR of the rank of JS and above	DS/Dir.→JS→Secy→MoS→Minister
7.	Transfer/posting of officers in the Ministry below the rank of JS	DS/Dir.→JS→Secy
8.	Transfer/posting of officers of Organizations (CWC/CGWB etc)	As per Transfer Policy
9.	Establishment matters of Organisations involving relaxation	DS/Dir. →JS
10.	Establishment matters of the Organisations as per normal rules	US→DS/Dir
11.	Domestic training programmes of officers of Ministry  Mandatory Training Programme nominated by DoPT/Cadre Authorities	US→DS/Dir.→JS  US→DS/Dir.
12.	Proposals being referred to ACC (Group 'A' and above)	DS/Dir. →JS→Secy→MoS→Minister
13.	Matters relating to disciplinary cases in respect of Group 'A' posts  Matters relating to disciplinary cases in respect of Group 'B' posts Matters relating to disciplinary cases in respect of Group 'C' posts	US→DS/Dir.→JS→Secy→MoS→Minister  US→DS/Dir.→JS→Secy  US→DS/Dir
14.	Matters relating to RRs of Group A posts	US→DS/Dir→JS→Secy→Minister

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	Matters relating to RRs of Group B and C posts (As per CCA Rules)	US→DS/Dir→JS
15.	Board level appointments in PSUs	DS/Dir.→JS→Secy→MoS→Minister
16.	Issues of PSUs other than those mentioned at item No. 10 above	DS/Dir. →JS
17.	Appointment /VRS of officers holding Group 'A' posts carrying grade pay of Rs. 5400/- (PB-3) and above	DS/Dir. →JS→Secy→MoS→Minister
18.	Appointment /VRS of officers holding posts carrying grade pay of Rs. 4200/- to Rs. 5400/- (PB-2)  Appointment/VRS of employees holding Group 'C' posts carrying grade pay from Rs. 2800/- and below in PB-1	DS/Dir. →JS→Secy.  US→DS/Dir.
19.	(i) Fulfillment of Parliament Assurances arising out of –  (a) Starred Questions  (b) Un-starred Questions  (i) For securing extension of time for PAs arising out of SQs  (ii) For securing extension of time for PAs arising out of USQ	  DS/Director→JS/AS→ Secy →MoS→ Minister  DS/Director→JS/AS→MoS  DS/Dir→JS/AS→MoS  DS/Dir→JS/AS→MoS
20.	Starred Questions – all cases	DS/Dir→JS/AS→Secy→Minister
21.	Unstarred Questions of: (d) Inter-State/International matters (e) Rejuvenation of Ganga and other rivers (f) Except those pertaining to Inter-State/international matters	DS/Dir→JS/AS→MoS  DS/Dir→DG(NMCG) →MoS  DS/Dir→JS/AS→MoS
22.	Matters relating to Special Mentions in Rajya Sabha/under Rule 377 of Lok Sabha	DS/Dir→JS/AS→Secy→Minister
23.	Laying of Annual Reports in Parliament in r/o organisations	DS/Dir→JS/AS→MoS

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24.	Matters not covered in the above items from Sl. No. 19 to 23	DS/Director→JS/AS→ Secy →MoS
25.	Notes for Cabinet or Committees of Cabinet and Draft Cabinet Notes received from other Ministries for Comments	DS/Dir→JS/AS→ Secy→MoS→Minister
26.	Proposals required to be referred to CoS, Note/Report/Information to PMO/Cab. Sectt./State Govts. or other Central Ministries involving policy issues	DS/Dir→JS/AS→ Secy→MoS→Minister
27.	VIP references received in the name of Hon'ble MoS (WR,RD&GR) and those received from MPs and MLAs reference other than those referred in para-30 addressed to Hon'ble Minister (WR,RD&GR) and except matters dealt exclusively by Hon'ble Minister (WR,RD&GR)	DS/Dir→JS→AS→MoS
28.	All other VIP references including those received from Cabinet Ministers of Union or Chief Minister of States in the name of Hon'ble Minister (WR,RD&GR) or and matters which is dealt directly by Hon'ble Minister (WR,RD&GR)	DS/Dir→JS→AS→Secy→Minister

*Approved*  
22/1/2020