

WORK DISTRIBUTION AMONG THE OFFICERS/OFFICIALS OF GENERAL. ADMN

S. No.	Name	Work Allocated
1.	Shri Arpan, Section Officer	<ul style="list-style-type: none">➤ Over all administration of G.A
2.	Shri Avinash Kumar – Assistant Section Officer/ Caretaker	<ul style="list-style-type: none">➤ Processing the cases related to purchase of furniture, all electrical equipment like AC, TV, fridge etc., and AMCs thereof.➤ assessment of space requirements, its allotment and renovation etc.➤ all issues pertaining to stock & disposal of redundant assets.➤ All matters related to imprest accounts.➤ All matters pertaining to contractual staff (DEO/Steno/MTS/Housekeeping), daily wagers and security guards of the Department.➤ Conference Hall meetings, its arrangement and allotment.➤ All work related to installation of Grid connected Solar Rooftop Panels on all Government Buildings➤ Related RTI,PMO/PG/VIP references and monitoring of portals etc.➤ Any other work(s) assigned by the Sr. Officers from time to time
3.	Shri Anand, ASO/ Stationery In-charge	<ul style="list-style-type: none">➤ All matters relating to stationary, cartridges, crockery, briefcase etc and maintenance of stock register.➤ Printing of various publications like Monthly Magazine of Jal Charcha, Annual Report, Outcome Budget.➤ Maintenance of stock register for Stationery items.➤ All matters relating to permanent I. Cards, Pensioners I. Card etc.➤ Directorate of Estates matters➤ Related RTI,PMO/PG/VIP references and monitoring of portals etc.➤ Any other work(s) assigned by the Sr. Officers from time to time
4.	Shri Pradeep Kumar – Assistant Section Officer (ASO)	<ul style="list-style-type: none">➤ All matters related to IT equipment, biometric, Fax machines, and AMCs thereof. etc.➤ All matters pertaining to staff cars/hired vehicles and processing of bills thereof.➤ Reimbursement of telephone/Broadband bills.➤ eSamiksha Matters

		<ul style="list-style-type: none"> ➤ Budget issues. ➤ All Audit matters including coordination of the visiting audit team. ➤ Payment of Court Cases Counsel Fees for the Ministry and other miscellaneous fees like sitting fees etc. ➤ Internet issues. ➤ Related RTI,PMO/PG/VIP references and monitoring of portals etc. ➤ Any other work(s) assigned by the Sr. Officers from time to time
5.	Shri Malay, ASO	<ul style="list-style-type: none"> ➤ All medical related issues pertaining to Group B & C officers. ➤ Hiring and payment of rental, utility bills of MTNL building and CGO Complex ➤ Matters related to telephone, intercom, EPABX systems & AMCs. ➤ Matters pertaining to celebration of various days like Armed Forces Flag Day, Communal Harmony Day, Rashtriya Ekta Diwas, Anti-Terrorism Day, Sadbhawana Diwas, Constitution Day, Yoga Day etc. ➤ All matters pertaining to drinking water. ➤ All issues pertaining to Green flowers & pots. ➤ Issues pertaining to DTH and cable connection ➤ Material for various monthly reports/ returns. ➤ Processing of hospitality bills pertaining to canteen. ➤ Hindi matters. ➤ Coordination of work for upload of Government Land records on Government Land information system. ➤ Related RTI,PMO/PG/VIP references and monitoring of portals etc. ➤ Any other work(s) assigned by the Sr. Officers from time to time
6.	Shri Shivam, ASO	<ul style="list-style-type: none"> ➤ Medical cases to Group A officers. ➤ All matters related to newspaper bill, purchase/issue of books for library and maintenance of stock. ➤ All matters pertaining to security guards of the Department. ➤ All matters for procurement of photocopiers, scanners, Printers, & AMCs of these equipment. ➤ SWM, SHS and special campaign related matters. ➤ Farewell matters. ➤ Furnishing of material for Annual Report of the Department ➤ Related RTI,PMO/PG/VIP references and monitoring of portals etc. ➤ Any other work assigned by the Sr. Officers from time to time.

7.	Shri Amit Kumar (MTS)	<ul style="list-style-type: none"> ➤ Visiting Card, Name Plates, Rubber Stamps ➤ Diary and Dispatch of the Daks, file movements etc. ➤ Vehicle passes. ➤ All matters relating to temporary I. Cards ➤ Preparation of RTI reports. ➤ General RTI matters. ➤ Any other work(s) assigned by the Sr. Officers from time to time
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Copy for information to:

1.DS(GA)

2.US(GA)


 अरुण / ARPAN
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 जल शक्ति मंत्रालय / Ministry of Jal Shakti
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 Dept. of Water Resources, River Development
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