

**URGENT**  
**By Speed post/email**

**No. K-11014/1/2024-IEC Section-MOWR / 912**  
भारत सरकार

**Government of India**  
जलशक्ति मंत्रालय

**Ministry of Jal Shakti**

जल संसाधन, नदी विकास और गंगा संरक्षण विभाग

**Department of Water Resources, River Development &  
Ganga Rejuvenation**

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श्रम शक्ति भवन, रफी मार्ग, नई दिल्ली,  
दिनांक: 31.05.2024

**OFFICE MEMORANDUM**

**Subject: Constitution of Committees to ensure smooth functioning, facilitation and handling of the 8th India Water Week-2024 (IWW-2024) during 17-21 September, 2024 at Pragati Maidan New Delhi – reg.**

The Department of Water Resources, RD & GR, Ministry of Jal Shakti is organizing the 8th India Water Week- 2024 (IWW-2024) during **17-21 September-2024** at Pragati Maidan New Delhi.

2. IWW-2024 will have various events in the form of seminar, panel discussion, side events etc. organized in cooperation with stakeholders particularly the State Governments, the related Ministries/Departments of the Union Government, International Organizations, partner countries and related institutions, NGOs in the country. Participation of about 3,000 professionals is expected from India and abroad.

3. It has been decided to constitute Committees in the Department to perform various tasks/activities relating to the IWW, 2024 to ensure smooth functioning, facilitation and handling of the event. The details of the Committees with detailed Terms of Reference are as follows:

**1. Protocol and Transportation & accommodation Committee**

The committee will be responsible for protocol, transport and accommodation for Ministries/Ambassadors/Foreign dignitaries, Indian dignitaries and Senior officers of MoJS, State and Other Central Ministries. It will keep close coordination with dias cum seating arrangement committee and any other committee as needed.

- Obtaining details of travel/tour plan with transport and accommodation committee with invitation committee.
- Boarding, Lodging and Vehicle arrangements in coordination with transport and accommodation committee.
- Protocol duty roster dignitary wise.
- Receiving, welcoming at conference/exhibition and any other matters related to it,
- Food and other requirements/logistics during the stay of the dignitaries in coordination with food and beverage committee.

- To coordinate with other concerned committees for necessary arrangements.
- Ensure registration with the help of registration committee and issue of invitation card/ badge etc. with the help of Invitation committee.
- The committee will ensure the availability of Liaison Officers accompanying each and every dignitary throughout the duration of their stay for event purpose. The Liaison officer will accompany all the foreign delegates of the level of Minister and above and all the Indian delegates of the level of Minister and above.
- Accompany all the senior level officers from International organizations and embassies of various other countries.
- The role of the committee is to ensure and exhibit following activities/functions:
- Booking of rooms, vehicle, ensuring all vehicle pass/sticker;
- Should ensure smooth passage of dignitaries for entry into rooms, canteens and others as applicable;
- Preparation of requirement and deployment/allotment preferably in Excel/ Google sheet on real time basis; and
- Management and arrangement for college/School Children ie, invitation, pick up, drop of Engineering college students for startup and school children for Painting, Debate and Nuked Naatak etc.
- To coordinate with event management team for startup zone and children program.

**The details of the members of the committee are as under:**

S.No.	Name & Designation of the Officer	Department	Phone/Mobile Number	Email address
1	Shri Sanjay Sharma Sr. GM	WAPCOS	9891195810	personnel@wapcos.co.in
2.	Shri. Shankar Lal Deputy Secretary (Admin.)- Convenor	DoWR,RD&GR	8823921310	dsadmn-mowr@nic.in
3	Shri Subrata Halder Director (Finance)*	NWDA	9013442960	dirfin-nwda@nic.in
4	Shri Sanjeev Kumar Section Officer (GA)	DoWR,RD&GR	9310179578	general-mowr@nic.in
5	Shri S.P. Tomar AD	NWDA	9899334167	stomar1969@gmail.com
6	Shri Hari Om Varshney AE	NWDA	9958185511	hovnwda@gmail.com
7	Shri Nagendra Kumar EE (UYD), YBO**	CWC	9425776223	uydybo.cwc@nic.in uydybo.cwc@gmail.com
8	One member each from event management team/WAPCOS			
9	40 Liaison officers from various organizations of DoWR, RD & GR	To be nominated by NWDA as per requirement		

\* Shri Subrata Halder, Dir (F), NWDA will specifically be overall-in-charge of transportation arrangements.

\*\*Shri Nagendra Kumar, EE (UYD), YBO will be coordinating for making arrangements for Children's programs.

## **2. Media Committee**

- The committee will look after the publicity related matters of IWW 2024 prior, during and post event as mentioned below:
- Advertisement – offline and online – Hoardings, Radio Jingle, Tweets etc.
- Two pre-launch advertisement and one press conference at the level of Hon'ble Minister.
- Organizations of media events – Interviews, press conference etc.
- Daily press release.
- Preparation of daily briefing materials for media.
- Photography and videography during the entire event.
- Audio-visual and IT equipment arrangement, Wi-Fi etc.
- Hybrid Session and office set up at the venue.
- Any Other media activity need as and when arises.

**The details of the members of the committee are as under:**

<b>S. no</b>	<b>Name &amp; Designation of the Officer</b>	<b>Department</b>	<b>Phone/Mobile Number</b>	<b>Email address</b>
1.	Shri Dalbir Singh Deputy Secretary (IEC) - Convenor	DoWR,RD&GR	9968310436	dalbir.singh@nic.in
2	Dr. Dilip kumar Director (MDU)	NWDA	9453235978	dirmdu-nwda@nic.in
3	Shri Anubhav Singh Deputy Director PIB	PIB	9891090209	resources.water@gmail.com
4	Shri Arpan Section Officer, IEC	DoWR,RD&GR	9711435354	iec-mowr@nic.in
5	Shri. Mohit Kumar, NMCG	NMCG	9971201424	
6	Shri. Arvind Tomar, NWM	NWM	7042644343	
7	Representative from IEML	IEML, Greater Noida		

## **3. Dias cum seating arrangement and Gift Committee**

The committee will manage the Dias cum seating arrangement during Inaugural and Valedictory session in respect of following matters:

- All the Dias arrangements for Inauguration and Valedictory function.
- VVIP and other seating arrangements of all the attendees during the entire event for 3 days in all the halls in coordination with Protocol and Other Committee.
- Proper supervision of flower and bouquet arrangements in coordination with event manager and CPWD.
- Lighting and decoration of the event.
- Other staging requirements.
- Dias cum seating arrangement for technical sessions in seminar, panel discussion and other sessions to be decided by concerned nodal officers of the session.
- The committee will finalize the suitable gift appropriate to the dignitaries through Government Emporium/GEM as per codal procedure.

- The committee will ensure the proper packaging and delivery of the gifts.
- Also, the committee will take brief from Secretary (DoWR, RD & GR) from time to time.
- Other related activity as need arises.

**The details of the members of the committee are as under:**

S.No	Name & Designation of the Officer	Department	Mobile Number	Email address
1	Shri S.B. Pandey, Deputy Secretary (GA) - Convenor	DoWR,RD&GR	9667685936	dsga-dowr@gov.in
2.	Shri. Ashok Bhatele EE (HQ), I/C*	NWDA	9811115439	eehq-nwda@gov.in
3	Shri. Raju Under Secretary (Admin.)	DoWR,RD&GR	9968472121	usadmn-mowr@nic.in
4.	Sh. Akash Ranjan Subudhi ASO (admn)	DoWR,RD&GR	8279543533	admn-mowr@nic.in
5	Shri J. D. Pandey Deputy Director (S)	NWDA	9450437318	pandejayesh9@gmail.com
6	Two Members from event management team			

\* Shri. Ashok Bhatele, EE (HQ), NWDA will oversee work related to procurement of gift(s).

**4. Exhibition cum Food & Beverage Committee**

- The committee will look after the inauguration of exhibitions and the requirements therein on all days and the coordination among all the exhibitions in-charge.
- The other exhibition related issues will also be viewed by the Committee.
- The committee will ensure proper food arrangements for the dignitaries as well as other participants as per the decided menu.

**The details of the members of the committee are as under:**

S. no	Name & Designation of the Officer	Department	Mobile Number	Email address
1	Shri Baleshwar Thakur Chief Engineer (HQ)*	NWDA	9015404275	cehq-nwda@nic.in
2.	Sh. GS Panwar Deputy Secretary (Coord) - Convenor	DoWR,RD&GR	9868933463	dscoord-mowr@nic.in
3	Shri. Mahesh Kumar Kashyap Under Secretary (IEC)	DoWR,RD&GR	9868139006	mk.kashyap@gov.in
4.	Shri R. N. Singh Deputy Director(N)	NWDA	9891790082	mes.ravi@gmail.com
5.	Sh. Hari Om Varshney AE, IWW	NWDA	9958185511	hovnwda@gmail.com
6.	Shri. R.P. Singh Consultant	NWDA	9718812006	rp.singh03@yahoo.com
7.	One member from event management team			

\* Coordination of Exhibition

## **5. Registration cum Facilitation and First Aid Committee**

- The committee may ensure registration on website for concerned departments.
- The committee may coopt representative from other departments under DoWR, RD & GR and DoDW&S if needed for registration purpose.
- The committee will look after the matters related to Registration Desk, Spot Registrations and issue of delegate kits, invitation cards etc.
- The committee will ensure hassle free registration movement of dignitaries and delegates.
- The Committee will coordinate with Invitation card printing and distribution committee.
- The committee will also ensure facilitation of delegates at entry gates.
- The committee will ensure the setup of kiosk for providing the necessary help and coordination with medical services.

**The details of the members of the committee are as under:**

<b>S.no</b>	<b>Name &amp; Designation of the Officer</b>	<b>Department</b>	<b>Phone/ Mobile Number</b>	<b>Email address</b>
1.	Shri Mahendra Nath Tiwari DS (E-III)- Convenor	DoWR, RD & GR	9868273938	mahendra.nath67@nic.in
2	Shri Abhiram Kumar Under Secretary(PR)	DoWR, RD & GR	8860494015	uspenriv-mowr@gov.in
3	Ms. Rachna Bhatti Scientist D	CGWB	8219797287	
4	Shri. J.D. Pandey, DD	NWDA	9450437318	pandejayesh9@gmail.com
5	Sh. Mahesh Prasad DD, PCP	CWC	9474671125	
6	Shri. Khushal Singh Deputy Director (Admn.)	NWDA	9968379979	ddadmn-nwda@gov.in
7	Shri Sunil Kumar ASO (E-Gov)	DoWR, RD&GR	9464812545	egov-mowr@nic.in
8	Shri. N. Mahajan Consultant	NWDA	9810146845	nm5162@gmail.com
9	Shri Amit Pawar	DoDW&S	9800407862	amitpawar@kpmg.com
10	One representative of WAPCOS			

## **6. Invitation card printing and distribution Committee**

The role of the committee is to ensure following activities:

- Printing of the invitation card and their distribution among the delegates for the said event.
- May facilitate e- Invitation through QR-Code to the delegates to reduce physical distribution of cards.
- Committee has to get the content of the physical card from NWDA.
- Ensure whether the cards have reached/distributed to all delegates/invitees of the event.
- When and how to distribution the invitation card among the delegates.

- Coordination with registration committee.

**The details of the members of the committee are as under:**

S.no	Name & Designation of the Officer	Department	Mobile Number	Email address
1	Shri. Shashipal Director(E-II)- Convenor	DoWR, RD&GR	9868818013	pal.shashi@nic.in
2	Shri Shajatnan K. H. Director (Tech)	NWDA	9453235978	dirtech-nwda@nic.in
3	Shri Mahesh Prasad DD, PCP	CWC	9474671125	Ddpcp-cwc@nic.in
4	Sh. Rajendra Sahu US (GW)	DoWR, RD&GR	9810710843	rajendrak.sahu@gov.in
5	Shri. S. P. Tomar, AD	NWDA	9899334167	stomar1969@gmail.com
6	One representative from event management Team			

#### **7. Technical Session Committee**

- To decide session wise presentation and poster presentation in closed coordination with session wise coordinator.
- Ensure arrival of Chair and Co-chair of session in time. Ensure their accommodation, transport arrangement with the help of concerned committee.
- To ensure presentations delivery in hall prior to session.
- The committee should have the list of the names who have been recommended for the event.
- The committee may provide brief of session proceedings and submitted to recommendation, drafting and social media committee.

**.The details of the members of the committee are as under:**

S.no	Name & Designation of the Officer	Department	Mobile Number	Email address
1	Shri Bhupinder Singh	CWC	9810720231	tcode@nic.in
2.	Sh. Amit Kumar Jha Sr. JC (SPR-II)- Convenor	DoWR, RD&GR		sjcpr-mowr@nic.in
3.	Shri. J.P. Singh Director (NWM)	NWM, DoWR, RD&GR	9560058523	jp.singh22@nic.in
4	Shri T B N Singh, Member (CGWA)	CGWB	9431071535	mcpwa-cgwb@gov.in
5	Shri A K Lohani, Head, SWD	NIH	9412928876	lohani.nih@gov.in
6	Shri Nitin Bassi, Senior Programme Lead	CEEW	9999629934	nitin.bassi@ceew.in

#### **8. Drafting Committee**

- Speeches for Hon'ble Ministers/Secretary

- Articles for newspapers by Hon'ble Ministers/Secretary
- Press Briefs for Press conferences regarding IWW, 2024
- Press releases for PIB regarding IWW, 2024
- Bytes and other material for Media Coverage
- To Obtain the presentation submitted by presentation committee
- Drafting of the Social media posts/recommendations/ Inaugural / Valedictory session wise, day wise etc.
- Drafting the articles bytes and media coverage for overall event promotion.

**The details of the members of the committee are as under**

S.no	Name & Designation of the Officer	Department	Mobile Number	Email address
1	Shri Sunil Kumar Director (Training.)	CWC	8836566553	trngdte@nic.in
2	Sh. Lokesh Kr. Jain Director (EA&IC) - Convenor	DoWR,RD&GR	9930054385	dsea-mowr@nic.in
3	Shri Abhishek Sinha, Director NWP	CWC	9868170568	Nwpdte-cwc@nic.in
4	Shri Anant Sekhar DD	CWC	8506886592	Nwpdte-cwc@nic.in
5	Shri. Vishal Kumar Section Officer (SPR-II)	DoWR,RD&GR	9654372401	project1-mowr@nic.in
6	Sh. Anoop, ASO (EA&IC)	DoWR,RD&GR	8585992319	eadesk-mowr@nic.in
7	Two Representative of IEML	IEML, Greater Noida		

### **9. Study Tour Committee**

- Finalization of tour Itinerary and its vehicle requirements.
- Management and arrangements for study tour ie transportation, hotel arrangement and food arrangement.
- Coordination with transport, accommodation and food & beverage committee for transport, tea, snacks and lunch etc.

**The details of the members of the committee are as under:**

S.no	Name & Designation of the Officer	Department	Mobile Number	Email address
1	Shri Anup Kumar Srivastava Executive Director (Technical)	NMCG	9971594822	ed-technical@ nmcg.nic.in
2.	Ms. Bhuvaneshwari Hariharan Deputy Secretary (E-I)- Convenor	DoWR,RD&GR	9871181032	b.hariharan@ nic.in
3	Shri Awinash Chandra US (EA & IC)	DoWR,RD&GR	9810243876	usea-mowr@ nic.in
4	Shri. R. N. Singh Deputy Director (N)	NWDA	9891790082	mes.ravi@ gmail.com

4. NIC, DoWR, RD&GR (Smt. Beena Menon, Sr. Technical Director, NIC) shall provide technical support to NWDA in the matters related to IWW website and registration process.

5. NWDA may liaise with the aforesaid committees as per the assigned roles/duties for further appropriate action and share details of concerned representatives from the organising agency with the convenors of the committees. The committee members may contact JS(A,IC&GW) or following officers for seeking clarifications, if any, to take on the spot decision for convenience of the dignitaries/smooth transaction of IWW business:

- i. **Sh. Bhopal Singh, DG (NWDA) (M:9910301746)**
- ii. **Sh. RK Jain, Head, IWW Sectt. (M:9873960750)**
- iii. **Sh. Bhunesh Raj, Sr. Manager, ITDC (M:9599701001)**

6. This issues with the approval of Secretary (WR, RD &GR).

  
(दलबीर सिंह)

उप सचिव, भारत सरकार

फ़ोन: 23766369

Email: dalbir.singh@nic.in

To

1. DG, NWDA.
2. All the concerned officers (through NWDA).
3. All Wings/Divisions
4. NIC - DOWR

Copy for information to:

Sr. PPS to Secretary (WR, RD &GR)/ PPS to Additional Secretary (WR, RD &GR)/ Sr.PPS to JS(Admin, IC&GW)