


**WORK DISTRIBUTION AMONG THE OFFICERS/OFFICIALS OF GENERAL
ADMINISTRATION AS ON 07.04.2025**


| S. No. | Name | Work Allocated |
|--------|---|--|
| 1. | Shri Arpan, Section Officer | ➤ 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 matter pertaining to contractual staff (DEO/Steno/MTS/Housekeeping), daily wagers and security guards of the Department. ➤ Conference Hall meetings, its arrangements and allotment. ➤ All issues pertaining to Green flowers & pots. ➤ 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 work works(s) assigned by Sr. Officers from time to time. |
| 3. | Shri Kumar Malay, Assistant Section Officer /Stationery In-charge | <ul style="list-style-type: none"> ➤ All matters relating to stationary, cartridgs, crockery, briefcase etc and maintenance of stock register. ➤ Printing of various publications like Monthly Magazine of Jal Charcha, Annual Report, Outcome Budget. ➤ All matters pertaining to drinking water. ➤ Maintenance of stock register for Stationery items. ➤ All matters relating to permanent I. Cards, Pensioners I. Card etc. ➤ Directorate of Estates matters. ➤ Payment of Court Cases Counsel Fees for the Ministry and other miscellaneous fees like sitting fees etc. ➤ Related RTI,PMO/PG/VIP references and monitoring of portals etc. ➤ Any work works(s) assigned by Sr. Officers from time to time. |
| 4. | Shri Anand Singh Khuwarbi, Assistant Section Officer | <ul style="list-style-type: none"> ➤ All matters pertaining to staff cars/hired vehicles and processing of bills thereof. ➤ Reimbursement of telephone/Broadband bills. ➤ 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 |


 अरुण / ARPAN
 अनुभाग अधिकारी / Section Officer
 जल शक्ति मंत्रालय / Ministry of Jal Shakti
 जल संसाधन, नदी विकास एवं गंगा संवर्धन विभाग
 Deptt. of Water Resources, River Development
 and Ganga Rejuvenation
 भारत सरकार / Government of India
 नई दिल्ली / New Delhi-110001

| | | |
|----|---|--|
| | | <p>etc.</p> <ul style="list-style-type: none"> ➤ Issues pertaining to DTH and cable connection. ➤ All Audit matters including coordination for the visiting audit team. ➤ Coordination of work for upload for Government Land records on Government Land information system. ➤ Related RTI/PMO/PG/VIP references and monitoring of portals etc. ➤ Any work works(s) assigned by Sr. Officers from time to time. |
| 5. | Shri Shivam, Assistant Section Officer | <ul style="list-style-type: none"> ➤ All matters related to IT equipment, biometric, FAX machines, and AMCs thereof. Etc. ➤ 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. ➤ Internet issues. ➤ Budget issues. ➤ Material for various monthly reports/ returns. ➤ E-Samiksha Matters. ➤ Related RTI,PMO/PG/VIP references and monitoring of portals etc. ➤ Any work works(s) assigned by Sr. Officers from time to time. |
| 6. | Sh. Lokesh Kumar, Senior Secretariat Assistant | <ul style="list-style-type: none"> ➤ All medical related work pertaining to Group A, B & C officers. ➤ Related RTI,PMO/PG/VIP references and monitoring of portals etc. ➤ Any work works(s) assigned by Sr. Officers from time to time. |
| 7. | Shri Amit Kumar (MTS) | <ul style="list-style-type: none"> ➤ Processing of hospitality bills pertaining to canteen. ➤ Visiting Card, Name Plates, Rubber Stamps. ➤ Diary and Dispatch of the Daks, file movements etc. ➤ Vehicle Passes. ➤ All matters relating to temporary I. Cards. ➤ Hindi matters, reports etc. ➤ Preparation of RTI reports. ➤ General RTI matters. ➤ Any work works(s) assigned by Sr. Officers from time to time. |

Copy for information to:

1. DS(GA)
2. US(GA)
3. Intra portal


अर्पण / ARPAN
 अनुभाग अधिकारी / Section Officer
 जल शक्ति मंत्रालय / Ministry of Jal Shakti
 जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग
 Deptt. of Water Resources, River Development
 and Ganga Rejuvenation
 भारत सरकार / Government of India
 नई दिल्ली / New Delhi-110001