

No. H-11021/3/2025-Parl.
Government of India
Ministry of Jal Shakti
D/o Water Resources, RD &GR
Parliament Section

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 30 .01.2025

OFFICE MEMORANDUM

Subject: Work Allocation in Parliament Unit of D/o WR, RD and GR

S. No.	Process/ Work Head	Work sub-heads	Dealing Hand/ Responsibility	Supervision/ Monitoring level
I	Meeting of Consultative Committee	Coordination & arrangements for holding Consultative Committee Meeting of MoWR at least compulsory 4 out of total 6 meetings.	Parliament Assistant/ Section Officer	US/DS
		Processing of Minutes of the meeting and compilation of Action Taken Note of MoWR and furnishing the same to Ministry of Parliamentary Affairs.		
II	Meeting of Standing Committee	Coordination with Parliamentary Standing Committee of MoWR in the matters such as Selection of Subjects for their examination, Demands for Grants, Annual Report of MoWR and its attached/ subordinate Organization etc.		
III	Laying of Papers in the House	Coordination on the laying of Annual Report/ Audited Accounts/ Review/ Delay Statement of the organizations under the control of the Ministry.		
IV	Parliament Questions/ Sessions' Work	Marking/issuing of the Parl. Questions to concerned Wing Heads in consultation with AS (Parl.)/DS(Parl.) Coordination of replies to all Lok Sabha and Rajya Sabha Questions including Shirt Notice Questions. Incorporation of corrections made by Secretary/ Addl.Secy. (Parl)/ approved by Minister/MoS (WR, RD & GR). Coordination with Hindi Section for Hindi Translation of the PQs/Reports/Committee matters etc.		

	Coordination with other Ministries / Departments relating to Parliament Questions for their timely disposal.		
	Compile brief notes on important issues of Government Business and legislative proposals of MoWR likely to be raised during the forthcoming Session of Parliament and their onward transmission to PMO and Ministry of Parliamentary Affairs, respectively.		
	Coordination with concerned SMDs in respect of Govt. Bills/ Private Member's Bill/Resolutions, Calling Attention Motion, Half-an-hour discussion and No day yet motion.		
	Making folders for the briefing Meeting	ASO/SO	US/DS
	Ensure timely submission of reply to Lok Sabha and Rajya Sabha.	JSA/SO	US/DS
	Uploading of Questions and their replies on the website of Rajya Sabha; and emailing to PIB and Lok Sabha Secretariat on the PQALS/PQARS Portal.	JSA/SO	US/DS

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V	Assurances	Monitoring of OAMS Portal including uploading the Implementation Report, Dropping Request and Extension of time in respect of Parliament Assurances.		
		Maintain and monitor quarterly review (and remind fortnightly) in r/o the status of pending Assurances and convey the same to the concerned Wings for their timely disposal.	ASO/SO	US/DS
VI	Matters of Urgent Public Importance	Maintain and Monitor the status of Matters raised under Rule 377 in Lok Sabha; & by way of Special Mention in Rajya Sabha and Matters raised during Zero Hour in Lok Sabha and Rajya Sabha and other matters of public importance Timely Uploading the reply of the said matters online on their concerned portal. Coordination with other Ministries/		

		Departments relating to Parliament Assurances, Rule 377, Special Mention and Zero Hours for their timely disposal.		
VII	Meetings of other Parliamentary Committees on the subject mentioned below:			
(a)	Subordinate Legislation	Arrangements and coordination between the Committee and concerned Wings to provide material.	Parliament Assistant/ Section Officer	US/DS
(b)	Parliamentary Forum on Water Conservation and Management	Arrangements and coordination between the Committee and concerned Wings to provide material.		
(c)	Estimates Committee	Make arrangements and coordination between the Committee and concerned Wings to provide material.		
(d)	Committee on Papers laid on the Table	Make arrangements and coordination between the Committee and concerned Wings to provide material.		
(e)	Assurance Committee	Make Arrangements for holding the meeting of the Committee.		
VIII	Reports/ Returns	Compiling monthly and Furnishing Quarterly report in respect of cases in which rules/ regulations under a statute have not been published within six months after the notifications of an Act. Compiling/Furnishing Quarterly/Half Yearly Report on RTI matters in r/o Parliament Unit. Compiling/Furnishing Quarterly/Half Yearly Report on implementation of Hindi matters in r/o Parliament Unit. Compiling/Furnishing any other Monthly/Quarterly/Half Yearly/Yearly Report required to be furnished by in r/o Parliament Unit.	ASO/SO	US/DS

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IX	Dak (Files/Receipts/Parliament Passes/papers etc.)	Diarising and dispatching dak through e-office, receiving and checking 'physically received' Dak	JSA	
		Dispatching physical dak through Peon Book.	MTS-1	Section Officer

		Making desired copies and ensuring Delivery of Dak	MTS-1
		Making Duplo work during session period or inter session period. Recording of Dak for sending the concerned Officer.	MTS-2
X	Miscellaneous Receipts/matters	Disposal of all Miscellaneous Receipts/matters	ASO/Parl. Asstt.

Note: Parliament Assistant/Section Officer will make the arrangement of Gallery Passes/ Sessional Passes for the Officers of this Department and other Organizations for entry into Parliament House/ PHA.

2. US(Parl) in association with SO(Parl) will monitor all matters in respect of Parliament Section.
3. US(Parl) will bring all important matters to the notice of Deputy Secretary (Parl.) to further report to Senior Officers wherever necessary.
4. Minimum one staff/officer from the Parliament Section will stay in office till the conclusion of business of the day or beyond that for communication of urgent matters/issues etc. raised in both Houses of the Parliament during the Session. The staff/officer will ensure that before leaving the office no communication from Lok Sabha/Rajya Sabha Secretariat/other Ministry/Department are pending on the day and properly transmitted to concerned Wings/Officers of the Department/other Ministries/Departments, if required, even by sitting beyond office hours.
5. In addition to above allocation, staff of Parliament Section will also have to perform all urgent works as and when required, assigned by AS/DS. In the absence of dealing officer-1, dealing officer-2 will look after the work of dealing officer -1 and vice versa. DEO will work under supervision of Section Officer.
6. This issues with the approval of AS (Admin, GW, Parl.)

Signed by
Bhuwan Bhasker Pandey
Date: 30-01-2025 14:29:39
(Bhuwan Bhasker Pandey)
Under Secretary(Parl.)

To:-

1. Shri Pawan Kumar, Section Officer (Parliament)
2. Shri Vinay Sharma, Liaison Officer (Parliament Assistant)- Dealing Officer-1
3. Shri Manoj Kumar, ASO- Dealing Officer-2
4. Shri Jal Singh Meena, JSA
5. Shri Shashikant Kumar, MTS-1
6. Shri Naresh Kumar, MTS-2

Copy to:

1. PPS to Secretary(DoWR),
- 2.PPS to AS(Admn), DoWR
3. Deputy Secretary (Parl.) ,DoWR