

**Immediate**  
**Time Bound**

**No. S-11029/1/2015-EA**  
**Government of India**  
**Ministry of Water Resources, River Development &**  
**Ganga Rejuvenation**  
**(Economic Advisory Wing)**

Room No.7 B-Wing, Shastri Bhawan,  
Dr. Rajendra Prasad Road, New Delhi-110001

Dated: 05<sup>th</sup> December, 2016

**Office Memorandum**

**Subject: Preparation of Annual Report of the Ministry of Water Resources, River Development & Ganga Rejuvenation for the year 2016-17.**

The Annual Report of the Ministry of Water Resources for the year 2016-17 is required to be provided to Members of Lok Sabha and Rajya Sabha and also to Parliamentary Standing Committee on Water Resources in connection with examination of Demands for Grants (2016-17) in the First week of February 2017. In this regard, it is requested that necessary **material with focus on physical and financial achievements and new initiatives taken during the current financial year (from 1<sup>st</sup> April, 2015 to 31<sup>st</sup> December 2016) and likely / anticipated achievement from 1<sup>st</sup> January, 2017 to 31<sup>st</sup> March, 2017** relating to your Organization for inclusion in the Annual Report of the Ministry of Water Resources, River Development & Ganga Rejuvenation for the year 2016-17 may please be sent/e-mailed ([adviserce-mowr@nic.in](mailto:adviserce-mowr@nic.in), [dsea-mowr@nic.in](mailto:dsea-mowr@nic.in), [manikfan@nic.in](mailto:manikfan@nic.in) to this Wing latest by 7<sup>th</sup> January, 2017 positively. This will enable this to prepare and finalize the report for printing and supply to the concerned Members, Committees and others within the stipulated time period.

2. While furnishing the material for the Annual Report, it may please be ensured that the write up:

- a) Highlights the Ministry's contribution and also reflects our efforts in the technological advances, in building up of the data base and suggestions made to State Governments and authorities for efficient water management etc.;
- b) Gives details of activities in the North-Eastern Region, if any, under a title "Activities in the North-Eastern Region"; and
- c) Is free from errors related to information, facts, data and typography.

3. The following additional points may also please be taken note of for necessary compliance in this regard:

- i. Details of functions/meetings, if any inaugurated/attended by the Minister (WR, RD & GR)/Minister of State (WR, RD & GR)/Secretary (WR, RD & GR) with photographs in high resolution;

- ii. A good number of photographs (original copies) may also please be furnished to facilitate selection.
- iii. Staff strength (group-wise, indicating separately SC/ST/OBC/PH position on uniform basis showing the position based on actual staff in position as on 31<sup>st</sup> December, 2016)
- iv. Reflects, inter-alia, the progress of implementation of Government policies in regard to reservation in services and other benefits to Schedule Castes, Scheduled Tribes, OBCs, Ex-Servicemen and Handicapped;
- v. The write up should include efforts made for mainstreaming gender issues which would include the new initiatives taken, the existing schemes and policy on women and gender related issues, resources available and their utilization for these schemes activities and gender disaggregated statistics etc.;
- vi. Reflect various activities and policy decision taken towards implementation of the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act 1995, including the following;

- Schemes for the benefit of the persons with disabilities.
- Budget allocated and expenditure incurred under each scheme during the financial year
- Number of persons benefited
- Per capita expenditure
- Sanctioned posts and the number of persons with disabilities in various posts against the 3% vacancies to be reserved for them under Section 33 of the Act.

4. Where the Standing Committee of long-term nature or committees of temporary nature are required to be continued, it will have to be ensured that their work and output is positively reviewed and reflected in the Ministry's Annual Report. Hence, in the material to be furnished, the existence of such committees and or their output may also be included.

5. The Annual Report is also to incorporate details of vigilance activities in respect of the organizations under the Ministry. The information in this regard is to be restricted to only the vigilance/disciplinary cases for which the organizations themselves are the Disciplinary Authorities.

6. Statistical data relating to the staff grievances received, disposed off and pending during the current year (as on 31<sup>st</sup> December, 2016) may also be furnished for inclusion in the Annual Report. A brief writ-up on each grievance received from the staff and the manner in which they were addressed to the satisfaction of the concerned staff should also be a part of the details furnished.

7. The Department of Administrative Reforms & Public Grievances has desired that information on capacity building for governance – Model Benchmarking excellence in the public service delivery (Sevottam) have to be incorporated in the Annual Report. It is, therefore, requested that information pertaining to improvement made in service delivery by your organization's endeavor towards excellence in public service delivery may also be indicated.

8. Based on the final material included of your Organization/Wing in the Annual Report

2015-16 (available on MoWR website: [www.mowr.gov.in](http://www.mowr.gov.in), the size of the material for the Annual Report 2016-17 may kindly be attempted to be economical i.e., clear write-ups with minimal words.

9. As per the order ई-11016/1/2016-हिन्दी dated 04-08-2016, the soft copy of Hindi version of the material of your Organization/Wing may kindly be provided in Unicode to facilitate consolidation. Hindi section will ensure only the authenticity of Hindi version furnished by the Organizations/Wings of the Ministry.

10. The material should be duly approved at the level of Heads of the respective Organizations/Wings and the same should be clearly indicated.

*L.B. Toulte*  
(L.B. Toulte)

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2. The Director, Central Water and Power Research Station, P.O. Khadakvasala, Pune-411024. (fax) 020 24381004 6
3. The Director, Central Soil and Material Research Station, Hauz Khas, New Delhi-110016 (fax) 26965307 5
4. The Chairman, Central Ground Water Board, New CGO Complex, Block 'C', NH-IV, Faridabad-121001. (fax) 0129 2412524 8
5. The Chairman, Ganga Flood Control Committee, Sinchai Bhawan, III Floor, Patna-800015. (fax) 0612 2217895, 2217862
6. The Secretary, Bansagar Control Board, Samab Colony, Rewa (Madhya Pradesh)-486005 (fax) 07660 242433
7. The GM, Farakka Barrage Project, P.O. Farakka Barrage, Murshidabad-742212 (West Bengal). (fax) 03485 253608 9
8. The Executive Member, Narmada Control Authority, BG-II3, Scheme No.74/C, Vijay Nagar, Indore -452008. (fax) 0731 2559888 10
9. The Chairman, Brahmaputra Board, Basistha, Guwahati-781028. (fax) 0361 2301099
10. The Secretary, Betwa River Board, Nandanpura, Jhansi-284003. (fax) 0510 2480237 2
11. The Chairman, Tungbhadra Board, P.O. Tungbhadra Dam, Bellary-583225, (Karnataka) (fax) 040 23308642 16
12. The Director, National Institute of Hydrology, Jal Vigyan Bhavan, Roorkee-247667 (Uttaranchal). (fax) 01332 273976 11
13. The Director General, National Water Development Authority, 18-20, Community Centre, Saket, New Delhi. (fax)26960841 12

14. The Chairman, Upper Yamuna River Board, 202'S', Sewa Bhawan, R.K. Puram, New Delhi. (fax) 26184025
15. The Secretary, Sardar Sarovar Construction Advisory Committee, 4th floor, A Block, Narmada Bhawan, Indira Avenue, Vadodara-390001. (fax) 0265-2421438
16. The Chairman & Managing Director, WAPCOS Ltd., "Kailash", 26, K.G. Marg, New Delhi. (fax) 23314924
17. The Chairman & Managing Director, National Projects Construction Corporation Ltd.,  
Plot No. 67-68, Sector-25, Faridabad -121004. (fax) 0129 2231269
18. Addl. Secretary, NMCG, Ministry of WR, RD & GR
19. National Water Mission, Ministry of WR, RD & GR
20. The Director, NERIWALM, Dolabari, Tezpur, Assam 784027
21. The Chairman, Upper Yamuna River Board, Wing -4, West Block -1, Ground Floor, R.K. Puram, New Delhi- 110066

Copy for Similar action to:

1. All Wing heads/ All Commissioners of Ministry of WR, RD & GR
2. All Directors/ All Deputy Secretaries / All Under Secretaries / Controller of Accounts
3. All Sections / Desks / Units in the Ministry of Water Resources

Copy also for kind information to:

PS to Minister (WR, RD & GR)/PS to MOS (WR, RD & GR), PPS to MOS (WR, RD & GR)/PPS to Secretary (WR, RD & GR)/PS to OSD (WR, RD & GR)