

F.No.5/10/2014-Parl
Government of India
Ministry of Water Resources, RD & GR
(Parliament Section)

Shram Shakti Bhavan, Rafi Marg
New Delhi, dated 08.06.2015

OFFICER ORDER

Sub: Responsibilities and Items of Work being handled by Officers/Employees in Parliament Section.


S. No.	Name of officer(s)/ Dealing Assistant(s)/ Dealing Hand(s) with date of Joining the Ministry	Items of Work related to	Details of files handled		
			File Nos.	Subjects	Present Status
1.	Sushil Kumar, Section Officer (15.01.2007)	Supervision, monitoring, coordinating, advising and helping in all works of Parliament Section. In addition, performing all relevant duties which are spelt out in Chapter III ("Machinery of Government") of the Central Secretariat Manual of Office Procedure published by the Department of Administrative Reforms and Public Grievances of the Government of India. http://darpn.nic.in/darpgwebsite.cms/Document/file/CSMOP/index.html	All below mentioned files	All below mentioned subjects	As mentioned below
2.	Md. Sarwar Alam, Assistant (13.05.1994)	(i) Parliament Questions/ other work of Sessions	5/1/2015-Parl	Government Business & Legislative Proposals – 2015	Last Action completed
			5/3/2015-Parl	Brief note on important issues likely to be raised in forthcoming Budget Session	Last Action completed
			5/4/2015-Parl	Commencement of Budget Session 2015 of Parliament	Last Action completed

		5/9/2015-Parl	Parliament Passes	Last Action completed
		5/22/2014-Parl	Guidelines and procedure to be followed by Ministries/ Departments in connection with Parliament Questions	Last Action completed
	(ii) Consultative Committee	9/1/2015-Parl	Meeting of the Consultative Committee of MoWR	Last Action completed
	(iii) Standing Committee	5/16/2015-Parl	Standing Committee of Water Resources, RD & GR	Last Action completed
		5/16/2015-Part (Part)	Standing Committee of Water Resources, RD & GR, Press Clippings	Last Action completed
		5/18/2015-Parl	Study visit of Parliamentary Standing Committee to Srinagar from 2 nd to 3 rd June, 2015	Under process
		5/14/2014-Parl	Tour Bills with regard to on the spot study visit of Standing Committee on Water Resources	Under process
		5/23/2014-Parl	Examination of the Subject 'Review of Ministries/ Departments PSUs in ensuring appointment and effective working of Liaison Officer to protect the interests of SC & ST employees	Last Action completed
	(iv) Other Parliamentary Committees like Committee on Subordinate legislation; Parliamentary forum on Water Conservation and Management; Estimates Committee; COPLOT; etc.	5/13/2014-Parl	Parliamentary forum on water conservation and management	Last Action completed
		5/15/2014-Parl	Committee on Estimates – Selection of Subjects during 2014-15.	Last Action completed
		5/20/2014-Parl	Joint Committee on Office of Profit – Examination of the Composition and Character of the Committee	Under process
	(v) Misc. Parliamentary works related to Annual reports, outcome budgets, demands of grants etc.	1/1/2015-Parl	Annual reports, outcome budgets, demands for grants	Last Action completed
		5/2/2015-Parl	Miscellaneous matters	

3.	Sushil Kumar, UDC (28.08.1995)	(i) Assurances/ Assurance Committee	3/1/2013-Parl	Parliament Assurances	Under process
			3/1/2015-Parl	Pending Assurance in Lok Sabha	Last Action completed
			4/1/2015-Parl	Pending Assurance in Rajya Sabha	Last Action completed
		(ii) Matters of Urgent Public Importance (under Rule 377 in Lok Sabha and by way of Special Mention in Rajya Sabha)	2/1/2015-Parl	Matter raised under Rule 377 in Lok Sabha and by way of Special Mention in Rajya Sabha	Last Action completed
		(iii) Matters raised in Zero Hour in Lok Sabha	2/2/2015-Parl	List of pending matters raised under Rule Zero Hour in Lok Sabha during Budget Session 2015	Last Action completed
		(iv) Matters raised in Zero Hour in Rajya Sabha	2/3/2015-Parl	List of pending matters raised under Rule Zero Hour in Rajya Sabha during Budget Session 2015	Last Action completed
		(v) Reports/ Returns/ Miscellaneous Work	5/2/2014-Parl	Recording, Reviewing and Weeding out of files	Last Action completed
			5/10/2014-Parl	ISO 9001: 2008 Certification for Administration & GW Wing of the Ministry	Last Action completed
			5/24/2014-Parl	Reports	Last Action completed
			5/10/2012-Parl	Right to Information Act, 2005 – Quarterly Return	Last Action completed
			5/9/2012-Parl	Delay in framing of rules after notification of the Act	Last Action completed
			5/6/2012-Parl	Quarterly report in r/o cases in which rules/ regulation under a statute have not been published within six months	Last Action completed
			5/16/2012-Parl	O&M Inspection of Parliament Section	Last Action completed
		(vi) Dak (Files/receipts/ parliamentary papers)			
		(vii) Incorporation of corrections made in Parliament Questions by Secretary/ Add. Secretary approved by Hon'ble Minister/ MOS.			

		(viii) Uploading of Questions and their replies on the website of RS, e-mail to PIB and LS along with sending hard copy	5/20/2013-Parl	Publishing of Parliamentary questions/ answer on mails/ websites	Last Action completed
4.	Ravinder Kumar, MTS (27.12.1996)	Delivery of all types of papers/ Dak/ Parliamentary Passes within and outside of Ministry, including Parliament House and making required set of photocopy. Collecting all Parliamentary Papers/ Passes during Sessions'/ Inter-sessions' period.			

Director (Admn.)


 (R.K. Ojha)
 Under Secretary to the Government of India