

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: Case Workers Job Chart in Parliament Section.

S. N o.	Process/ Work Head	Work sub-heads	Dealing Hand/ Responsibility
I.	Meeting of Consultative Committee	Make Arrangements for holding Consultative Committee Meeting of MoWR at least compulsory 4 out of total 6 meetings.	Md. Sarwar Alam, Assistant
		Receive Minutes and compile Action Taken Note of MoWR and send the same to Ministry of Parliamentary Affairs.	Md. Sarwar Alam, Assistant
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.	Md. Sarwar Alam, Assistant
		Coordination on the laying of Annual Report/ Audited Accounts/ Review/ Delay Statement of the organizations under the control of the Ministry.	Md. Sarwar Alam, Assistant
III.	Parliament Questions/ Sessions' Work	Coordination of replies to all Lok Sabha and Rajya Sabha Questions.	Md. Sarwar Alam, Assistant
		Incorporation of corrections made by Secretary/ Addl.Secy (WR, RD & GR)/ approved by Minister/MoS (WR, RD & GR).	Shri Sushil Kumar, UDC
		Coordination with other Ministries / Departments relating to Parliament Questions for their timely disposal.	Md. Sarwar Alam, Assistant
		Monitoring of Government Business during session period.	Md. Sarwar Alam, Assistant
		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.	Md. Sarwar Alam, Assistant
		Misc. Parliamentary works related to Annual reports, outcome budgets, demands of grants etc.	Md. Sarwar Alam, Assistant
		Dealing with Calling Attention Motion and No day yet motion.	Md. Sarwar Alam, Assistant
		Ensure timely submission of reply to Lok Sabha and Rajya Sabha.	Md. Sarwar Alam, Assistant
		Uploading of Question and their replies on the website of Rajya Sabha; and emailing to PIB and Lok Sabha Secretariat along with sending hard copy	Shri Sushil Kumar, UDC

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IV	Assurances	Maintain, monitor, review quarterly and reminding fortnightly in r/o the status of pending Assurances and convey the same to the concerned Wings for their timely disposal.	Shri Sushil Kumar, UDC
		Coordination with other Ministries/ Departments relating to Parliament Assurances for their timely disposal.	Shri Sushil Kumar, UDC
V.	Matters of Urgent Public Importance	Dealing with Matters raised in Lok Sabha under Rule 377; and by way of Special Mention in Rajya Sabha. Matters raised in Zero Hour in LS/RS	Shri Sushil Kumar, UDC
VI	Meetings of other Parliamentary Committees on the subject mentioned below:		
a)	Subordinate Legislation	Make arrangements and coordinate between the Committee and concerned Wings to provide material.	Md. Sarwar Alam, Assistant
b)	Parliamentary Forum on Water Conservation and Management	Make arrangements and coordinate between the Committee and concerned Wings to provide material.	Md. Sarwar Alam, Assistant
c)	Estimates Committee	Make arrangements and coordinate between the Committee and concerned Wings to provide material.	Md. Sarwar Alam, Assistant
d)	Committee on Papers laid on the Table	Make arrangements and coordinate between the Committee and concerned Wings to provide material.	Md. Sarwar Alam, Assistant
e)	Assurance Committee	Make Arrangements for holding the meeting of the Committee.	Shri Sushil Kumar, UDC
VII	Reports/ Returns/ Miscellaneous matters	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.	Shri Sushil Kumar, UDC
		Compiling/Furnishing Quarterly/Half Yearly Report on RTI matters in r/o Parliament Unit.	Shri Sushil Kumar, UDC
		Compiling/Furnishing Quarterly/Half Yearly Report on implementation of Hindi matters in r/o Parliament Unit.	Shri Sushil Kumar, UDC
		Compiling/Furnishing any other Monthly/Quarterly/Half Yearly/Yearly Report required to be furnished by in r/o Parliament Unit.	Shri Sushil Kumar, UDC
		Recording reviewing and weeding out of files.	Shri Sushil Kumar, UDC
		O&M Inspection	Shri Sushil Kumar, UDC
		ISO 9001: 2008 Certification for Administration & GW Wing of the Ministry	Shri Sushil Kumar, UDC
VIII	Dak (Files/ receipts)	Receiving and checking 'physically received' in FTS as well as dispatching and forwarding through FTS/ Peon Book.	Shri Sushil Kumar, UDC
		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.	Shri Ravinder Kumar (MTS)

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2. For compliance with immediate effect according to the above updated job chart. In addition to above allocation, staff of Parliament Section will also have to perform the work, as and when required, assigned by JS/Director/US/SO (Parliament). In the absence of dealing hand -1, dealing hand – 2 will look after the work of dealing hand – 1 and vice versa.


(R.K. Ojha)

Under Secretary to the Government of India

Section Officer (Parl.)

Shri Alam (Assistant)

Dealing Hand – 1

Shri Sushil Kumar (UDC) and Shri Rahul (DEO under the supervision of Shri Sushil Kumar)
(Dealing Hand – 2)

Shri Ravinder Kumar (MTS)

Office Order File / Director (A) on e-mail for putting on intranet.