

F.No. A-50013/12/2015 Estt.I
Govt. of India
M/o Water Resources, RD&GR
Establishment-I Section

Shram Shakti Bhavan, Rafi Marg,
New Delhi Dated 7th May, 2015.

OFFICE ORDER

Subject: Distribution of work amongst officials working in Establishment-I Section.

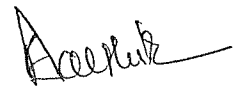
The following distribution of work amongst officials working in Establishment-I Section is made with immediate effect:

S.No.	Name of official	Work allocated
1.	Shri Deepak Verma Assistant (Since November , 2013 in E.I Section) SO(SR)	<ul style="list-style-type: none"> i) Cadre controlling functions including promotion, deputation, post retirement employment, resignation etc. And other related establishment/ financial matters in respect of STS (Deputy Director/ Executive Engineer) and JAG(Director/ Superintending Engineer) officers of Central Water Engineering (Group 'A') Service. ii) Matters relating to adverse entries in Confidential Reports. iii) Civil list of Central Water Engineering (Group 'A') Service. iv) Reference received from VIP, PMO and other sources including RTI Act, 2005 on above matters. v) Half yearly return on threshold analysis on adhoc appointment of Group 'A' and 'B' posts.
2.	Shri Ajay Kumar Assistant (Since April, 2012 in E.I Section) SO (SR)	<ul style="list-style-type: none"> i) Cadre controlling functions including promotion, deputation, post retirement employment and other related establishment/ financial matters in respect of officers of the level of Chairman, Higher Administrative Grade, Senior Administrative Grade of Central Water Engineering (Group 'A') Service. ii) Matters relating to framing/ amendment of Recruitment Rules for all categories of posts pertaining to regular establishment of CWC. (SO (SS)). iii) Encadrement of ex-cadre posts in respective cadres of CWC. iv) Parliamentary matters relating to establishment of CWC. v) Reference received from VIP, PMO and other sources including RTI Act, 2005 on above matters. vi) ACC Returns on the subject.
3.	Md. Naseem Assistant (Since April, 2014 in E.I Section) SO(SS)	<ul style="list-style-type: none"> i) Cadre controlling functions including promotion, deputation, post retirement employment and other related establishment/ financial matters in respect of officers of Junior Time Scale of Central Water Engineering (Group 'A') Service. ii) All establishment matters including recruitment, promotion, deputation, resignation etc. Pertaining to Group 'A' posts of isolated cadres of CWC. iii) De-reservation proposals received from CWC. iv) Reference received from VIP, PMO and other sources including RTI Act, 2005 on above matters. v) Furnishing of monthly return about pending DPC proposals in UPSC

4.	Shri Ved Parkash Assistant (Since March, 2013 in E.I Section) SO (SR)	<ul style="list-style-type: none"> i) Plan Schemes of CWC ii) Continuance of plan and non-plan posts in CWC. iii) JCM and CA matters (including recognition of service associations etc.) iv) Matters relating to revival/ creation of posts v) Shifting/ opening of HQ and field units of CWC. vi) Matters relating to ISS/ IES posts in CWC and liaison with Department of Statistics in regard to such posts. vii) Cases relating to hiring of accommodation by CWC. viii) Reimbursement of medical bills received from officers of CWC (excluding CWES officers) ix) Reference received from VIP, PMO and other sources including RTI Act, 2005 on above matters. x) Monitoring of Court cases in the Ministry/organisations.
5.	Shri Srikanth Singh Kushwaha Assistant SO (SR)	<ul style="list-style-type: none"> i) Court/ tribunal cases which have to be primarily defended by the Ministry and related matters. ii) Vetting of draft counter replies received from CWC and all matter pertaining to cases defended by CWC including seasonal/ casual labourers/ Khalasis in work-charged establishment of CWC. iii) All cases of clarification sought on service matters (excluding Central Water Engineering (Group 'A') Service) iv) Matters relating to revision / up gradation of pay scales and Anomaly Committee matters Organisational matter. v) Organisational matters (re-structuring, strengthening etc.) relating to CWC. vi) Reference received from VIP , PMO and other sources including RTI Act, 2005 on above matters.
6.	Shri Vijay Kumar UDC (Informal basis from CWC in E.I Section) SO(SS)	<ul style="list-style-type: none"> i) References received from VIPs, PMO, RTI etc. Relating to CWC officials except those belonging to Central Water Engineering (Group 'A') Service. ii) Representations received from gazetted and non-gazetted officials of CWC and their relatives (this will exclude CWES officers). iii) Miscellaneous references (excluding service matters) received from other sources iv) Proposals of compassionate appointment. v) Appointment of consultants, payment of advance, waiving of over payment made etc. vi) Cases of Misappropriation, theft etc. Of Government property. vii) Matters relating to Action Plan, Annual Report, budget etc. viii) Co-ordination work relating to Senior offices meeting.
7.	Shri Sandeep Sehgal UDC (Informal basis from CWC in E.I Section) SO (SS)	<ul style="list-style-type: none"> i) Maintenance of Confidential reposts ii) Preparation of grading of ACRs of Central Water Engineering (Group 'A') Service iii) O&M and other inspections of Section iv) Periodical return in respect of VIP/PMO/RTI/Parliament/O&M as prescribed by IWSU etc. v) Information for monthly summary for the cabinet vi) Work relating to implementation of official language including quarterly progress return on use of Hindi. vii) Typing work.

8.	Shir Ravinder Nath LDC (Since November, 2009 in E.I Section) SO(SS)	i) Diary and dispatch work ii) Maintenance of register and other prescribed documents in regard to record management activities and furnishing of periodic report thereon to IWSU/Coord. Section iii) Typing work.
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2. Besides above allocations, Section officer (E), Section officer (E.I) or Under Secretary (E) may allocate any receipt or case to any of the above mentioned dealing hands.
3. Further, the Cadre Review proposal for Central Water Engineering (Group 'A') Service will be dealt with by Section Officer (E.I), the Cadre Review proposals for Group 'B', 'C' and 'D' cadres of Central Water Commission will be dealt with by Section Officer (E).
4. The officials mentioned at S.No. 3,6,7,8, will their files to Section Officer (E.I). However, the official mentioned at S.No. 1, 2, 4, 5 will submit their files to Section Officer (E).
5. Smt. Sunita Sharma is designated as Section Officer (E.I) and Shri Santanu Rakshit as Section Officer (E).
6. This issues with the approval of Director (E.I).



(A.K. Kaushik)

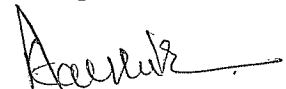
Under Secretary (E.I)

Office Order File

Copy to:

1. Smt. Sunita Sharma, Section Officer (E.I)
2. Shri Santanu Rakshit, Section Officer (E)
3. All the members of staff working in Establishment-I Section.
4. PA to Director (E.I), MOWR, RD&GR, New Delhi.

V.S. NIC cell m/o MWRD, & GR for uploading on internet



(A.K. Kaushik)

Under Secretary (E.I)