

**ALLOCATION OF WORK IN THE MAIN SECRETARIAT
OF THE MINISTRY**

I. ADMINISTRATION WING

**WING HEAD: JOINT SECRETARY (Admn. and GW Dev.)
& CVO**

1. DIVISIONAL HEAD: DIRECTOR/ DEPUTY SECRETARY (ADMN. & GA)

a) ADMINISTRATION SECTION (INCLUDING SC/ST & OBC CELL)

- (i) Work relating to the cadre management of CSS/CSCS/CSSS posts in the Ministry of Water Resources and its attached/subordinate offices
- (ii) Establishment/Personnel matters relating to officers and staff in the Ministry of Water Resources.
- (iii) Matters relating to All India Service officers in the Ministry and its attached/subordinate Offices.
- (iv) Preparation of budget estimates in respect of salary of staff in the Ministry.
- (v) Vacancy circulars.
- (vi) Office Council of the Ministry.
- (vii) Sanction of all types of advances.
- (viii) Academic programmes and manpower development.
- (ix) Domestic trainings of –
 - (a) All India Services officers
 - (b) CSS officers
 - (c) CSSS officers
 - (d) CSCS officers
 - (e) Officers other than the above Services.
 - (f) Official Language programmes.
 - (g) Trainings in ISTM and other Govt./private institutes.
 - (h) In-house training of LDCs/UDCs/Steno Gr.D etc.
- (x) Completion and scrutiny of APARs of all officers and staff of the Ministry proper and related action thereon, like communication of adverse remarks, appeals, memorials etc.; and
 - (a) Initiation, follow-up/ maintenance of confidential reports (CRs of officers and staff of Ministry proper; and
 - (b) Maintenance of APARs of CSS/CSCS/CSSS employees of all attached and subordinate offices of the Ministry of Water Resources.
(Maintenance of APARs of non-CWES officers and heads of attached and subordinate offices will be handled by the respective Subject-Matter Divisions.)
- (xi) Distribution of work among Sections and Officers of the Ministry.
- (xii) Transaction of Business Rules, 1961.

(xiii) Pensionary and allied benefits in respect of officers retiring from the Ministry.

b) SC/ST & OBC CELL

Monitoring & implementation of reservation policy in the Government service for SC/ST/OBC, through, inter-alia, various returns, reports and physical inspections. Rendering secretarial assistance to Liaison Officers for SC & ST; and for OBC, and giving advice to various SMDs on reservation matters.

c) GENERAL ADMINISTRATION SECTION:

- (i) Stationery, including local purchase of furniture and various consumable items.
- (ii) Procurement and maintenance of office equipments like fax, telex, photo copiers, roneo machines, typewriters etc.
- (iii) Purchase / installation and maintenance of coolers, airconditioners, Water Coolers etc.
- (iv) Staff cars, motor cycles and other facilities.
- (v) Installation of telephones, settlement of telephone bills etc.
- (vi) Identity cards/CGHS cards.
- (vii) Printing work of the Ministry.
- (viii) Accommodation
 - (a) Office accommodation.
 - (b) Residential accommodation.
 - (c) Booking and maintenance of Committee Room.
- (ix) Distribution of diaries/ calendars and publicity materials.
- (x) Reimbursement of medical claims.
- (xi) Liaison with CPWD/NDMC/MCD and other civic bodies.
- (xii) Liveries/uniforms to Group 'C' and 'D' employees
- (xiii) Engagement of casual workers.
- (xiv) Passing of canteen bills pertaining to meetings taken by various officers.
- (xv) Staff welfare, amenities, canteen, benevolent fund, grant-in-aid to recreation club, sports activities etc.
- (xvi) Security, including industrial security, emergency measures and War Book.
- (xvii) Preparation of Budget estimates, revised estimates, reappropriation of funds in respect of plan and non-Plan Budget of the Main Secretariat.
- (xviii) Computerization of Work in the Ministry of Water Resources
- (xiv) Family Welfare matters
- (xv) IT component of Ministry (Proper)

d) CENTRAL REGISTRY (C.R.) SECTION:

- (i) Receipt and distribution of incoming dak.
- (ii) Despatch of outgoing dak.
- (iii) Maintenance of Sunday and Holiday Duty Roster.
- (iv) Maintenance of up-to-date list of both officials/ and residential addresses of the officers and staff of the Ministry.
- (v) Maintenance of accounts of postage stamps.
- (vi) Duplicating work on Roneo machine and Telex.
- (vii) Telex/FAX facilities.

2. DIVISIONAL HEAD: DEPUTY SECRETARY (COORD. & ID)

a) COORDINATION (COORD.) SECTION:

- (i) (a) Circulation of the Annual Report of the Ministry.
- (i) (b) Furnishing of material for the reports of other Ministries/ Departments.
- (ii) Collection, compilation and furnishing of various fortnightly, monthly, quarterly, half-yearly and yearly reports to the concerned Ministries/ Departments.
- (iii) Annual Conference of Principal Secretaries/ Secretaries (Irrigation/ Water Re-sources/ Command Area Development Departments) of all the State Govts./ UTs.
- (iv) Preparation of material for President's Address to both the Houses of Parliament.
- (v) Compilation/preparation of monthly summary and D.O. letter for the Cabinet.
- (vi) Nomination to various awards.
- (vii) Collection/consolidation and furnishing of information in connection with:
 - (a) Updation of India- A Reference Annual.
 - (b) Administrative Year Book.
 - (c) Various other publications brought out by other Ministries, as and when called for.
- (viii) Collection, compilation and submission of various reports to the Secretary (WR), as and when called for.
- (ix) Circulation of orders and general instructions received from other Ministries/Departments
- (x) Revision/updation of Citizen's Charter of Ministry of Water Resources.
- (xi) Senior Officers meetings.
- (xii) Up-dation of information/status of posts falling under the purview of ACC on ACC Vacancy Monitoring System (AVMS).
- (xiii) Revival of deemed abolished posts of various organizations of Ministry in pursuance to the recommendation contained in the 2nd Parliamentary Standing Committee on Water Resources on Demand for Grants (2010-11)
- (xiv) PM's 15 –Point Programme for the Welfare of Minority Community.
- (xv) On-line reporting of vacancy pertaining to various Organizations of Ministry to Staff Selection Commission (SSC) and follow up action in the matter.
- (xvi) Zonal Council meetings convened by Ministry of Home Affairs.
- (xvii) Constitution of complaints Committee for prevention of sexual harassment of Women at workplace.
- (xviii) Correspondence relating to observance of important Days/ Weeks etc.
- (xix) Monitoring of public/ staff grievances and follow up action thereon and submission of periodic returns to the concerned departments.
- (xx) Monitoring of Grievances through Centralized Public Grievances Redress and Monitoring System (CPGRAMS), software developed by Department of Administrative Reforms & Public Grievances.
- (xxi) Monitoring of progress of settlement of pension and other terminal benefit cases.
- (xxii) Compilation and forwarding of Action Taken Report on implementation of 2nd ARC's recommendations.

b) RTI CELL

- (i) Coordination of matters relating to RTI Act, 2005 with organizations under the Ministry and concerned CPIOs in the Ministry (Proper).
- (ii) Preparation of periodic monitoring reports regarding disposal of RTI requests/ appeals and compliance of CIC instructions.

c) HRD & CAPACITY BUILDING SCHEME

Coordination work related to Human Resources Development & Capacity Building Scheme.

d) INFRASTRUCTURE DEVELOPMENT

- (i) Overall coordination and monitoring of Infrastructure Development scheme.
- (ii) Coordination work relating to organizational study, manpower policy and planning especially the study of cadre structures in different establishments under the Ministry.
- (iii) Issues relating to capacity building (specially training) and preparation of a comprehensive plan of action for improving the efficiency and output of the human resources in various Organizations under the Ministry.
- (iv) Work relating to work ethics.

**3. DIVISIONAL HEAD: DEPUTY SECRETARY/ DIRECTOR
(ESTABLISHMENT-I, VIGILANCE & FBP)**

a) ESTABLISHMENT I (E-I) SECTION:

Establishment-I is Subject Matter Division (SMD) for Central Water Commission (CWC). CWC is an apex organization in the Water Sector. It is an attached office under Ministry of Water Resources. It is the largest organization under the control of the Ministry. All administrative and organizational matters pertaining to CWC are processed in E-I Section. Briefly they are as follows:-

- (i) Convening of meetings of Departmental Promotion Committees for promotion, confirmation and declaration of successful completion of probation period, in respect of all Group 'A' posts including Central Water Engineering Service (CWES).
- (ii) Maintenance of CRs of CWES officers of the level of Chief Engineer and above including Chairman, CWC.
- (iii) Framing of Recruitment Rules in respect of all the Cadres of CWC.
- (iv) Filling up Group 'A' posts by direct recruitment/ deputation/ transfer.
- (v) Creation/ continuation of posts in CWC under various plan and non-plan schemes.
- (vi) De-reservation of all groups of posts.
- (vii) Court cases related to the establishment matters in respect of Group 'A' officers of CWC.

- (viii) Coordination of Court Cases in respect of all the organizations/ Attached Offices/ Subordinate Offices under Ministry of Water Resources.
- (ix) Sponsoring candidates for training/ seminars/ workshops within India (for periods not more than a month or in cases where cadre clearance is required).
- (x) Deputation of Group 'A' officers to various organizations.
- (xi) Cadre controlling function in respect of CWES Group 'A'.
- (xii) Coordination of matters relating to IES/ ISS officers under Ministry proper, attached and subordinate offices.
- (xiii) Convening of the meetings of the Departmental Council of Ministry under Joint Consultative Machinery wherein representatives of various Associations of CWC, CWPRS, CGWB and FBP wherein raise the issues concerning their respective organizations.
- (xiv) Monitoring that DPCs are held regularly as per prescribed schedule of DoP&T.

b) VIGILANCE SECTION:

- (i) Application of CCS (Conduct) Rules, 1964/ CCS (CCA) Rules, 1965 in respect of cases attracting vigilance angle and their interpretation/ clarification.
- (ii) Disciplinary cases of vigilance nature of all employees of the Ministry (proper), as well as of CSS/CSCS/CSSS cadres and officers of Group 'A' services of attached and subordinate offices and related action thereon.
- (iii) Immovable Property Returns/ intimation of acquisition/ disposal of movable/ immovable property under the CCS (Conduct) Rules 1964 and AIS Rules in respect of officers and staff of the Ministry proper.
- (iv) Processing of complaints and the references received through the Central Vigilance Commission/CBI/PMO etc. regarding vigilance/ anti-corruption cases.
- (v) Conducting preventive Vigilance Inspection of the organizations under the control of the Ministry.
- (vi) Granting sanction for prosecution in respect of officials/ services coming in the disciplinary jurisdiction of the Ministry.
- (vii) Consolidation of various periodical returns on vigilance/ prosecution matters.
- (viii) Circulation of all instructions concerning vigilance matters.
- (ix) According vigilance clearance to officials of the Ministry and organizations where the Ministry happens to be Disciplinary Authority.
- (x) Implementation of Govt. policies/ directives on anti-corruption measures.

c) FARAKKA BARRAGE PROJECT

All administrative matters pertaining to the Farakka Barrage Project.

4. DIVISIONAL HEAD: DEPUTY SECRETARY/ DIRECTOR (E-II & IEC)

(a) E - II SECTION

All administrative and organisational matters relating to:-

- (a) Central Soil & Materials Research Station (CSMRS)
- (b) Central Water & Power Research Station (CWPRS)
- (c) National Institute of Hydrology (NIH).
- (d) National Mission for Clean Ganga (NMCG)

(b) INFORMATION, EDUCATION AND COMMUNICATION (IEC) SECTION

Information, Education & Communication Section has been assigned task of carrying out mass awareness activities/ programmes on water conservation under the Information, Education & Communication Component of HRD/ CB Scheme.

5. DIVISIONAL HEAD: DEPUTY SECRETARY/ DIRECTOR (E-III & PARLIAMENT)

a) E-III Section

- (i) All administrative matters pertaining to the Brahmaputra Board.
- (ii) All administrative and establishment matters pertaining to GFCC.

b) PARLIAMENT UNIT (PU):

- (i) Coordination of replies to all Lok Sabha and Rajya Sabha Questions.
- (ii) Dealing with Matters raised in Lok Sabha under Rule 377; and by way of Special Mention in Rajya Sabha.
- (iii) Maintain and Monitor quarterly review the status of pending Assurances and convey the same to the concerned wings for their timely disposal.
- (iv) Coordination with other Ministries / Departments relating to Parliament Questions / Assurances for their timely disposal.
- (v) Make Arrangements for holding Consultative Committee Meeting of MoWR at least compulsory 4 out of total 6 meetings. Receive Minutes and compile Action Taken Note of MoWR and send the same to Ministry of Parliamentary Affairs.
- (vi) 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.
- (vii) Coordination on the laying of Annual Report / Audited Accounts / Review / Delay Statement of the organization under the control of MoWR by Standing Committee on Water Resources.
- (viii) Make arrangements for meeting of Committee on Subordinate Legislation in respect of recommendations / observations raised i.r.o. Subordinate Legislation.
- (ix) Make arrangements and provide material for meeting of the Parliamentary Forum on Water Conservation and Management.
- (x) Furnishing Quarterly report / half yearly report relating to RTI and Hindi implementation pertaining to Parliament Section.
- (xi) Monitoring of Government Business during session period.
- (xii) Compile brief notes on important issues of Government Business and legislative of MoWR likely to be raised during the forthcoming session of Parliament and their onward transmission to PMO and Ministry of Parliamentary Affairs, respectively.
- (xiii) Dealing with Calling Attention Motion and No day yet motion.
- (xiv) Ensure timely submission of reply to Lok Sabha and Rajya Sabha.

- (xv) Uploading of Question and their replies on the website of Rajya Sabha; and e-mailing to PIB and Lok Sabha Secretariat.
- (xvi) Compile / send monthly and quarterly report to M/o L & J and M/o PA in respect of cases in which rules/regulations under a statute have not been published within six months after the notifications of an Act.

6. DIVISIONAL HEAD: DEPUTY SECRETARY/ DIRECTOR (WATER QUALITY)

WATER QUALITY ASSESSMENT

- (i) Work related to water quality issues and affiliated co-ordination with the Ministry of Environment & Forest and other Ministries.
- (ii) Serving as secretariat of Water Quality Assessment Authority (WQAA) constituted under the Environment Protection Act (1986) to carry out its mandated activities.

7. DIVISIONAL HEAD: DEPUTY SECRETARY/ DIRECTOR (GW ESTT.)

CENTRAL GROUND WATER BOARD (CGWB) ESTABLISHMENT DESK :

- (i) All administrative matters pertaining to Central Ground Water Board and Central Ground Water Authority.
- (iii) Court cases relating to accident of vehicles.
- (iii) IT component of GW.

8. DIVISIONAL HEAD: DEPUTY SECRETARY/ DIRECTOR (GW, e-Gov. and PSU)

a) GROUND WATER DESK:

- (i) Procurement of equipment/ machinery including release of foreign exchange.
- (ii) Budget (Plan & Non-Plan of the Central Ground Water Board).
- (iii) Bilateral projects to be taken up by the Board/ Authority.
- (iv) Formulation of new Plan proposals.
- (v) Parliament Questions on Central Ground Water Board/Authority (excluding service matters).
- (vi) Procurement and condemnation of vehicles.
- (vii) International Conferences/ Symposiums.
- (viii) Write off losses in drilling operations.
- (ix) Finalization/ implementation of the Field Season Programme of the Board.
- (x) Monitoring various Reports received from the Board on drilling/survey activities.
- (xi) Monitoring of tour/inspection notes of senior officers of the Board.
- (xii) Meeting of the Central Ground Water Board and its allied Sub-groups.
- (xiii) Hiring of accommodation of various offices of CGWB/ CGWA.
- (xv) Water quality issues due to geogenic aspect.

b) e-GOVERNANCE SECTION

- (i) To look after the IT functions of this Ministry and e-Governance.
- (ii) Liaising with NIC/ DIT on e-Governance and secretarial assistance to e-Governance Committee headed by AS (WR).
- (iii) Implementation of e-Office in the Ministry (Sectt).

c) PSU SECTION

To look after all administrative, organisational and development matters of National Projects Construction Corporation Limited (NPCC), a Public Sector Undertakings under the Ministry.

II FINANCE WING

[WING HEAD: JOINT SECRETARY & FINANCIAL ADVISER]

1. DIVISIONAL HEAD: DIRECTOR (FINANCE)

a) **FINANCE DESK:**

- (i) Advising the Ministry and its organizations on all policy issues having financial implications (EFC/ SFC/ Cabinet Notes etc.)
- (ii) Scrutiny of all proposals of all Wings requiring financial concurrence within the delegated powers.
- (iii) Examination of expenditure proposals, proposals for creation/ revival of posts and all matters requiring approval of Ministry of Finance.
- (iv) Examination and tendering advice on cases for deputation to foreign countries and on foreign travels.
- (v) General coordination on all policy matters having financial implications and financial matters of the Ministry including its attached, subordinates and autonomous organizations.
- (vi) Scrutiny of financial proposals.
- (vii) Advising the Ministry and its organizations on all financial and allied matters.

b) **BUDGET SECTION**

- (i) Examination/compilation of Demand for Grants/ Budget Estimates/ Revised Estimates/ Final Estimates/ Supplementary Grants.
- (ii) Works relating to re-appropriation of funds, final requirement of funds, surrender of funds, preparation of savings notes.
- (iii) Preparation of Outcome Budget.
- (iv) Laying of Outcome Budget and Demands for Grants on the Table of Parliament.
- (v) Coordination relating to preparation of replies to Cut Motions.
- (vi) Coordinating the work of Parliamentary Standing Committee on Water Resources.
- (vii) Works relating to the meetings of Finance Minister and Secretary (Exp) with Financial Advisors.
- (viii) Coordination work relating to implementation of Ministry of Finance's guidelines on economy measures.
- (ix) Expenditure review of both Plan and Non-Plan Budget.
- (x) Examination of DPRs on major/ medium/ multi-purpose/ flood control projects for preparation of brief for JS-FA as a member of Advisory Committee (TAC).
- (xi) Preparation of Budget, revised estimates, supplementary grants.

2. DIVISIONAL HEAD : CONTROLLER OF ACCOUNTS (CA)

(The work listed under CA/ Deputy CA is besides the normal functions of Pay and Accounts Office. The work relating to Information System Planning of the Ministry is independently handled by CA).

a) Deputy Controller of Accounts

- (i) Preparation of monthly and annual (financial and appropriation) accounts.
- (ii) Regular monitoring of expenditure and receipts.
- (iii) Internal Audit.
- (iv) Coordination of Ministry's responses to external (CAG) audit.
- (v) Preparation of Appropriation Accounts

b) CASH SECTION

c) PAY & ACCOUNTS OFFICE

III. POLICY AND PLANNING WING

[WING HEAD: JOINT SECRETARY (PP)]

1. DIVISIONAL HEAD: JOINT COMMISSIONER/SR. JOINT COMMISSIONER (PP & E-IV)

a) **POLICY & PLANNING (PP) SECTION**

- (i) Policy matters related to water resources development and management.
- (ii) General issues related to water availability, water conservation, efficiency of water use, application of latest techniques and technologies for efficient water management.
- (iii) Meetings of National Water Resources Council and National Water Board
- (iv) National Forum of Water Resources and Irrigation Ministers of States.
- (v) Conference of Irrigation/ Water Resources Ministers
- (vi) Coordination with various Ministries in respect of general issues related to water resources, particularly with Ministry of Agriculture, Ministry of Environment and Forest, Ministry of Rural Development (Department Drinking Water Supply, Department of Land Resources), Ministry of Urban Development, Ministry of Power, etc.
- (vii) Coordination with International Commission on Irrigation and Drainage

b) **E-IV SECTION:**

- (i) Matters related to **Bansagar Control Board**.
- (ii) Matters related to **Betwa River Board**.
- (iii) Policy and administrative matter relating to **Tungabhadra Board**.
- (iv) Establishment matters relating to **National Water Development Agency**.
- (v) Matters related to **Narmada Control Authority**.
- (vi) Matters related to **Sardar Sarovar Construction Advisory Committee**.
- (vii) Matters related to **National Water Academy**.

2. DIVISIONAL HEAD: DIRECTOR (POLICY & PLANNING)

PLANNING UNIT

- (i) Plan Work- (a) 12th Five year Plan- Coordination with Planning Commission, formulation of Steering Committee on Water Resources and relevant Working Groups constituted on water sector for finalizing 12th Plan;
(b) Annual Plan- Preparation of BE, RE and maintain of monthly expenditure, matter relating to central/ state sector schemes for financial requirement.
- (ii) Coordination with all SMDs for Planning purposes.
- (iii) Maintaining progress under Bharat Nirman and reporting to PMO.
- (iv) Monitoring the status of the Bundelkhand Package in the region of UP & MP.
- (v) RFD- Preparation of RFD of MoWR, maintaining progress and coordination with sixteen Resource Centres also.
- (vi) Mid-term Appraisal of MoWR Schemes.
- (vii) Economic Survey reports and reports required from other Ministry.
- (viii) Preparation and compiling the replies of Parliamentary Standing Committee Reports.

- (ix) Preparing and compiling the replies for local audit for central sector schemes.
- (x) Handling Parliament Questions relating to Planning Unit
- (xi) 14th Finance Commission.

3. DIVISIONAL HEAD : DEPUTY SECRETARY/ DIRECTOR (R & D)

R& D DIVISION:

- (i) Coordination in respect of research and development programme in water sector
- (ii) Matter relating to:-
 - (a) Indian National Committee on Surface Water
 - (b) Indian Nation Committee on Ground Water
 - (c) Indian National Committee on Climate
- (iii) Coordination for the Central Sector Plan scheme "Research and Development"

4. DIVISIONAL HEAD: SR. JOINT COMMISSIONER (BM)

BASIN MANAGEMENT (BM) SECTION:

- (i) Administration and amendment of Inter State River Water Dispute (ISRWD) Act, 1956.
- (ii) Administration and amendment of River Boards Act, 1956.
 - a. Matters relating to River Basin Organization.
- (iii) Dam Safety Bill- 2013 (Legislative matters only)
- (iv) Setting up of water disputes tribunals and reference of disputes to tribunals under the Inter-State Water Disputes Act. Also administrative and legal matters connected therewith.
 - a. Ravi-Beas Water Tribunal (RBWT)
 - b. Cauvery Water Dispute Tribunal (CWDT)
 - c. Krishna Water Dispute Tribunal (KWDT)
 - d. Vansdhara water Dispute Tribunal (VWDT)
 - e. Mahadevi Water Dispute Tribunal (MWDT)
- (v) Administration of UP, Bihar, MP Reorganization Acts, 2000.
 - a. Work related to formation of Ganga Management Board (GMB).
- (vi) Schemes under XII Plan
 - a. Coordination of River Basin Management (RBM)
 - b. Inter Linking of Rivers (ILR)

5. DIVISIONAL HEAD: SR. JOINT COMMISSIONER-III (GANGA)

Pancheshwar Development Authority (PDA)

Setting up of Pancheshwar Development Authority (PDA)- Funding issues.

6. DIVISIONAL HEAD: DEPUTY SECRETARY/ DIRECTOR (PSU)

PSU Section

To look after all administrative, organisational and development matters of WAPCOS, a Public Sector Undertakings under the Ministry.

IV. State Projects Wing

[WING HEAD: COMMISSIONER (SP)]

1. DIVISIONAL HEAD: SR. JOINT COMMISSIONER (SPR-I)

(i) Works relating to Pradhan Mantri Krishi Sinchayee Yojana(PMKSYP)- Accelerated Irrigation Benefit Programme for Major and Medium Irrigation/Multipurpose projects for North East, Assam, Bihar, West Bengal, Andhra Pradesh, Telangana, Odisha, Jharkhand, Karnataka, Kerala, Tamil Nadu States and any other State except mentioned against SPR-II.

(ii) Matters related to Polavaram Project Authority.

2. DIVISIONAL HEAD: SR. JOINT COMMISSIONER (SPR-II)

PROJECTS SECTION:

(i) Advisory Committee on Irrigation Multipurpose and Flood Control Projects. (Clearance of projects from Techno-economic criteria)

(ii) Matters relating to National Projects.

(iii) Works related to Parliamentary Standing Committee on Water Resources

(iv) Works relating to Pradhan Mantri Krishi Sinchayee Yojana(PMKSYP)- Accelerated Irrigation Benefit Programme for Major and Medium Irrigation/Multipurpose projects for the states Chhattisgarh, Goa, Madhya Pradesh, Maharashtra, Uttar Pradesh, Uttarakhand, Jammu & Kashmir, Punjab, Rajasthan, Himachal Pradesh, Haryana and Gujarat.

(v) Matters related to funding of 99 prioritized projects through NABARD.

3. DIVISIONAL HEAD: SENIOR JOINT COMMISSIONER (MI)

MINOR IRRIGATION SECTION

(i) Work related to PMKSYP-Surface Minor Irrigation Schemes.

(ii) Work related to scheme on Repair, Renovation and Restoration (RRR) of water bodies.

(iii) Evaluation studies as and when taken up by Government of India.

(iv) Secretariat for preparation of Report of Working Group on Minor Irrigation

(v) To furnish Techno economic comments on the DPRs of Minor Irrigation Scheme received by Ministry of Development of North-Eastern Region.

(vi) All other matter related to RRR and SMI.

V. BRAHMAPUTRA AND BARAK WING
[WING HEAD: COMMISSIONER (BRAHMAPUTRA & BARAK)]

Brahmaputra and Barak (B&B) Wing deals the subject matters of Brahmaputra and Barak Basin and a World Bank Funded Hydrology Project Phase II. The B&B Wing has three units, viz.:

- (i) Brahmaputra Board Unit.
- (ii) Unit dealing with the bilateral relations with Bhutan & China, and development of Hydropower in North Eastern States.
- (iii) Project Co-ordination Secretariat (PCS) for Hydrology Projects.

1. DIVISIONAL HEAD: SR. JOINT COMMISSIONER (BRAHMAPUTRA & BARAK)

Brahmaputra Board Unit:

- (i) Technical and financial matters related to the Brahmaputra Board except and flood management programme.
- (ii) Coordination with Ministry of DONER.
- (iii) Release of funds to Brahmaputra Board.
- (iv) Matters related to approval of Master Plan prepared by Brahmaputra Board.
- (iv) Parliament matters related to Brahmaputra Board.
- (vi) Matters related to Parliament standing Committee on working of Brahmaputra Board.

2. DIVISIONAL HEAD: SR. DEPUTY COMMISSIONER (NE)

North-East Unit:

- (i) International matters in the field of water resources sector with China and Bhutan.
- (ii) Matters related to Hydro-Power Development in North Eastern Region, Clearance of Detailed Project Reports.
- (iii) General Matters of North East including ADB assisted projects in Assam.
- (iv) Parliament matters related with above works.

3. DIVISIONAL HEAD: SR. JOINT COMMISSIONER (HP-II) & SR. JOINT COMMISSIONER (B&B)

Hydrology Project Unit:

- (i) Overall Management and Coordination of the Hydrology Project (at present, H P- II).
- (ii) Technical and managerial support for operational, implementation and coordination aspects of the project at central level.

- (iii) Co-ordination with the Department of Economic Affairs (DEA), Ministry of Finance and the World Bank.
- (iv) Issues relating to Inter-State water resources aspects.
- (v) Providing secretarial support, in the capacity of HIS Coordination Secretariat (HISCS), to the National Level Steering Committee (NLSC), which is responsible for providing strategic supervision, policy guidance and steering support for the successful project implementation.
- (vi) Providing secretarial support to the three Hydrological Information System Management Groups (HISMGs); namely HISMG (Technical), HISMG (Data Use & Data Dissemination) and HISMG (Institutional Strengthening & Training), which in turn provides advisory support to the NLSC on implementation relating to key functional areas of technical, institutional strengthening and data dissemination under the Hydrology Project- II.

VI. MINOR IRRIGATION STATISTICS WING
[WING HEAD: ADDITIONAL DIRECTOR GENERAL (STAT.)]

DIVISIONAL HEAD: DEPUTY DIRECTOR GENERAL (STAT.)

- (i) Implementation of Central sector Plan scheme 'Rationalisation of Minor Irrigation Statistics (RMIS)'.
- (ii) Supply of information pertaining to Minor Irrigation to various Divisions of the Ministry, Planning Commission, Central Water Commission, Central Ground Water Board, etc.
- (iii) Conduct of Census of Minor Irrigation Schemes on quinquennial basis, ad-hoc methodological studies and Sample Survey on Status of Minor Irrigation Schemes.
- (iv) To review the performance of Statistical Cell created in different States/ UTs under RMIS scheme.
- (v) Release of fund for Statistical Cell in States and UTs under RMIS scheme.
- (vi) Release/ revalidation of grants in aid to States and UTs for conduct of Census and Sample Survey of MI Scheme.
- (vii) Collection of Quarterly Progress Report on development of Minor Irrigation from different States/ UTs. Scrutiny of data and finalisation of All India/ State wise figure relating to potential created/ utilized in respect of Minor Irrigation Schemes.
- (viii) Collection of Quarterly Progress Report on Institutional finance for the development of Minor Irrigation Sector and compilation of figures relating to State/ All India an Institutional Finance.
- (ix) Sample check of data collected in the Census/ Sample Survey of Minor Irrigation Schemes by States/ UTs.
- (x) Analytical studies on Minor Irrigation.
- (xi) In addition, rendering technical advice to different divisions/ organizations on statistical issues including compilation & analysis of data and Publication.

VII. GANGA WING
[WING HEAD: COMMISSIONER (GANGA)]

1. DIVISIONAL HEAD: SR. JOINT COMMISSIONER-I (GANGA)

- (i) Implementation of Ganga/ Ganges Water Sharing Treaty (1996) with Bangladesh.
- (ii) Secretariat work for the Indo-Bangladesh Joint River Commission (JRC) and its Joint Committee of Experts (JCE), Joint Technical Committees (JTC), Joint Committee (JC), Standing Committees and Local Level Committees.
- (iii) Studies to be undertaken by Joint Committees for sharing of the available water resources common to India and Bangladesh.
- (iv) O&M and other technical works of Farakka Barrage Project (FBP) including Plan Scheme FBP.
- (v) Anti- erosion works along Ganga, Bhagirathi, etc., under jurisdiction of Farakka Barrage Project.
- (vi) Joint observations at Farakka (India) and Hardinge Bridge (Bangladesh) on river Ganga and operation of Farakka Barrage as per Ganga/ Ganges Water Sharing Treaty (1996) and preparation of Annual Reports for submission to the Government.
- (vii) Coordinate the studies of availability and utilization of waters of common/ border rivers between India and Bangladesh.
- (viii) Problems of execution of embankments and river training works on common border rivers of India and Bangladesh.
- (ix) Examination of multipurpose, major/ medium irrigation project and Power Projects in Ganga basin from international angle in view of Ganga Water Treaty 1996 with Bangladesh.

2. DIVISIONAL HEAD: SR. JOINT COMMISSIONER-II (GANGA)

- (i) Flood Management Programme – release of central assistance for flood management works in the country.
- (ii) Plan Scheme namely, ‘Flood Forecasting’
- (iii) National Disaster Management Authority Matters related to Flood
- (iv) Monitoring of flood situation in the country
- (v) “River Management Activities and Works related to Border Areas” Scheme

3. DIVISIONAL HEAD: SR. JOINT COMMISSIONER-III (GANGA)

- (i) Implementation of Mahakali Treaty for the “Integrated Development of the Mahakali River including Sarda Barrage, Tanakhur Barrage and Pancheswar Project”.
- (ii) India Nepal joint projects including Pancheswar Multipurpose Project, Sapta Kosi High Dam Multipurpose Project and Sunkosi Storage cum Diversion Scheme, Kamla Dam Project and Bagmati dam Project and also other matters relating to Indo-Nepal Water Resources Development.

(iii) Setting up of Pancheshwar Development Authority (PDA)- Non-Funding issues.

- (iv) Matters relating to various joint India-Nepal Committees, Joint Ministerial Commission on Water Resources (JMCWR), Joint Committee on Water Resources (JCWR), Joint Standing Technical Committee (JSTC), Joint Team of Experts (JTE), Joint Group of Experts (JGE), Joint Committee on Inundation and Flood Management (JCIFM), Joint Committee on Kosi and Gandak Projects (JCKGP), Kosi High Level Committee (KHLIC), Gandak High Level Standing Committee (GHLSC), Power Exchange Committee (PEC) and Karnali Coordination Committee (KCC).
- (v) Survey, investigation and preparation of Joint Detailed Project Report (DPR) of Saptakosi High Dam Multipurpose Project and Sunkosi Storage cum Diversion Scheme. Feasibility study of Kamla Dam Project and Preliminary study of Bagmati Dam Project.
- (vi) Matters related to Ganga Flood Control commission.
- (vii) CPIO for Ganga Wing – All matters related to Right to Information Act, 2005.

4. DIVISIONAL HEAD: SR. JOINT COMMISSIONER-IV (GANGA)

- (i) Upper Yamuna River Board and Upper Yamuna Review Committee
- (ii) All administrative and other matters concerning functioning of the Upper Yamuna River Board.
- (iii) Meetings of Upper Yamuna Review Committee
- (iv) Follow up action of Yamuna Water Accord.
- (v) Lakhwar Vyasi, Kishau Dam, Renuka Dam and other projects in Yamuna Basin upto Okhla.
- (vi) Tehri Dam and Ganga Development upto Haridwar.
- (vii) Matters related to Raw Water Supply to Delhi.
- (viii) Matters related to Yamuna Standing Committee upto Okhla including Delhi flood.
- (ix) Matters related to e-Governance and implementation of e-office – Nodal officer for implementation of e-office.
- (x) Matters relating to Ganga Basin States.

VIII. INDUS WING

[WING HEAD: COMMISSIONER (INDUS)]

1. DIVISIONAL HEAD: SR. JOINT COMMISSIONER-I

Matters related to Eastern Rivers of Indus System and BBMB

- (i) Sutlej-Yamuna Link (SYL) Canal – Works related to its implementation, court cases, meetings, funding and release of grants-in-aid.
- (ii) Water related issues among Punjab, Haryana and Rajasthan – Restoration of 0.6 MAF of Rajasthan's share of surplus Ravi Beas waters, Transfer of Control of Headworks at Ropar, Ferozepur and Harike, BML-Hansi Branch-Butana Branch Multipurpose Link channel, court cases thereof etc.
- (iii) Central Assistance for emergent counter protective works of rivers Ravi and Sutlej, works related to the Monitoring Committee thereof.
- (iv) Matters relating to the progress of Indira Gandhi Nahar Project, Indira Gandhi Nahar Board.
- (v) Matters relating to Bhakra Beas Management Board
- (vi) Northern Zonal Council meetings relating to Indus Basin matters.
- (vii) Resettlement of Pong Dam oustees – High Level Committee and Sub-Committee meetings, interaction on related matters including court cases with Beas Construction Board and Ministry of Power.
- (viii) Matters of Thein (Ranjit Sagar) & Shahpurkandi Dams, relating to sharing of Ravi Beas waters
- (ix) Matters related to implementation of RTI Act, 2005 on all the above.

2. DIVISIONAL HEAD: SR. JOINT COMMISSIONER-II

Matters related to Indus Waters Treaty 1960

- (i) Tours of inspection and meetings of Permanent Indus Commission.
- (ii) Work in connection with Secretary Level meeting with Pakistan for talks at Govt. level.
- (iii) Collection and Supply of daily Gauge & Discharge data of rivers to Pakistan.
- (iv) Supply of Irrigated Crop Area Statistics for the Western Rivers of Indus Basin for Kharif and Rabi seasons on District wise/ Tehsil wise to Pakistan.
- (v) Communication of Flood warning messages to Pakistan from 1st July to 10th of October on river Chenab, Jammu Tawi, Ravi, and Sutlej on request of Pakistan Commissioner received every year.
- (vi) Supply of Information of Hydro Electric (H.E.) & Storage Projects on Western Rivers as per Treaty, data collection from project authorities, analysis of consistency, review & supply.
- (vii) Dealing with issues raised on projects from Treaty angle from time to time -
 - i) Tulbal Navigation Project.
 - ii) Kishenganga H.E. Project.
 - iii) Other Hydro-electric Projects for which information is supplied to Pakistan.
 - iv) River training works on river Ravi

- (viii) Interaction with Pakistan Commissioner on matters related to implementation of Treaty; also with L&T, PAI Divisions of Ministry of External Affairs on these matters and policy issues.
- (ix) Clearance of projects of Indus Basin from Treaty angle.

IX. PENINSULAR RIVERS WING
[WING HEAD: COMMISSIONER (Pen. Riv.)]

1. DIVISIONAL HEAD: SR. JOINT COMMISSIONER-I:

All work/issues related to the rivers Godavari, Krishna, Cauvery, Mahi, Sabarmati, Narmada, Tapi, West side flowing rivers from Tapi to Tadri and Tadri to Kanyakumari; Cauvery Award issues.

2. DIVISIONAL HEAD: SR. JOINT COMMISSIONER-II:

All work/issues related to rivers Subarnarekha, Brahmani-Baitarani, Mahanadi, Pennar and rivers of A&N island & Pondicherry, east side flowing rivers between Mahanadi & Pennar and between Pennar and Kanyakumari, Kutch & Saurashtra including Luni. Islands of Dadra & Nagar Haveli and Daman & Diu; Rivers draining desert in Rajasthan. All works related to International Organizations, draught and Dam Rehabilitation Improvement Project (DRIP).

3. UNDER SECRETARY (Pen. Riv):

- (i) Administrative matters of Pen. Riv Wing.
- (ii) Inter-Ministerial Standing Committee.
- (iii) General financial matters.
- (iv) General Matters concerning all committees like Standing Committee of Parliament, Consultative Committee etc.
- (v) Matter related to review level meetings taken by Secretary (WR).
- (vi) Matters relating to Internal Work Study Unit;
- (vii) RTI Matters.
- (viii) Matter relating to Internal/External Audit and C&AG Compliance;
- (ix) Monitoring of Annual Action Plan, mid-term appraisal & Outcome Budget;
- (x) Monitoring of Budget of Peninsular Rivers Wing.
- (xi) Work relating to general matters not relating to States in-Charge of Sr. JCs.
- (xii) Periodic Returns regarding achievements of the Government.
- (xiii) Arrangements for seminars, conferences, Secretary level meetings etc.
- (xiv) Any other work allotted by the Commissioner (Pen. Riv).

X. EXTERNAL ASSISTANCE WING

[WING HEAD : ADVISER (ECONOMIC)]

- (i) Economic Appraisal of all Projects.
- (ii) Externally aided projects funded by World Bank, JICA, Germany, EU & ADB, etc.
- (iii) UNESCO
- (iv) Matters of IPTRID
- (v) NWMP
- (vi) IHP through NIH
- (vii) Foreign Training
- (viii) Raj Bhasha
- (ix) International Cooperation
- (x) Annual Report of Ministry of Water Resources

1. DIVISIONAL HEAD: DEPUTY SECRETARY/DIRECTOR (EA)

(a) External Assistance Wing

- (i) Matters relating to projects/ programmes with assistance from World Bank, ADB, JICA, Germany, EU etc.
- (ii) Proposals for studies/ technical assistance from the States for taking up with the external funding agencies.
- (iii) Matters relating to water issues in various UN organizations such as UNESCO, UN Environment, FAO, etc.
- (iv) Matters related to National Commission for cooperation with UNESCO relating to water resources.
- (v) Important water issues for discussions in various fora such as World Water Forum, International Hydrological Programme of UNESCO etc.
- (vi) Indian Initiative relating to International Hydrological Programme through National Institute of Hydrology.
- (viii) Coordination with Department of Economic Affairs, Ministry of External Affairs, Ministry of Commerce and other Ministries on the issues relating to Water Resources.

(b) INTERNAL WORK STUDY UNIT:

- (i) Organisation Analysis.
- (ii) System/Procedure/Method studies.
- (iii) Work Measurement Study.
- (iv) Compliance of provisions of Manual of Office Procedure-
 - (a) O&M inspections.
 - (b) Record Management.
 - (c) Checks on delays.
- (v) Staff Inspection Unit-- Liaison with and implementation of SIU reports.

- (vi) Liaison with Department of Administrative Reforms, National Archives of India.
- (vii) Allocation of Business Rules.

2. UNDER SECRETARY (EA)

a) Bilateral Cooperation

- (i) Collaboration / Bilateral agreements / Cooperation in the field of Water Resources with other countries including signing of memoranda of understanding, capacity building and training in the field of water resources.
- (ii) Governing Board Meetings of Regional Centre on Urban Water Management, Tehran.
- (iii) Coordination with Ministry of Commerce etc. on the issues relating to bilateral cooperation.

b) Foreign Deputation and Foreign Training

- (i) Matters relating to participation of the Indian delegation in the World Water Forum, World Water Week, G-77 etc.
- (ii) Matters relating to attending the seminars/workshops held in India and abroad organized by the UN / International Organizations and other countries.
- (iii) Foreign training and study tours by officers from the Ministry of Water Resources and its organisations, sponsored by ADB / World Bank, etc.
- (iv) International technical conferences on water resources, including international engineering conferences and FAO conferences, seminars / symposia /workshops held in India.

3. EA DESK

EA Section creates and maintains the files / records of Economic Wing / EA Division and renders general / routine / misc. assistance, including diary & dispatch of communications, photocopying work, faxing of communications, etc. Further, EA Section also examines the receipts and submits them to the concerned officer.

4. DIVISIONAL HEAD: DIRECTOR (OL)

HINDI SECTION:

- (i) To ensure the implementation of instructions/directions and constitutional provisions on Official Language, Official Languages Act, Official Languages Rules etc., in the Ministry and its subordinate organizations.
- (ii) To ensure the implementation of Presidential Orders on the Reports of Committee of Parliament on Official Language and issue instructions to all Sections and Officers in the Ministry and Subordinate Offices.
- (iii) Translation of Parliament Questions' answers, Cabinet notes, Standing Committee materials, Annual Report, Statutory reports, Orders, Letters etc. into Hindi.
- (iv) To ensure constitution of Hindi Salahkar Samiti in the Ministry and holding of its meetings.

- (v) To ensure constitution of Official Language Implementation Committee in the Ministry as well as in the subordinate organizations and holding of their regular meetings.
- (vi) To organize Hindi workshops.
- (vii) To administer incentive schemes to encourage work in Hindi.
- (viii) To ensure implementation of Annual Targets for working in Official Language of Hindi as per the Annual Programme received from the Department of Official Language and prepare Annual Assessment Report based on actual achievements vis-a-vis targets fixed.
- (ix) To collect information regarding implementation of Official Language Policy from various Sections of the Ministry and subordinate organizations through Quarterly Progress Reports and inspections of subordinate offices and sections in the Ministry.
- (x) To ensure timely disposal of applications received under RTI Act in respect of implementation of Official Language Policy in the Ministry.

XI. NATIONAL WATER MISSION

[WING HEAD :MISSION DIRECTOR]

ADVISER (TECHNICAL) AND ADVISER (COORDINATION & MONITORING)]

- (i) Setting up of National Bureau of Water Use Efficiency:
- (ii) Preparation of State Specific Action Plans and Implementation thereof
- (iii) Incentivization of sectors like industries, farmers, local bodies, water users' associations etc. for water conservation.
- (iv) Coordinating for taking up Baseline Study, Benchmarking and Demonstration Projects for Water Use Efficiency.
- (v) Matters related to National Action Plan on Climate Change and National Water Mission

XII GANGA REJUVENATION WING

[WING HEAD :JOINT SECRETARY & MD (NMCG)]

[All cases of the Wing will be routed through Additional Secretary (WR, RD & GR)]

All the works;

- (i) Pertaining to matters of Ganga Rejuvenation and National Mission for Clean Ganga.
- (ii) Relating to Coordination work of National Mission for Clean Ganga with other Wings.
- (iii) Processing of budget and other financial proposals for National Mission for Clean Ganga.
- (iv) Relating to all parliamentary matters of National Mission for Clean Ganga.
- (v) Any other work relating to Ganga Rejuvenation.
