

MOST IMMEDIATE


No.1/1/2013-Admn
Government of India
Ministry of Water Resources, River Development &
Ganga Rejuvenation

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 24th November, 2014

Subject: **Revision of existing Channel of Submission of Files/ Cases and Allocation of Work in the Ministry of Water Resources, River Development & Ganga Rejuvenation**

In supersession of the existing orders on the subject cited above, the undersigned is directed to say that the revised Channel of Submission of Files/ Cases and Allocation of Work in the Ministry, duly approved by the Competent Authority have been placed on the circular page of the Ministry's intranet.

2. All Wing/ Division Heads are requested to kindly ensure that all files/ cases are submitted and disposed off strictly in accordance with the channel and levels specified in the statement.


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To

1. All Wing Heads/ Officers/ Sections in the Ministry of Water Resources

Copy for information to :-

1. PS to Minister (WR, RD & GR)/ PS to MOS (WR, RD & GR)
2. Sr. PPS to Secretary (WR, RD & GR)/ PS to AS (WR, RD & GR)/ PS to JS (A)
3. NIC Cell

**CHANNEL OF SUBMISSION IN THE MINISTRY OF WATER RESOURCES, RIVER
DEVELOPMENT & GANGA REJUVENATION**

A. SUBJECTS COMMON TO ALL THE WINGS

Sl. No.	Subject	Revised
I	ESTABLISHMENT MATTERS	
1.	All policy and legislative matters of Organisations	DS/Dir. → JS → Secy. → MoS → Minister
2.	Transfer/ posting of officers in MoWR, RD & GR of the rank of JS and above	DS/Dir. → JS → Secy. → Minister
3.	Transfer/ posting of officers below the rank of JS	DS/ Dir → JS
4.	Transfer / posting of officers of the rank of CE and above and Heads of Regional Offices of CGWB/ CWC	DS/Dir. → JS → Secy. → Minister
5.	Establishment matters of Heads of Organisations (except CWC, CGWB)	DS/Dir. → JS → Secy. → Minister
6.	Establishment matters of other officers of the Organisations	DS/Dir. → JS
7.	All establishment matters related to such posts, below the level of Director, which are not delegated to Secretary (WR) or any other authority in the Ministry	DS/Dir. → JS → Secy. → MoS
8.	Domestic training programmes of officers of Ministry (Main Sectt)	US → DS/Dir. → JS
	Mandatory Training Programmes nominated by DoPT/ Cadre Authorities	US → DS/Dir.
9.	Matters related to Department Council	DS/Dir. → JS → AS
10.	Proposals being referred to ACC (Group 'A' and above)	DS/Dir. → JS → Secy. → Minister
11.	Matters relating to disciplinary cases in respect of Group 'A' posts	US → DS /Dir→ JS → Secy. → Minister
	Matters relating to disciplinary cases in respect of Group 'B' posts	US → DS/Dir → JS → Secy.
	Matters relating to disciplinary cases in respect of Group 'C' posts	US → DS/Dir
12.	Matters relating to RRs of Group A posts	US → DS/Dir → JS → Secy. → Minister
	Matters relating to RRs of Group B and C posts	US → DS/Dir → JS
13.	Board level appointments in PSUs	DS/Dir. → JS → Secy. → Minister
14.	Issues of PSUs other than those mentioned at item No. 13 above	DS/Dir. → JS
15.	Restructuring of Organisations	DS/Dir. → JS → AS → Secy.
16.	Appointment /VRS of officers holding Group 'A' posts carrying grade pay of Rs. 5400/- (PB-3) and above	DS/Dir. → JS → Secy. → Minister

17.	Appointment /VRS of officers holding posts carrying grade pay of Rs. 4200/- to Rs. 5400/- (PB-2) Appointment/ VRS of employees holding Group 'C' posts carrying grade pay from Rs. 2800/- and below in PB-1	DS/Dir. → JS → Secy. US→DS/ Dir.
18.	Outsourcing of services for implementation of plan activities	DS/Dir → JS →Secy. →Minister
19.	Residual issues (If need be, they be shown to Minister also)	US→ DS/Dir. → JS →Secy
II	MATTERS RELATING TO PARLIAMENT	
20.	(i) Fulfillment of Parliament Assurances arising out of - (a) Starred Questions (b) Un-Starred Questions (ii) For securing extension of time for PAs arising out of SQs (iii) For securing extension of time for PAs arising out of USQ	DS/Director → JS → AS→ Secy → Minister DS/Director → JS → AS → MoS Dir → JS → AS → Minister DS/Director → JS → AS → MoS
21.	Starred Questions	DS/Dir. →JS/ AS → Secy. → Minister
22.	Unstarred Questions of :- (a) Inter-state/ international matters and rejuvenation of Ganga and other rivers (b) Except those pertaining to Inter-state/ international matters and rejuvenation of Ganga and other rivers	DS/Dir. →JS →AS→ Minister DS/Dir. → JS → AS→ MoS
23.	Matters relating to Special Mentions in Rajya Sabha / under Rule 377 of Lok Sabha	DS/Dir. → JS → AS → Secy → Minister
24.	Laying of Annual Reports in Parliament in r/o organizations	DS/Dir. → JS → AS → MoS
25.	Matters not covered in the above items from Sl. No. 20 to 24	DS/Dir. → JS → Secy →Minister
III	MATTERS RELATING TO CABINET & ITS COMMITTEES	
26.	Notes for Cabinet or Committees of Cabinet	DS/Dir. → JS → AS → Secy. → Minister
27.	Draft Cabinet Notes received from other Ministries for Comments	DS/Dir. → JS →AS → Secy → Minister.
28.	Proposals required to be referred to CoS, Note/Report/Information to PMO/Cab. Sectt./ State Govts. or other Central Ministries involving policy issues	DS/Dir. → JS →AS → Secy.
29.	Residual matters	DS/Dir. → JS

IV VIP REFERENCES		
30.	VIP references received in the name of Hon'ble MoS (WR, RD & GR) and those received from MPs and MLAs except matters dealt exclusively by Hon'ble Minister (WR, RD & GR).	DS/Dir → JS → AS → MoS
31.	All other VIP references including those received from Ministers of Union or States and matters which is dealt directly by Hon'ble Minister (WR, RD & GR)	DS/Dir → JS → AS → Secy → Minister
32.	VIP references received from Ministers of Union or States regarding matters dealt directly by Hon'ble MoS (WR, RD & GR)	DS/Dir → JS → AS → MoS → Minister
V AUDIT PARAS		
33.	Reply to draft Audit Paras/ ATN on Audit Paras	SO→US→DS→JS
VI INTER- STATE MATTER		
34.	Technical issues	SJC → Comm → AS → Secy
VII OTHER MATTERS		
35	Preparation of guidelines for the implementation of Central/ State-Sector/ Centrally Sponsored Schemes and Annual Action Plans of these schemes	Dir → JS → AS → Secy. → Minister
36	Inclusion of new projects under any Scheme excluding State Sector Schemes	Dir → JS → AS → Secy. → Minister
37	Agenda as well as formation, for any Inter-Ministerial Committee/ Working Groups under Centrally Sponsored Schemes and for any other purpose	Dir → JS → AS → Secy. → Minister
38	Major Research and Development Projects	Dir → JS → AS → Secy. → Minister

Note :-

1. In respect of the Wings where SJC and Commissioner are in position, DS/ Director and JS will be substituted by SJC and Commissioner, respectively and US will be substituted by DC or DD in the above channel of submission and Commissioners would continue to route their files through AS.
2. In respect of the Audit Paras all the Wings other than Administration and PP Wing, the matter will be submitted to AS for final disposal.

B. ADMINISTRATION WING

Sl. No.	Subject	Revised
I	SCHEMES RELATING TO IEC/ID/WQ/ GW/ E-GOV	
1	Matters relating to the schemes of Ground Water	DS/Dir. → JS
2	Formulation of Annual Plan for undertaking IEC activities/ Committee for the IEC	DS/Dir → JS→ AS → Secy.→MoS
3	Regular follow up / sanction of IEC	SO → DS/Dir. → JS
4	Matters relating to ID scheme & other residual matters / schemes	DS/Dir. → JS → AS →Secy.
5	Matters relating to WQ	ARO → Sc. C →Dir.→ JS
6	Matter related to Aquifer Mappin Programme	DS/Dir → JS→ AS → Secy →MoS →Minister
7	All issues relating to technical matters and development of GW	DS/Dir → JS→ AS → Secy
8	Implementation of NAQUIM	DS/Dir → JS→ AS → Secy
9	Residual matters	SO → DS/Dir. → JS

C. PP WING

Sl. No.	Subject	Revised
1	Major policy issues including National Water Policy	SJC→ JS → AS → Secy. →MoS → Minister
2	Follow up of recommendations of Irrigation Ministers' Conference	US → SJC →JS
3	Residual Matters	US → SJC/ equivalent→ JS
II	NWDA	
4.	Agenda for Annual General Meeting	SJC →JS → AS → Secy → Minister
5.	Agenda for Governing Body Meeting, Environmental Social Scientists & other Experts on Inter Linking of Rivers, Steering Committee and their minutes	SJC →JS → AS → Secy → MoS → Minister
6.	Amendment in rules of NWDA	SJC →JS → AS → Secy → Minister
7.	Approval for S&I work beyond delegation in respect of NWDA	SJC → JS → AS →Secy→MoS →Minister
8.	Technical matters of NWDA/ Inter Linking of Rivers	SJC → JS → AS →Secy→MoS →Minister

III	INTER- STATE MATTER	
9.	Inter-State Water Disputes Act, River Boards Act, Dam Safety Bill and Ganga Management Board	SJC →JS → AS → Secy → Minister
10.	Southern zonal Council	SJC →JS → AS → Secy → Minister
11.	Technical/ administrative matters related to various Tribunals	SJC→JS → Secy
12.	Release of funds/grants/loans etc to State Governments/ UT/ Research Institutions/NGOs, etc. under different approved Schemes	SJC→JS → Secy →Minister
13.	Policy matters of Upper Yamuna River Basin :-	
	(a) Inter-State issues, Steering Committee matters	US/ DS →JS →AS →Secy →Minister
	(b) Upper Yamuna Review Committee (c) Other regular issues	US /DS →JS →AS →Secy →Minister US /DS →JS →AS →Secy
14.	(a) Policy matters of Ravi Beas	SJC →JS →AS →Secy →Minister
	(b) Other regular issues	SJC →JS→AS →Secy

D. STATE PROJECTS WING

Sl. No.	Subject	Revised
	Inclusion on / Deletion of CADWM Projects	
1.	Preparation of Agenda / draft Minutes of Inter-Ministerial Sanctioning Committee (IMSC)	DS → Comm→ AS
2.	Final approval of Agenda/ Minutes of IMSC	DS / SJC → Comm →AS →Secy
3.	Administrative Orders for the projects approved by the IMSC for inclusion / deletion of projects	DS / SJC → Comm
	Core Group for reclamation of waterlogged areas, correction of system deficiencies and adaptive trials.	
4.	Preparation of agenda/minutes	SJC → Comm
5.	Administrative orders for the approved projects	DS / SJC → Comm
6.	Matters relating to WALMIS	SJC → Comm→ AS → Secy
	Data Cell	
7	Scrutiny of physical and financial progress reports of states and storage / retrieval of various data.	DS / JD / SJC → Comm

8.	Miscellaneous Preparation / revision of guidelines on implementation of CADWM Programme	
	New Projects	DS / SJC → Comm → AS → Secy → MoS
	Ongoing Projects	DS / Sr.JC → Comm → AS → MoS
9.	Matters relating to the schemes of RRR of Water Bodies	
	New Projects	DS / SJC → Comm → AS → Secy → MoS
	Ongoing Projects	DS / SJC → Comm → AS → MoS
10	Matters relating to FPARP	SJC → Comm

II. PROJECTS & MI DIVISIONS

	Subjects	Revised
11	Inclusion of new projects under State Sector Scheme	SJC → Comm → AS → Secy → MoS → Minister
12	Agenda as well as formation, for any Inter-Ministerial Committee/ Working Groups under State Sector Sponsored Schemes and for any other purpose	SJC → Comm → AS → Secy → MoS → Minister
I	AIBP	
13	Release proposal for MMI& Surface Minor Irrigation Schemes	
	New Projects	SJC → Comm → AS → Secy → MoS → Minister
	Ongoing Projects	SJC → Comm → AS → MoS → Minister
14	Matters related to MMI&MI schemes under AIBP	
	New Projects	SJC → Comm → AS → Secy → MoS → Minister
	Ongoing Projects	SJC → Comm → AS → MoS → Minister

E. B&B WING

I) MATTERS RELATED TO HYDROLOGY PROJECT-II

Sl. No.	Subject	Revised
1.	Hiring of consultants for HP-II	Dir/SJC → Comm → AS → Secy → Minister
2	Hiring of consultants for short term consultancies	US → Dir/SJC → Comm → AS → Secy
3.	Mid Term Review Report / Revision of Cost Tables	US → Dir/SJC → Comm → AS → Secy

4.	Procurement of Goods & Works of IAs under HP-II	SJC → Comm → AS → Secy
5.	Semi Annual Progress Reports of IAs of HP-II	DC → SJC → Comm
6.	Procurement Plans of IAs of HP-II	DC → SJC → Comm
7.	Annual Work Plans of IAs of HP-II	DC → SJC → Comm
8.	Release of Grants-in-Aid to NWDA, NIH and revalidation of unspent Grants-in-Aid	DC → SJC → Comm → AS → Secy. → MoS → Minister
9.	Residual issues of other IAs	DC → SJC → Comm

II) MATTERS RELATING TO BB UNIT

Sl. No.	Subject	Revised
	MAJOR WORKS AND SCHEME	
10.	Approval of the Master Plan in respect of Brahmaputra Board	SJC → Comm. → AS → Secy. → MoS → Minister

III) MATTERS RELATING TO NORTH EAST UNIT

Sl. No.	Subject	Revised
11.	Miscellaneous Matters related to North East Water Resources Authority.	DC → SJC → Comm → AS
12.	India-China and India-Bhutan water related matters. (a) Release of funds/ payment to be made to Royal government of Bhutan/ China for receipt of information, etc. (b) Other important issues in water resources sector like media news etc. relating to bilateral relations.	DC → SJC → Comm → AS → Secy SJC → Comm → AS → Secy → Minister

F. INDUS WING

Sl. No.	Subject	Revised
1	<u>All matters related to Indus Waters Treaty (IWT), 1960</u>	
(a)	Issues related to Tours and Meetings of Permanent Indus Commission (PIC) related policy issues, arbitral, third party adjudication in respect of disputes arising thereof and related matters such as Cabinet Notes, CoS Notes, Secret Matters, etc.	DC/SO → SJC → Comm → AS → Secy
(b)	Technical issues related to Tours and Meetings, Pakistan's objections	DC → SJC → Comm

(c)	Issues related to supply of data of rivers of Indus basin and flood information to Pakistan	SSO →DC → SJC → Comm
(d)	Clearance of Projects from IWT angle and views on projects in Pakistan/ POK to other Ministries	DC → SJC → Comm →AS → Secy
(e)	Consultation with MEA in related issues	DC → SJC → Comm →AS → Secy
2	Issues related to High Powered Committee under Secretary (WR, RD & GR) to rehabilitation of Pong Dam oustees and related matters, Court Cases etc.	DC/SO→ SJC → Comm →AS → Secy
3.	Inter-State issues in respect of Ravi-Beas waters, SYL Canal etc. amongst the party States. Related Court cases etc.	DC/SO→ SJC → Comm →AS → Secy
4	Issues related to Indira Gandhi Nahar Board (IGNB) and Bhakra Beas Management Board (BBMB) and related Court cases etc.	DC/SO→ SJC → Comm →AS → Secy

G. GANGA WING

Sl. No	Subject	Revised
I	TECHNICAL MATTERS	
1	Sharing of waters of Common rivers with Bangladesh	DC/ SJC→Comm→AS→Secy →Minister
2	Indo Bangladesh JRC meetings	DC/ SJC→Comm→AS→Secy →Minister
3	Bi-lateral Cooperation with Nepal	DC/ SJC→Comm→AS→Secy →Minister
4	Grant-in-aid to various States/ autonomous agencies in connection with flood control matters	DC/ SJC→Comm→JS&FA→Secy →Minister
5	Financial proposals of FBP which are not covered within the delegated powers of General Manager FBP	DC/SJC→Comm→JS&FA→Secy→MoS →Minister
6	Flood forecasting and flood warning system with Nepal	DC/SJC→Comm→AS→Secy →Minister
II	SCHEMES	
7	Flood Management Programme	
	New Projects	SJC→Comm→AS → Secy→MoS →Minister
	Ongoing Projects	SJC→Comm→ AS →Secy →Minister
8	Flood Forecasting	DC/SJC→Comm→JS&FA→AS→Secy→MoS →Minister
9	Border River Management	DC/SJC→Comm→JS&FA→AS→Secy→MoS →Minister
10	Farakka Barrage Project	DC/SJC→Comm→JS&FA→AS→Secy→MoS →Minister

III	OTHER MATTERS	
11	Processing for approval of competent authority for the meeting relating to deputation of Indian Delegation to Nepal and Bangladesh	AC/DC/SJC→Comm→JS&FA→AS→Secy →Minister

H. MI STAT WING

Sl. No.	Subject	Revised
1.	Conduct of fresh MI Census	AE/AD/DD→Dir →ADG →Secy
2.	Conduct of other special studies	AE/AD/DD→Dir →ADG →Secy
3.	QPRs/APRs on IPC/IPU of MI schemes	AE/AD/DD → Dir
4.	MPRs from State/UT Govts	AE/AD/DD → Dir
5.	Residual issues	AE/AD/DD → Dir → ADG

I. EXTERNAL ASSISTANCE WING

Sl. No.	Subject	Revised
1.	Finalisation of draft MOU with other countries.	US /DS→ Adviser →AS→ Secy →Minister
2.	Feasibility of externally aided projects	US /DS→ Adviser →AS→ Secy
3.	WORLD BANK i) Projects/proposals being funded by World Bank, Asian Development Bank. ii) Matters relating to issues with UNESCO, UN Environment, UNDP, EEC etc. iii) Initiative relating to International Hydrological Programme through NIH.	US/ DS → Adviser →AS→ Secy →Minister
4.	BILATERAL i) Project/proposals being funded by JICA, Germany and French Governments. ii) International cooperation through Bilateral Joint Commissions/ Trade Agreements and Bilateral Negotiations and Matters of the Joint Trade Committee/Joint Commission iii) Collaboration/ Bilateral agreements/ Cooperation in the field of Water building and Training iv) Governing Board Meetings of Regional Centre on Urban Water Management, Tehran.	US /DS→ Adviser →AS→ Secy

5.	FOREIGN TRAININGS i) Foreign Training and study tours by the officers including HP-II/ all Wings/ Organisations ii) Deputation of officers abroad other than training iii) Matters relating to participation of the Indian delegation to the World Water Forum, World Water Week, G-77 etc.	US /DS→ Adviser →AS→ Secy →Minister
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Rajbhasha Division

Sl. No.	Subject	Revised
6	Translation work	AD(OL) →DD (OL) → Dir(OL)
7.	Constitution and meetings of Hindi Salahkar Samiti	AD(OL) →DD (OL) → Dir(OL) → Adviser →AS→ MoS
8.	Follow up action on the decisions taken in the meetings of OLIC	AD(OL) →DD (OL) → Dir(OL)
9.	Celebration of the Hindi Week	AD(OL) →DD (OL) → Dir(OL) → Adviser
10.	Visits of Parliamentary Committee on official language and follow up action on the assurances given to the Committee	DD (OL) → Dir(OL) → Adviser
11.	Residual Matters	AD(OL) →DD (OL) → Dir(OL) → Adviser

J. PENINSULAR RIVER WING

Sl. No.	Subject	Revised
1.	All matters relating to River Basins of AP, Goa, Gujarat, MP, Maharashtra, Odisha, Kerala, Karnataka, TN, Union Territories of Pondicherry, Andaman & Nicobar Islands, Dadar & Nagar Haveli and Daman & Diu Islands	SJC→Comm→AS→Secy
2..	Drought	SJC→Comm→AS→Secy
3.	Dam design & safety matters/ Dam Rehabilitation and Improvement Project (DRIP) & All works related to International Organizations	S JC →Comm → AS → Secy →MoS → Minister

K. NATIONAL WATER MISSION

Sl. No.	Subject	Revised
1	National Water Mission	Dir → Adviser → AS → Mission Director/ Secy

L. GANGA REJUVENATION WING

Sl. No.	Subject	Revised
1.	Matters pertaining to Organisation, budget, coordination and parliament of NMCG	Dir → JS → AS → Secy

Note : Matters requiring the concurrence of IFD will be referred to them by the concerned Wings.