

MINISTRY OF RURAL DEVELOPMENT
DEPARTMENT OF DRINKING WATER SUPPLY
INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (iii)
OF SECTION 4 (1)(b) OF THE Rh I ACT, 2005

PROCEDURE FOLLOWED IN THE DECISION-MAKING PROCESS,
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The Government of India (Transaction of Business) Rules framed under Article 77(3) of the constitution define the authority, responsibility and obligations of each Department in the matter of disposal of business allotted to it. While providing that the business allotted to a Department will be disposed of by, or under the direction of, the Minister in charge, these rules also specify:

- a) cases or classes of cases to be submitted to the President, the Prime Minister, the cabinet or its committees for prior approval: and
- b) the circumstances in which the Department primarily concerned with the business under disposal will have to consult other departments concerned and secure their concurrence before taking final decisions.

2 .Action on the routine papers is initiated at the level of the Dealing Assistant and on important papers, at a higher levels e.g., Section Officer/Under Secretary. The normal channel of submission of papers is :-

Dealing Assistant ?Section Officer ? Under Secretary ?Deputy
Secretary/Director.

3 Above the level of Deputy Secretary/ Director, a case may be disposed of at one of the following levels depending on its nature:-

Joint Secretary
Secretary
Minister of State/Minister

4. Subject to what is stated in para 1 above, cases related to all matters of policy, replies to Starred Questions, appointment to Group 'A' posts, foreign visits of officers etc. are disposed of at the level of the Minister for Rural Development.

5. CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN RESPECT OF ITEMS OF WORK HANDLED BY DEPARTMENT OF DRINKING WATER SUPPLY.

Sl.No.	Items of Work	Final level of disposal	Channel of submission above the level of Section Head
I.	Policy Matters	M(RD)	DS-JS- AS&FA- Secy-MOS-M(RD)
II.	Parliament Matters		
1	Starred Questions	M(RD)	US/DS-JS/ -Secy-MOS-M(RD)
2.	Unstarred Questions	MOS	US/DS-JS-MOS
3.	Facts of the cases etc.	JS	US/DS-JS
4.	Material to Lok Sabha/Rajya Sabha Sectt. for deciding admissibility of questions	JS	US/DS-JS
5.	Material asked for by other divisions	JS	US/DS-JS
6.	Assurances-Implementation thereof	MOS	USIDS-JS/MOS
7	Finalisation of all legislation matters	M(RD)	US/DS-JS/ Secy — MOS-M(RD) DS-
8.	Laying of documents on the tables of Lok Sabha/Rajya Sabha	MOS	JS-Secy-MOS

Note: 1. Joint Secretary would allocate the work in such a way that specific items of work only be considered either by Under Secretary or by DS and not by both.

2. If the Joint Secretary feels it necessary to show specific file to the Secretary, he may do so at his discretion

3. The terms "US", "DS" and "JS" denote the officer(s) of the concerned division.

4. The term of DS also includes Director and other such DS equivalent posts.

5. The term of US also includes Dy. Director, Sr. Systems Analyst and other such equivalent posts.

6. The term of SO also includes Accounts Officer and such equivalent posts.

II.	Matters of Committees		
1.	Public Accounts Committee Evidence	Secy.	US/DS-JS-- Secy.
	Parliament Consultative Committee	M(RD)	US/DS-JS- Secy.-MOS- M(RD)
3.	Budget Standing Committee	Secy.	US/DS-JS- — Secy.
4.	Other work of Parliament Committees	JS	US/DS-JS
5.	Preparation of notes for the Cabinet/ Cabinet Committees/Comments on Cabinet Notes received from other Departments/Ministries	M(RD)	US/DS-JS-- Secy.-MOS- M(RD)
6.	Expenditure Finance Committee- Finalization of EFC Memo	Secy.	US/DS-JS — Secy.
7.	Representation on inter-Ministerial and Departmental Committees-decision thereon	Secy.	US/DS-JS- — Secy.
8.	Representation on governing body/ governing council/executive Committee of autonomous bodies	M(RD)	US/DS-JS- Secy.-MOS- M(RD)
IV	Conferences/Seminars/Meetings		
1.	Sponsoring of Seminars/Conferences	Secy.	US/DS-JS — Secy.
2.	Deputation/participation in international meetings/Conferences/seminars	M(RD)	DS-JS-- Secy.-MOS- M(RD)
3.	Briefs on Policy Issues on international meetings/conferences etc.	Secy.	US/DS-JS- Secy.
4.	Factual brief for international meetings/ conferences etc.	JS	US/DS-JS
5.	Regional Meetings for review of various programmes — preparation of material and coordination of arrangements	JS	US/DS-JS
6.	Meetings of the sanctioning Committees and Project Funding Committees- agendas thereof	JS	US/DS-JS
7.	Preparation and approval of minutes		
(a)	For national/international/inter- departmental meetings/seminars/ conferences etc.	Chairperson	US/DS-JS
(b)	Departmental meetings	Chairperson	US/DS
V	Guidelines		

1.	Formulation and modification of guidelines for implementation of programme (s)	Secy.	US/DS-JS
2.	Clarification on guidelines	JS	US/DS-JS
3.	Forwarding of guidelines	DS	DS
VI	National/State Level Training Programmes/Workshops		
1.	Sponsoring thereof	Secy.	US/DS-JS-- Secy
2.	Organizing the programmes thereof	JS	US/DS-JS
3.	Correspondence with State Govts. And training institutions-formulations of programmes, course Content, making necessary adjustments and releases of funds etc.	DS	US/DS
VII	Career Management Training		
1.	Recommendations of officers of the level of US and above	JS	DS-JS
2.	Recommendations of officers upto level of SO and equivalent	DS	US-DS
VIII	Allocation of resources		
1.	Policy	M(RD)	DS-JS-Secy.- MOS-M(RD)
2.	Fixation of Targets under different Schemes/ programmes	Secy	DS-JS--Secy
3.	Release procedure	Secy	DS-JS-Secy
4.	Release of funds as per guidelines	US	US
5.	Release of funds involving relaxation of guidelines	JS	US-JS
6.	Release of funds to CAPART	DS	US-DS
IX	Approval of Schemes/Projects under Programmes		
1.	Scrutiny and approval of schemes	Secy	US/DS-JS- Secy
2.	Approval by Central Sanctioning Committee/ Project Funding Committee	Concerned Committee	US/DS-JS- Concerned Committee
X	Review, Research and Evaluation Studies		
1.	Initiation, examination and Commissioning of the proposal	Secy.	US/DS-JS- Secy.
2.	Research Studies in which Advisory/Research Committee is		

	involved		
(a)	Examination of Proposals, sanctions etc.	Advisory Committee	US/DS-JS-Adv. Committee
(b)	Examination of study reports and preparation of comments	JS	US/DS-JS
3.	Follow up on report	US/DS	US/DS

XI	Monitoring		
1.	Monthly & quarterly review of progress of programmes	DS	US/DS
2.	General instructions to the State Govts. Regarding periodical reports for monitoring progress of programmes	JS	US/DS-JS
3.	Monitoring physical/financial progress of approved projects under various programmes	JS	US-DS-JS
XII	Budget & Financial Matters		
1.	Finalization of budget/revised estimates for each Division	Secy.	US/DS-JS-Secy
2.	Drafting of performance budget	JS	US/DS-JS
3.	Reconciliation of expenditure	US	US
4.	Examination of audit reports and settlement thereof	JS	US/DS-JS
XIII	O & M Work		
	Annual review of reports/returns/instructions prescribed by the Wing	JS	US/DS-JS
2.	Printing of orders/instructions/guidelines	JS	US/DS-JS
3.	Information on O&M inspection of sections	SO	
4.	Implementation of O & M inspection report	US	US
5.	Sending and calling of periodical reports	SO	
6.	Indexing, recording and weeding out of files	SO	
7.	Weekly arrears statement	US	US
8.	Cases pending for over one month	JS	US/DS-JS
XIV	Miscellaneous		
1.	Finalisation of Annual Report, Annual	Secy.	US/DS-JS-

	Plan/Five Year Plan of each Division		Secy.
2.	Material for monthly D.O. letter to Cabinet Secretary to be sent to GC Section	JS	US-DS-JS
3.	Information, Education and Communication (Publicity) under the Schemes	JS	US/DS-JS
4.	Preparation of annual action plan/ work programme of the division/wing	JS	US/DS-JS
5.	Approval of Tour Programme	Next Higher Officer	
6.	Action on tour notes/minutes of the meetings	DS	US-DS

7.	Routine notes & information called for by various Area Officers	DS	US-DS
8.	Material for President/PM/ Finance Minister's Speech	Secy	DS-JS— Secy
9.	Brief Notes/Draft Replies for Ministers	JS	US/DS-JS
10.	Publicity matters for the Ministry/ Deptt. as a whole	M(RD)	US/DS-JS- Secy/MOS- M(RD)
11.	Allocation of work within the division (other than Estt. Matters and within the sanctioned strength and work norms)		
	a) Among non-gazetted	DS	US-DS
	b) Among Gazetted Officers	JS	US/DS-JS
12.	Furnishing and calling of factual information	SO	
13.	Issue of Utilisation certification for the grants to P&AO	A.O./A.O.	
14.	Preparation of bills	SO	
15.	Reminders and acknowledgements for references other than VIP references	SO	
16.	Special permission to travel by air to non-entitled officer	Secy.	DS-JS- Secy
17.	VIP references		
	a) Factual replies	The addressee	US/DS-JS- Addressee
	b) Replies involving policy	The addressee	DS-JS- Secy — MOS-M(RD)

		with the approval of M(RD)	
18.	Grant of C.L. and Compensatory Holiday	SO/next higher Officer	
19.	Leave application (except study leave) making recommendations to the Estt. Division		
	a) Group B (Non-Gazetted) C and D	US	US
	b) Group B (Gazetted)	DS	US
	c) Group A upto the rank of US	JS	DS-JS
	d) Other Group A Officers	Secy	US/DS-JS- Secy
20.	Grant of OTA	JS	US/DS-JS
21.	Recommendations for grant of honorarium	JS	US-DS-JS
22.	Sanctioning of honorarium	Secy	US(A)- concerned Committee — Secy.

LIST B

DEPARTMENT OF DRINKING WATER SUPPLY

Items Specific to Administration

(Administration & Establishment matters in respect of posts controlled by the Department of Drinking Water Supply)

S.No.	Type of cases	Final level of disposal	Channel of submission above the section level
1.	Framing of recruitment rules		
	Other Group "A" posts	MRD	US-DS-JS-Secy-MOS
2.	Creation of Posts		
	Other Group "A" posts	MRD	US-DS-JS-Secy-MOS
3.	Appointment and Promotions		
	Other Group "A" posts	MRD	US-DS-JS-Secy-MOS
4.	Transfers		
	Other Group "A" Officers of and above the rank of US	Secy	US-DS-JS-Secy
5.	Grant of Leave		
	Other Group "A" Officers	US	US
	Note: Leave will be sanctioned by the Administrative Division on the recommendations of immediate superior officer of the officer concerned. Where considered necessary, the immediate superior Officer may obtain the orders of next higher order.		
6.	Fixation of Pay		
	All cases	Prescribed authority under the Rules	Upto the prescribed authority through US-DS-JS
7.	Confirmation/probation clearance		
	Other Group "A" Officers	MRD	US-DS-JS-Secy-

			MOS
8.	Ad-hoc Appointments		
	Other Group "A" Officers	MRD	US-DS-JS-Secy-MOS

LIST — B....Contd.....

9.	Medical Claims	JS	US-DS
10.	Increment	SO	
11.	Pension cases	US	US
12.	Forwarding of applications		
	Other Group "A" and "IT (Gazetted)	JS	US-DS-JS
13.	GPF first advance where no relaxation is required	US	US-DS
14.	GPF Second advance/Part-final withdrawals	JD	US-DS
15.	LTC/TA Advances	US	US
16.	House Building Advances	DS	US/DS
17.	Car/Scooter Advance/Computer Advance	DS	US/DS
18.	Festival/cycle advance, leave salary advance	US	US
19.	Security Passes		
	i) Regular employees	US	US
	ii) Daily wage labourers	JS	US-DS-JS
	iii) Non-officials	Secy.	US-DS-JS-Secy
20.	a) Employment of daily wage labourers b) Sanction of wages	JS US	US-DS-JS US
21.	Office equipment etc. i) Within the competence of HOG ii) Beyond the competence of HOG	US JS	US-DS-JS
22.	Arrangement of meetings/conferences cost of lunch, tea etc.	JS	US-DS-JS
23.	Telephone a) Payment of Bills b) New Telephones	US-DS-JS	US-DS-JS
24.	Staff Cars/Three Wheelers i) Petrol Bills ii) Repair iii) Purchase /	JS JS JS/Min. of	US-DS-JS US-DS-JS US-DS-JS

	Replacement	Finance	
25.	Stationery items purchase	JS	US-DS-JS
26.	Furniture purchase & repair	US	US

LIST — B....Contd

Items Common with Department of Rural Development

1. International Cooperation (IC).
2. Vigilance
3. Items Specific to Training Division
4. Information Education and Communication (IEC)
5. RAJBHASHA (Official Language)
6. Budget and Accounts
7. Internal Work Study Unit (IVVSU)
8. Administration of all Ministerial Posts including that of CPMC, Mumbai
9. Parliament
10. Monitoring
11. Public, Staff Grievances & Facilitation Centre

Common with Department of Land Resources

1. Items Specific to Finance Wing

LIST-B.. .contd...

DEPARTMENT OF DRINKING WATER SUPPLY

Items Specific to Drinking Water Supply

S No	Item of Work	Final Level of Disposal	Channel of Submission above
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			level of Section Head
1.	Central Project Management Cell, Mumbai Administrative Matters Technical Matters relating to States	JS (CM/S) JS (DWS)	US-DS-JS (EMS) DA-DS-Addl. Adv.-JS (DWS)
2.	ARVWSP/Swajaldhara/CRSP Technical approval of Schemes/projects under submission etc.	State Level Clearance Committee	Representative of RGNDVVM nominated by JS(DVVS)
3.	Sub-Mission Projects-Pre-April 1998 and clarifications to States	JS (DVVS)	AA/DA/Addl. Adv.- DS-JS(DWS)-IFD
4.	HRD Projects/Schemes	RAC	DA-DS(DVVS-II)-JS (DWS)
5.	R&D Projects/Schemes	JS (DWS)	DS(R&D)-Addl. Adv.- JS(DVVS)-IFD
6.	Assistance for purchase of rigs	JS (DWS)	DA/Addl. Adv.-JS (DVVS)
7.	IEC Matters	JS (DWS)	DA-Dir-JS (DVVS)- IFD
8.	MIS Matters Computerization proposals from States	JS (DWS)	SSA-Dir-JS(DWS)- IFD
9.	Bilateral Programme Projects i) Technical Scrutiny of Projects	JS (DWS)	AA-DA-Addl Adv-Dir- JS (DVVS)
	ii) Sending recommendations to Planning Commission/Department of Economic Affairs/Other Ministries	JS (DWS)	US-Dir-JS(DWS)
10.	Matters relating to UNICEF		
	i) Master Plan Operations	JS (DWS)	Director — JS(DWS)
	ii) Review of progress of water supply under Master Plan of Operations (MPO)	JS (DVVS)	Director — JS(DWS)
	<u>Other Misc. subjects</u>	<u>JS (DWS)</u>	<u>Director — JS(DWS)</u>
11.	Sector Reforms Projects/Swajaldhara	NSSC	Director-JS(DWS)- Secy (DWS)
12.	Central Rural Sanitation Programme (Total Sanitation Campaign)	NSSC	US-Direcotr-JS (DWS)-AS&FA-Secy. (DWS)

TECHNICAL WING OF DEPARTMENT OF DRINKING WATER SUPPLY

1	Technical matters relating to	JS (DVVS)	DA-Addl Adv -
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	following States: Rajasthan, UP, Gujarat, MP, Arunachal Pradesh, Nagaland		JS(DVVS1
2.	Technical matters relating to following States: Punjab, Haryana, J&K, Delhi, Chandigarh, Sikkim, Assam, Meghalaya, Tripura	JS (DVVS)	DA-Addl.Adv.-JS (DVVS)
3.	Technical matters relating to following States: West Bengal, Andhra Pradesh, Bihar, Orissa, Andaman and Nicobar Islands. Mizoram, Manipur	JS (DVVS)	DA-Addl.Adv.-JS (DVVS)
4.	Technical matters relating to following States: Karnataka, Tamil Nadu, Maharashtra, Goa, Kerala, Lakshdweep, Pondicherry, Himachal Pradesh	JS (DVVS)	AA-DA-Addl Adv.-JS (DVVS)

7. Generally, all expenditure decisions require concurrence of/consultation with Financial Advisor or Ministry of Finance depending on the nature of the case.