

Work order - Administration wing (draft for approval)

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Name and designation	Roles and competencies	Activities	Submit to	Submission from
1. Devaprathap Nagendra Director (Coordination)	Coordination matters <div>Planning and coordination</div> <div>Lean project management</div>	Coordination of matters relating to RTI Act, 2005 with concerned CPIOs of this Department and its organizations	Final authority	Sneha Kakkar
		Preparation and monitoring of periodic reports on disposal of RTI requests/ appeals and compliance of CIC instructions issued from time to time	Sambit Dattachaudhari	Anwar Rasheed
		Monitoring of public/ staff grievances and follow up action thereon and submission of periodic returns to the concerned Ministry(s)/Department(s)	Dhawal Kulkarni	Ankit Lokhande
	Organisation and methods (O&M) <div>Record management</div>	Recording, Reviewing and Destruction of old records in the Department	Midhun Pottayil	Dileep Kumar
		Compilation of Organizational History of the Department	Final authority	Mridula Mehta
		Compilation of information on Review of Records Retention Schedule for substantive functions of the Department and getting vetted by NAI	Rajeev Ravi	Diksha Mishra
2. Latika Paharia Director (Admin & GA)	Training cell <div>Leading others</div>	Mandatory Training Programme of officers belonging to various services viz. CSS, CSSS, CSCS conducted by ISTM	Rajesh Agarwal	Prerna Dadasaheb
		Mandatory and Mid-Career training programmes of officers appointed through Central Staffing Scheme and officers belonging to various other services viz. IES, ISS, SSS, etc.	Rajesh Agarwal	Prerna Dadasaheb
		Familiarization Training of Non-Technical Officers of Department on 'Water'	Final authority	Swanand Kirkire
	Budget related matters <div>Budgeting</div>	Planning BE, RE etc.	Midhun Pottayil	Dileep Kumar
		Compiling details related to budgetary provisions as required by Budget Section and furnishing information as and when required by them.	Midhun Pottayil	Sneha Kakkar
		Maintaining and furnishing information to Budget Section on allocation/expenditure of funds under HRD CB Scheme	Dhawal Kulkarni	Rajeev Masand

Approved on

Signature

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3. Joy Mathew Director (External assistance & international cooperation)	Externally aided projects Stakeholder management	Obtaining in-principal approval of the Department of Water Resources, RD & GR for the State Government projects seeking external assistance from Multilateral Banks/ Foreign Funding agencies after getting them examined by Central Water Commission and other concerned Organizations at the PPR and DPR stage.	Dhawal Kulkarni	Ramchandran KR
		Liasoning with State Government and Department of Economic Affairs in this matter.	Dhawal Kulkarni	Rajeev Masand
		Proposals for studies/ technical assistance from the States for taking up the proposals with the external Funding agencies.	Dhawal Kulkarni	Sneha Kakkar
	International cooperation Planning and coordination	Collaboration / Bilateral agreements / Cooperation in the field of Water Resources with Foreign countries including signing of memoranda of understanding	Shreya Singhal	Dileep Kumar
		Drafting of cabinet note and its subsequent approval from the Cabinet and PMO; coordination and liaising with foreign countries/ Ministry of External Affairs for mutually deciding the areas of cooperation and terms of such international agreements; Constitution of Joint Working Group for the implementation of the activities envisaged in the MoUs;	Dhawal Kulkarni	Rajeev Masand
		Matters relating to water issues in various UN organizations such as UNESCO, UN Environment, FAO, etc.	Shreya Singhal	Sneha Kakkar