

Work order - Administration wing

Published at 11:25 AM 22 Feb 2021

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1. Latika Paharia Director (Admin & GA)			
Roles and competencies	Activities	Submit to	Submission from
Training cell a. Leading others	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 a. Budgeting	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

2. Joy Mathew Director (External assistance & international cooperation)			
Roles and competencies	Activities	Submit to	Submission from
Externally aided projects a. Stakeholder management	Obtaining in-principle 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	Ramachandran KR
	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.	Dhawal Kulkarni	Rajeev Masand
	Familiarization Training of Non-Technical Officers of Department on 'Water'	Dhawal Kulkarni	Sneha Kakkar
International cooperation a. Planning and coordination	Collaboration / Bilateral agreements / Cooperation in the field of Water Resources with Foreign countries including signing of memorandum 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

