No. PHED/ Lab/ 2022-23/ Date

***Office Order***

*For Smooth functioning of Regional Laboratory, Ajmer and better working performance and equal workload, the work distribution of both office and analysis will be as follows:*

***Office Work:***

|  |  |  |
| --- | --- | --- |
| ***Dr Surendra Pal Verma, Sr Chemist*** | ***A*** | *Water Quality Control (AQC/ILC/PT etc.),*  *NABL: Quality Manager and other related work as per Job description,*  *Water Quality Monitoring (Urban/Rural):- Inspection of Water Supply Schemes/WTP etc.*  *Inspection of district labs.*  *To attend Water Quality Complaints and Reporting and Filing.*  *Monitoring of works of MWTL, Block Level Labs, Routine Testing and JJM works.*  *Incharge Chemical Testing Section,*  *Incharge of Material Testing section.*  *Assembly Questions.*  *Incharge of Outsourcing Staff.*  *Incharge of Entry of Samples on WQMIS and phedraj.nic.in.*  *Technical Correspondence and E-mails,*  *Inspection Reports.*  *In addition to above works, all routine regular works in absence of undersigned.* |
| ***Shri Devendra Kumar Goyal, Jr Chemist*** | ***B*** | *NABL: Technical Manager and other related work as per Job description,*  *Water Quality Monitoring (Urban/Rural):- Inspection of Water Supply Schemes /WTP etc.*  *Water Quality Complaints as per directions of Superintending/Sr Chemist.*  *Cross Verification of MWTL Samples/ Block Level Lab Samples.*  *JJM works.*  *Incharge Bacteriological Testing Section, ,*  *Incharge of Audit Reports.*  *Entries of Rajasthan Sampark*  *WQMIS Entry. Entry of Samples on phedraj.nic.in*  *Entries of NABL Samples on Computer and Reporting.*  *Technical Correspondence and E-mails,*  *In addition to above works, all routine regular works in absence of Sr Chemist/Quality Manger* |
| ***Mrs. Meena Jain, Jr Lab Assistant*** | ***C*** | *MPR Routine and SRI. and other monthly Informations.,*  *NABL: Dy Technical Manager and other related work as per job description,*  *Assembly Question matter work,*  *JJM related all work ,.*  *All MWTL related work.*  *All works related to Block Level Labs.*  *JJM Sample receipt and Entry in Register and Reporting and filing.*  *WQMIS Entry. Technical Correspondence and E-mails,* |
| ***Mr. Narendra Kumar Gupta, Jr Lab Assistant*** | ***D*** | *Store and Purchase related work,*  *NABL: Dy Technical Manager and other related work as perJob description,*  *Water Quality Monitoring(Urban/Rural) and Sample Collection*  *Routine Chemical &Bacteriological Analysis -Sample receipt and Entry in Register and Reporting and Filing.*  *Incharge of Residual Chlorine Testing Section.*  *WQMIS Entry, Online Entry of Routine Samples on phedraj.nic.in*  *Monitoring of work of Outsource staff.*  *Technical Correspondence and E-mails,*  *WQ Complaints,*  *Urban Town Report,*  *Surface Source Report* |
| ***Shri ShivPal Gurjar, Junior Assistant*** |  | *All Establishment and Cash related works (2215 & 4215).*  *BM2, Dispatch and receipt of letters and E-mails,*  *Postage. Audit related work.*  *Preparation and Type of General Correspondence letters and E-mails. Efiling.*  *Entry in computer and reporting of Routine Chemical Examination Reports.* |
| ***Mr.Vinod Kumar, Lab Attendant*** | ***E*** | *Cleaning Of Instruments and Labware’s.* |
| ***Smt Sunita Ranawat Class IV*** |  | *NABL: Housekeeping of Lab Building as per Lab Policy, To attend visitors,* |

***Analysis Work:***

|  |  |  |
| --- | --- | --- |
| ***Dr Surendra Pal Verma, Sr Chemist*** | ***A*** | *WQ of Surface Source.*  *Alum/PAC Dose., Sodium, Potassium, Sulphate.*  *Filter Plant samples testing each fortnight,*  *Ajmer GW Quality Monitoring of selected sources.*  *Calibration of Instruments and IQC as per plan.* |
| ***Shri Devendra Kumar Goyal, Jr Chemist*** | ***B*** | *Material Testing All (Alum/ PAC with help of JLA Sh N.K. Gupta and Bleaching Powder/Hypo/Sand/ Gravel etc.. with help of JLA Smt Meena Jain) and Reporting and Filing.*  *Ajmer GW Quality Monitoring of selected sources.*  *Calibration of Instruments* |
| ***Mrs. Meena Jain*** | ***C*** | *Chemical Analysis of water Samples(Routine Chemical/JJM/NABL/ MWTL Cross Check/BLL Cross Check /Private/ Other)- Colour, Turbidity, BOD,TDS, Hardness (Total & Calcium), Nitrate,* |
| ***Mr. Narendra Kumar Gupta*** | ***D*** | *Chemical Analysis of water Samples (Routine Chemical/JJM/NABL/ MWTL Cross Check/BLL Cross Check /Private/ Other)-- pH ,Alkalinity, , Chloride, Fluoride, COD, Sulfate, Chlorine demand.&*  *Bacteriological examination of All samples., Filter Plant samples report each fortnight. Entry in computer and reporting of Routine Bact. Examination*  *WQ of Surface Source and Urban Towns* |
| ***Mr.Vinod Kumar*** | ***E*** | *Residual Chlorine Examination and Sample Collection in Ajmer city on daily basis /*  *Residual Chlorine Examination and Sample Collection on regular Basis from District as per Norms and Targets.*  *Sample receipt .Collection of GW samples of Ajmer City for variation.*  *Assisting Technical staff in Analysis work as per requirement.*  *Preparation of Culture Media for Bacteriological Examination.* |

***Note:***

*1.The preparation of standard solution and standardization will be performed individual by the person*

*performing test.*

*2. Cross examination and cross standardization of solution will be performed by Sr. Chemist with the*

*help of JLA concerned*

*3.All above persons will examine residual chlorine of at least 4 fixed point of their residential block.*

*This should be followed strictly. In case of negligence and any outbreak they will be responsible.*

*4. The work of the person on leave will transfer as follows.*

*A>B>C >D And D>C*

*5. This Order will be effective from 16.01.2023*

*6.Any Extra work allotted by undersigned will be carried out.*

***(Dr Archana Mathur)***

***Superintending Chemist***

***PHED Regional Lab., Ajmer***

*No. Date*

*Copy To following*

*1. Chief Chemist (Adm/JJM), PHED Rajasthan, Jaipur for Information*

*2. Dr Surendra Pal Verma, Sr Chemist/ Sh Devendra Kumar Goyal,Jr Chemist/ Sh Narendra Kumar Gupta, JLA / Smt Meena Jain, JLA/ Sh Shivpal Gurjar, Junior Assistant / Sh Vinod Kumar, LA for compliance*

*3.Personal File Dr Surendra Pal Verma, Sr Chemist/ Sh Devendra Kumar Goyal,Jr Chemist / Sh Narendra Kumar Gupta, ,JLA / Smt Meena Jain, JLA/ Sh Shivpal Gurjar, Junior Assistant / Sh Vinod Kumar, LA/ Smt Sunita Ranawat, Class IV.*

***Superintending Chemist***

***PHED Regional Lab., Ajmer***