जल शक्ति मंत्रालय
जल संसाधन, नदी विकास और गंगा संरक्षण विभाग
MINISTRY OF JAL SHAKTI
DEPARTMENT OF WATER RESOURCES,
RIVER DEVELOPMENT & GANGA REJUVENATION

**Department of Water Resources,
River Development & Ganga Rejuvenation**

Work order - Administration wing
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1. Devaprathap Nagendra
Director (Coordination)

Roles and competencies	Activities	Submit to	Submission from
Coordination matters a. Planning and coordination b. Lean project management	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 Datta Chaudhuri	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) a. Record management	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

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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

3. 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

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