



सत्यमेव जयते

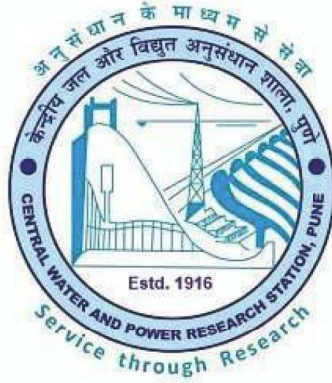
Government of India

Ministry of Jal Shakti

Department of Water Resources, River Development and  
Ganga Rejuvenation

**Central Water and Power Research Station**

Khadakwasla, Pune- 411024



Suomotu disclosure under Sec.4(1)(b) of  
Right to Information Act 2005

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**April 2024**



## *The particulars of its organization, functions and duties*

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The Central Water and Power Research Station (CWPRS), Pune, as the institution is known today, was established in 1916 by the then Bombay Presidency as a *Special Irrigation Division* with the limited mandate to modify irrigation practices to meet agricultural requirements and alter prevalent methods to counter irrigation limitations. Recognizing its role in the systematic study of various phases of water flow including floods, the institution was taken over by the Government of India in 1936.

With the dawn of independence and launching of planned development of the water resources of the nation, CWPRS became the principal central agency to cater to the research and development (R&D) needs for evolving safe, economical planning and design of projects in the fields of water and energy resources development and water-borne transport. Today, as a part of the Ministry of Jal Shakti, Department of Water Resources, River Development and Ganga Rejuvenation (MoWR RD&GR), CWPRS is increasingly called upon to advise on projects in fields as diverse as river training and flood control, hydraulic design of bridges, design of hydroelectric structures, harbours, waterways and coastal protection, structural design, foundation engineering, pumps and turbines, ship hydrodynamics, earth sciences, reservoir competency, cooling water intakes, cooling pond efficiency, discharge of industrial effluents and hydraulic instrumentation.

The current mandate of the institution encompasses undertaking specific research studies supported by necessary basic research. Comprehensive R&D support is offered to a variety of projects dealing with water resources, power and water-borne transport. Consultancy and advisory services are offered to the government within the sphere of its activities. Disseminating expertise and research findings amongst hydraulic research fraternity, and promoting research activities at other institutions by imparting training to their research manpower, are also undertaken.

The solutions offered by CWPRS are based on the investigations from physical and mathematical models, field investigations coupled with desk studies or from a combination of these. The institution also carries out collection and analysis of field/prototype data on a variety of engineering, hydraulic and environmental parameters. The requirement of accurate and reliable instrumentation, data acquisition and control systems for physical model studies and prototype measurements are met by in-house developments. CWPRS has been recognized as the regional laboratory of the Economic and Social Commission for Asia and the Pacific (ESCAP) since 1971. The institution, with an inter-disciplinary approach in its activities, thus represents unique services available to the country and the ESCAP region. The major disciplines/ groups of CWPRS are listed below.

- I. River Engineering
- II. River and Reservoir Systems Modelling
- III. Reservoir & Appurtenant Structures
- IV. Coastal and Offshore Engineering
- V. Foundation and Structures
- VI. Applied Earth Sciences
- VII. Instrumentation, Calibration and Testing Services

Almost all important irrigation, power, water supply, navigation and ports projects have imprints of this institution. It is one of the few institutions of its kind in the world, dealing with the entire life cycle of water, from its occurrence to joining the ocean dealing with various uses of water on the one hand and water-related disasters on the other. Owing to its receptivity towards incorporating new technology with the changing times, the CWPRS's journey has continued ceaselessly over a century, earning it the stature of a world-class water and power research institution. The institute has proudly completed its 100 years of existence in the year 2016 and is continued to be in the forefront of hydraulic research and played an important role in providing solutions to a large number of complex problems through physical and mathematical model studies and field, desk and laboratory studies fulfilling the mandate of '**Service to the Nation through Research**'. CWPRS has been awarded **ISO 9001:2015** certificate since the year 2017.

### *Vision*

To be a world-class Centre of Excellence in hydraulic engineering research and allied areas; which is responsive to changing global scenario, and need for sustaining and enhancing excellence in providing technological solutions for optimal and safe design of water resources structures.

### *Mission*

- To meet the country's need for basic & applied research in water resources, power sector and coastal engineering with world-class standards.
- To develop competence in deployment of latest technologies by networking with the top institutions globally, to meet the future needs for development of water resources projects in the country effectively.
- To disseminate information, built skills and knowledge for capacity-building and mass awareness for optimization of available water resources.

### *Core Values:*

- Creativity and innovation through R&D
- Integrity - We believe in conducting ourselves in honest and ethical manner with service recipients/providers and each other

- Empathy - We realize that that the best way to interact with each other is by putting ourselves into their shoes and seeing things from their perspective
- Learning - We believe that learning is a continuous process that is essential for growth as professional and as human beings
- Coordination of multidisciplinary tasks
- Capacity building
- Team spirit

### *Major Functions:*

- Planning, organizing and undertaking specific research studies to evaluate, alter, modify or redesign the proposals and/ or to redefine the objectives therein relating to all phases of water resources development including water-borne transport, environmental aspects with particular emphasis on the requirements of hydraulic systems and the structures associated.
- Carrying out basic or fundamental research necessary to support its specific/ applied research and/ or aimed at furtherance of knowledge relevant to the Science and Technology Plans/ Objectives of the Country and thus to advance the frontiers of knowledge pertaining to water resources and related sciences.
- Rendering consultancy and/ or advisory services to the Central and State Governments as may be called upon from time to time.
- Disseminating research findings and building up of a technical data base in water resources.
- Promoting/ assisting research activities in states and other institutions concerned with water resources as the premier national organization in the area of research associated with water resources development and carrying out training of research manpower.

### *Major Clientele of CWPRS:*

- Central Government Departments/ Agencies
- State Government Departments/ Agencies
- State Research Institutes
- Port Trusts/ State Port Organizations
- Public/ Private Sector Undertakings
- Municipal Corporations

### *Staffing:*

The total sanctioned staff strength of CWPRS, as of now is **1074**; whereas the existing strength as on **April, 2024 is 716**. The Director is the *Head of Department (HoD)*. The Chief Administrative Officer is designated as the *Head of Office*. The research cadre, comprising a sanctioned strength of **322** personnel in different categories, is supported by technical, auxiliary technical, administration, accounts and ancillary services.

*List of Previous Directors/HoDs*

<i>Name of Director</i>	<i>Period</i>
<i>Dr. M.K. Sinha</i>	<i>05.11.2015 to 31.05.2017</i>
<i>Dr. (Mrs) V.V. Bhosekar</i>	<i>01.06.2017 to 30.06.2020</i>
<i>Shri. A.K. Agrawal</i>	<i>01.07.2020 to 30.11.2021</i>
<i>Shri. Y.N. Srivastava</i>	<i>01.12.2021 to 27.02.2022</i>

*PRESENT DIRECTOR /HoD*

*The present head of Organisation is present Director of CWPRS and is Dr. R.S. Kankara and is working since 28.02.2022*

*CWPRS Campus:*

The CWPRS campus, situated downstream of Khadakwasla dam and about 15 km south-west from centre of Pune city, occupies an area of about 180 ha. Research infrastructure available at CWPRS includes various hydraulics and test laboratories, water re-circulation system for physical models, remote sensing centre, library, workshop, an auditorium and housing facilities. A full-fledged Computer Centre provides necessary infrastructure for mathematical modelling work. The location and campus maps are appended. Postal address and other contact details such as telephone and fax numbers are given below.

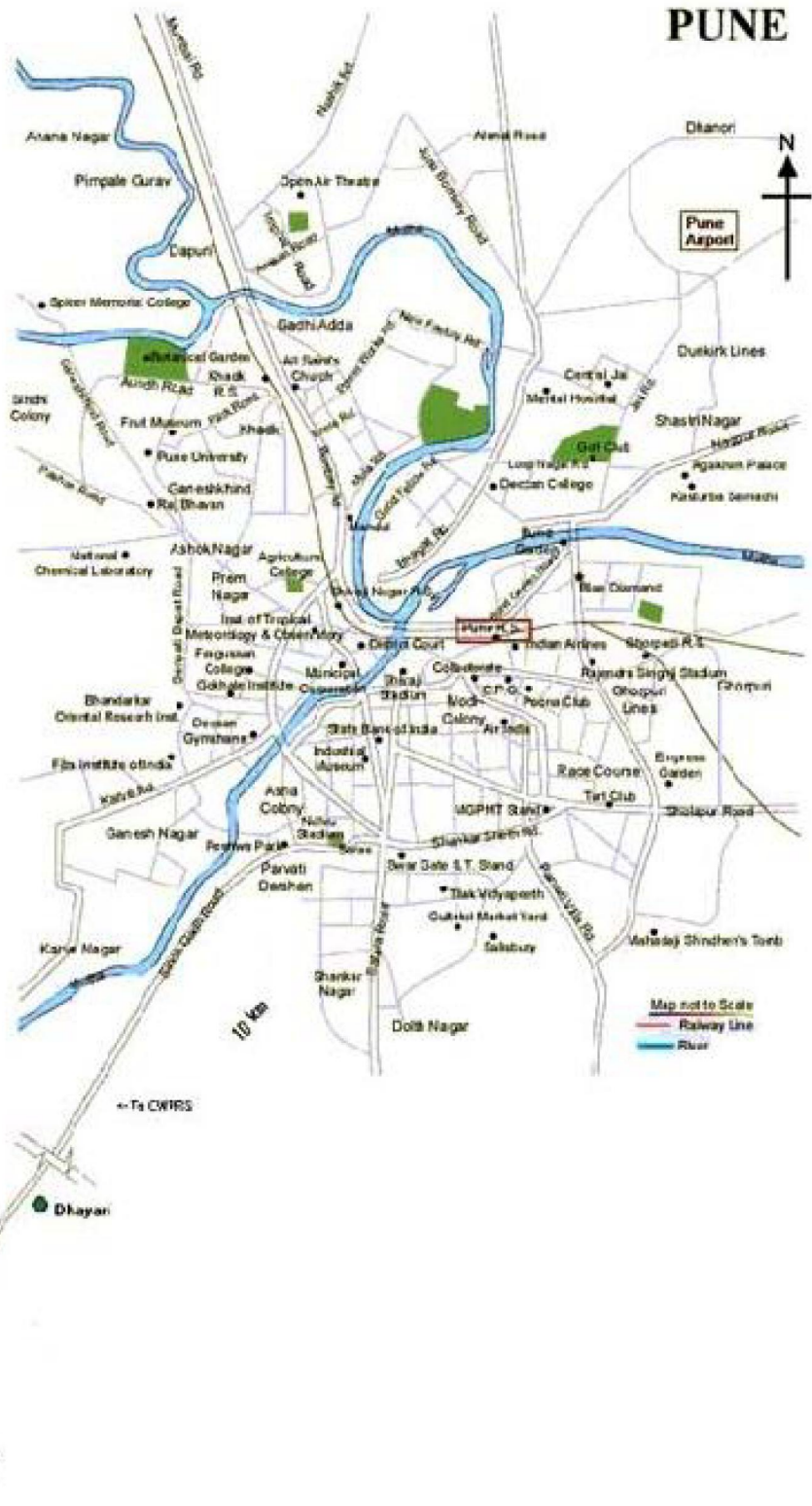
Central Water & Power Research Station, Khadakwasla, Pune, Maharashtra 411024

Tel.:020-24103400

Fax: 020-24381004

Website: [www.cwprs.gov.in](http://www.cwprs.gov.in)

CWPRS located on lower left corner of this map



Location Map of CWPRS, Pune



## Campus Map of CWPRS

*The powers and duties of its officers and employees:*

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The Director, CWPRS, exercises the powers of Head of Department (HoD), as delegated under Government of India Delegation of Financial Power Rules. In addition, the Director has been delegated additional financial powers vide MoWRRDGR letters under Annexure A-1 to A-7.

Annexure 'A-8' gives the duties of all categories of posts of CWPRS.



No.A.36013/2/2017-Admn.  
Government of India  
Ministry of Water Resources, RD & GR  
(Administration)


Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 23<sup>rd</sup> January 2019.

ORDER

**Subject: Delegation of Financial Powers to Head of Departments (HoDs) under Ministry of Water Resources, River Development and Ganga Rejuvenation under DFPRs, 1978.**

In supersession of this Ministry's Order No. 8/3/2004-IWSU dated 11.07.2006, sanction of the Competent Authority is hereby conveyed for delegation of powers to Heads of Departments (HoDs) under the Ministry of Water Resources, River Development and Ganga Rejuvenation, including and Ministry (Sectt.) in the matter of contingent expenditure under Schedule- V, subject to the Rules, Orders, Restrictions or Scales mentioned in Column (3) for the items specified in Column (1) of the Annexure to Schedule- V of Delegation of Financial Powers (DFPRs), 1978 (as amended from time to time) and Miscellaneous Expenditure under Schedule-VI of DFPRs 1978 as per details given in Annexure I, II, and III.

2. Sanction of the Competent Authority is also conveyed to the delegation of powers to HoDs for certain specific items as per details given in Annexure -IV.
3. These powers are further subject to the provisions and financial limits under General Financial Rules, 2017, read with economy instructions issued by the Ministry of Finance, Fiscal Codes and Procedures and the limits being within the budgetary allocation for the year.
4. These orders will take effect from the date of issue.
5. This issues with the approval of Secretary (WR, RD & GR) in consultation with JS & FA, Ministry of Water Resources, RD & GR.

  
(A.K. Kaushik)

Under Secretary to the Government of India  
Tel No.011-23738126

Encl: As above

To:

1. All Heads of Attached and Subordinate offices of the Ministry.
2. All Wing Heads of the Ministry.
3. Controller of Accounts Officer of the Ministry.
4. Dir (Admn) and HoD of the Ministry.
5. Pay &Accounts Officers of all the Attached and Subordinate Offices.
6. Pay & Accounts Officer (Secretariat) of the Ministry.
7. PPS to Secretary/ PPS to JS (A)/ PPS to JS & FA/ PPS to JS (IC & GW), Ministry of Water Resources, RD & GR.



## SCHEDULE — V

(Contingent Expenditure)

## Recurring

Sl. No	Name of the Organizations	Existing delegation	Proposed delegation
1.	Chairman, CWC Chairman, CGWB	Rs. 1 lakh per annum	Rs 5 Lakh per annum
2.	Director, CWPRS & GM, FBP	Rs. 1 lakh per annum	Rs. 2 lakh per annum
3.	Other Organizations	Rs. 35,000/- per annum	Rs. 1 lakh per annum

## Non-Recurring

Sl. No	Name of the Organizations	Existing delegation	Proposed delegation
1	Chairman, CWC, Chairman, CGWB, Director, CWPRS & GM, FBP	Rs. 1.50 lakh in each case	Rs. 4.0 lakh in each case
2	Other Organizations	Rs. 80,000/- in each case	Rs. 2.0 lakhs in each case

Note: The above limits will be applicable to the items of contingent expenditure which are not covered in Annexure to Schedule V

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**ANNEXURE TO SCHEDULE — V**  
(Contingent Expenditure)

Sl. No	Item of Expenditure	Existing delegation	Proposed delegation
1.	Bicycle	Full Powers	Omitted
2.	Conveyance hire	Full Powers	Full Powers
	(i) Reimbursement to Employees (ii) For hiring private vehicles	(i) CWC, CGWB, FBP & CWPRS — Rs. 1.0 lakh per annum  (ii) Other organizations Rs. 50,000/- per annum	(i) CWC & CGWB & Ministry (Sectt) - Rs. 10.0 lakhs per annum  (ii) FBP, CSMRS and CWPRS & Director, NWIC Rs. 5.0 lakhs per annum  (iii) Other organisations Rs. 2.0 lakhs per annum
3.	Electric, gas and water charges	Full Powers	Full Powers
4.	Fixtures and furniture purchase and repairs	Full Powers	Full Powers
5.	<b>Freight and demurrage wharf charges:</b> (I) Freight charges (ii) Demurrage & wharf charges	Full Powers	Full Powers
6.	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells	Full Powers	Full Powers
7.	Land	Nil	NIL
8.	Legal charges: (i) Fees to Barristers, Advocates, Pleaders Arbitrators and Umpires.	Full powers	Full Powers
	(ii) other legal charges	(a) <b>Law suits or prosecution cases</b> — Full powers in case of authorities vested with powers to sanction the institution of suit or prosecution; otherwise Rs. 15,000/- in each case.  (b) <b>Arbitration Cases</b> Full powers in case of authorities vested with powers to refer cases to arbitration; otherwise Rs. 30,000/- in each case	No change  No change
	(iii) Reimbursement of legal expenses incurred by Government Servants in case arising out of their official duties.	(a) Chairman, CWC, Chairman, CGWB, Director, CWPRS & GM, FBP— Rs. 1 lakh per annum	No change

*Admission*  
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		(b) Other Organizations — Rs. 35,000/- per annum	
9.	Motor Vehicles		
	(i) Purchase	NIL	NIL
	(ii) Replacement	NIL	NIL
	(iii) Maintenance, upkeep and repairs	Full powers	Full Powers
10.	Municipal rates and taxes	Full Powers	Full Powers
11.	Petty works and repairs:		
	(i) Execution of petty works and special repairs to Government owned buildings, including sanitary fittings, water — supply and electric installations in such buildings and repairs to such installations.	Rs. 30,000/- in each case.	No change
	(ii) Ordinary repairs to Government Buildings	Full powers	Full Powers
	(iii) Repairs and alterations to hired and requisitioned buildings	Rs. 30,000/- per annum for nonrecurring and Rs. 6,000/- per annum for recurring.	No change
12.	Postal and Telegraphs Charges:		
	(i) Charges for issue of letters, telegrams etc.	Full Powers	Full Powers
	(ii) Commission on Money Orders	Rs. 25,000/- per annum	Omitted
13.	Printing and Binding		
		(i) Full powers where the printing is executed through or with the approval of Director of Printing. In case of emergent and unforeseen petty printing and binding jobs executed locally/through private agencies.	Full powers where the printing is executed through or with the approval of Director of Printing.  In case of emergent and unforeseen petty printing and binding jobs executed locally/through private agencies, all Head of Departments will have powers up to Rs. 1.0 lakh per annum.
		(ii) CWPRS & CSMRS — Rs. 1lakh per annum with condition that the rates do not exceed those admissible under the schedule of rates maintained by the Director of Printing. This condition would be applicable beyond printing of Rs. 20,000/ which is the power otherwise enjoyed by all HoDs.	
14.	Publication:		
	(i) Official Publications	Full powers	Full Powers
	(ii) Non-official Publications		

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15.	Rent (i) Ordinary office accommodation	Ordinary Office accommodation – Where an accommodation is entirely utilized for the office	First time with the concurrence of the IFD and with the approval of Ministry in all cases, including enhancement of rents. Thereafter the monetary limits will be as per classes of city as under:- X-Rs 1.25 Lakh Y-Rs 0.75 Lakh Z-Rs 0.55 Lakh
	(a) Where the accommodation is entirely utilized for the office	Classes of City / Monetary limit per month	
		A1 - Rs. 50,000/-	
		A, BI & B2 – Rs. 30,000/-	
	C & Unclassified – Rs. 22,000/-		
<p>Note:</p> <p>1. No accommodation may be proposed to be hired at Delhi, Mumbai, Shimla and Kolkata for any office which is entitled to general pool accommodation provided in these places by the Ministry of Urban Development (Directorate of Estates).</p> <p>2. Enhancement of rates will require concurrence of the IFD.</p>			
	(b) Where the accommodation is used partly as office and partly as residence.	NIL	NIL
	(ii) For residential and other purpose.	NIL	NIL
16.	Repairs to and removal of machinery (where the expenditure is not a capital nature)	Full powers	Full Powers
17.	Rewards Fees, bonus, etc. (other than fees of honoraria granted to government servants under the service rules)	NIL	NIL
18.	Special charges relating to a particular departments	NIL	NIL
19.	Staff paid form contingencies	Full powers	Full Powers
20.	(i) Local purchase of petty stationery stores.	Organizations (including field formations, if there) CWC-Rs.35 Lakh CGWB & Ministry (Sectt)- Rs.25 Lakh Other Organizations- 3 Lakh	Organizations (including field formations, if there) CWC, CGWB , & Ministry (Sectt)- Rs.40 Lakh per annum Other Organizations Rs 5 Lakh per annum
		<p><b>Note:</b> An organization should send its proposal to the ministry for approval if it exceeds the powers delegated to respective HoDs.</p>	
	(ii) Local purchase of rubber stamps and office seals	Full powers	Full Powers
	<b>Stores:</b>		
	(i) Stores required for works	Full powers	Full powers

*Arulmani* 21/11/19

21.	(ii) Other stores, i.e. stores required for the working of an establishment, instructions, equipments and apparatus.	Full powers	Full powers
22.	Supply of uniforms, badges and other articles of clothing etc. and washing allowance	Full powers	Full powers
23.	Telephone charges	Full powers	Full powers
24.	Tents and camp furniture	Recurring – Rs. 25,000/- per annum Non Recurring – Rs. 60,000/- in each case	No change
25.	(a) (i) All office equipments including typewriters, electronic typewriters, dedicated word processers, intercom equipments, calculators, electronic stencil cutters, Dictaphones, tape recorders, photos copiers, copying machines, franking machines, addressographs, filing and indexing systems, etc. (excluding computers of all kinds.)	Full powers	Full Powers
	a. (ii) computers (including personal computers) excluding laptops and tablets	Rs. 10 lakh per year subject to the condition that cost per computer does not exceed Rs. 75,000/-	Rs 25 Lakh per annum subject to the condition that cost per computer does not exceed Rs 75000/-. It is further subject to purchase of colour photocopier only with the approval of Head of Organization and in consultation with Mem (Fin)/ Dir (Fin), as the case may be.
	(b) Hire and maintenance of computer of all kinds	Full powers	Full Powers

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23/1/19

**SCHEDULE — VI**  
(Miscellaneous Expenditure)

**Recurring**

Sl. No.	Name of the organization	Existing delegation	Proposed delegation
1.	All Head of Departments	(i) CWC, CGWB, CWPRS, FBP & Ministry (Sectt) Rs. 50,000/- per annum	(i) CWC, CGWB & Ministry (Sectt) – Rs. 1.0 lakhs per annum
		(ii) CSMRS & GFCC — Rs.25,000/- per annum	(ii) CWPRS,FBP, CSMRS, Director, NWIC& GFCC — Rs. 50000 per annum
		(iii) UYRB, SSCAC, Bansagar Control Board & Accounting Organisations of the Ministry — Rs. 15,000/-per annum	(iii) UYRB, SSCAC, Bansagar Control Board& Accounting Organisations of the Ministry – Rs. 30000 per annum

**Non- Recurring**

Sl. No.	Name of the organization	Existing delegation	Proposed delegation
1.	All Head of Departments	Rs. 50,000/- in each case	(i) CWC, CGWB & Ministry (Sectt) – Rs. 2.0 lakhs per annum
			(ii) CWPRS,FBP, CSMRS , Director, NWIC & GFCC — Rs. 1.5 lakhs per annum
			(iii) UYRB, SSCAC, Bansagar Control Board & Accounting organisations of the Ministry – Rs. 1.0 lakhs per annum

Note:

I. (The above limits will be applicable to the items of miscellaneous expenditure which are not covered under the items on which specific powers are being delegated.

II. HoDs may sanction expenditure upto Rs. 150 only for light refreshment/lunch for official meetings as per the rate prescribed and guidelines issued by the Department of Expenditure. However, they will not be competent to sanction expenditure on this account if meetings / conferences / seminars / workshops, etc. are held in hotels.

III. Proposal regarding laying of foundation stone and opening ceremonies of government buildings, etc. will continue to be sent to the Ministry for approval.

*Aalim*  
23/11/19

## POWERS ON CERTAIN SPECIFIC ITEMS

Sl. No	Item of Expenditure	Existing delegation	Proposed delegation
1.	Sponsoring / Co - sponsoring of Conferences / Symposium / Seminars / Workshops	CWC, CGWB, CWPRS, CSMRS -Rs. 20,000/- per annum ( <i>only to Scientific Organizations</i> )	CWC, CGWB, CWPRS, & CSMRS - Rs. 1.0 lakhs per annum (only to Scientific organization) Note: Administrative approval of the Ministry will be required for any sponsoring.
2.	Nomination of staff for participation in Conferences / Seminars / Workshops within the country	(i) CWC, CWPRS, CGWB – Rs. 3 lakhs per annum	(i) CWC, CGWB, CWPRS, & Ministry (Sectt) -Rs. 5.0 lakhs per annum
		(ii) CSMRS - Rs. 2 lakhs per annum	(ii) CSMRS - Rs. 3 lakhs per annum
		(iii) GFCC, FBP, Ministry (Sectt) -Rs. 1 lakh per annum	(iii) GFCC, FBP & Director, NWIC -Rs. 1.5 lakh per annum
		(iv) SSCAC, BCB & Accounting Organizations of the Ministry - Rs.50,000/- per annum	(iv) SSCAC, BCB & Accounting Organizations of the Ministry - Rs.1.0 Lakh per annum
		<b>Note:</b> Registration fee per individual per Conference / Seminar etc. will not exceed Rs. 6,000/-	<b>Note 1:</b> Above powers are subject to per participant expenditure should not be more than 2.5 % of total delegation. <b>Note 2:</b> Registration fee per individual per Conference / Seminar etc. will not exceed Rs. 6,000/-
3.	Sponsoring staff for training within India	(i) CWC & CGWB – Rs. 3 lakhs per annum	Rs 5.0 Lakh per annum
		(ii) CWPRS & FBP – Rs. 2 lakhs per annum	Rs 3.0 Lakh per annum
		(iii) CSMRS & Ministry (Sectt) -Rs. 1 lakh per annum	CSMRS – Rs.2 Lakhs per annum Ministry (Sectt) -Rs. 5 lakhs per annum
		(iv) GFCC & Accounting Organizations of the Ministry – Rs.50,000/- per annum	GFCC & Director, NWIC Rs 1.0 Lakh per annum
		(v) UYRB, SSCAC & BCB – Rs.25,000/- per annum	Rs.50,000/- per annum
		<b>Note:</b> Registration fee per individual for a training course shall not exceed Rs. 10,000/-	<b>Note 1:</b> Above powers are subject to per participant expenditure should not be more than 5% of total delegation. <b>Note 2:</b> Registration fee per individual for a training course shall not exceed Rs. 10,000/-
4.	Imparting training programme to Officers/Staff of other Organizations, state	To all HoDs, if separate budget is earmarked and approved by the Ministry for this purpose, subject to The condition that expenditure on	To all HoDs, if separate budget is earmarked and approved by the Ministry for this purpose, subject to the condition that

Accountant  
23/11/19

	governments etc.	working lunch, refreshments etc. will not exceed the powers delegated to HoDs in this respect.	expenditure on working lunch, refreshments etc. will not exceed the powers delegated to HoDs in this respect.
5.	Outsourcing of Services	<p>(i) The first time delegation of any service will be with the approval of Ministry</p> <p>(ii) At the time of outsourcing of service for the first time the organization and the Ministry shall ensure that there is no staff sanction/ earmark for taking up of that service.</p> <p>(iii) For more operational efficiency and availability of qualitative service the scope of such service with respect to the requirements, existing establishment and financial resources be decided.</p> <p>(iv) Services will be outsourced in accordance with Rule 163 to 185 of General Financial Rules – 2006.</p> <p>(v) An annual report will be sent to the Ministry about the services outsourced.</p>	<p>(i) The first time outsourcing service of a particular nature will be with the approval of Ministry in concurrence with IFD. Thereafter continuation of Outsourcing of services will be in accordance with GFRs 2017.</p>

*Arun*  
23/11/19



No. 8/3/2004-IWSU-327  
Government of India  
Ministry of Water Resources

New Delhi, the 11<sup>th</sup> July 2006

ORDER

Subject: Delegation of Financial Powers to HoDs under Ministry of Water Resources under DFPR 1978

- 1) Sanction of the President is conveyed for delegation of powers to HoDs under the MoWR and Ministry (Proper) in the matter of contingent expenditure under Schedule V, subject to the rules, orders, restrictions or scales mentioned in Column 3 for the items specified in Column 1 of the Annexure to Schedule V of DFPR 1978 and miscellaneous expenditure under Schedule VI of DFPR 1978 as per details given in Annexure 1-6-1 to 1-6-3.
- 2) Sanction of the President is also conveyed to the delegation of powers to HoDs for certain specific items as per details given in Annexure 1-6-4
- 3) These powers are further subject to the financial limit being in accordance with the provisions of General Financial Rules, economy instructions issued by Finance Ministry, Fiscal Codes and Procedures and the limits being within the budgetary allocation for the year.
- 4) These orders will take effect from the date of issue.

This issue with the approval of Secretary (WR), in consultation with JS&FA, MoWR

(PRADEEP KR. BERWAH)  
Controller of Accounts  
Tel. No. 23386644

To:

- 1) All Heads of Attached and Subordinate Organizations of the Ministry (List enclosed)
- 2) All Wing Heads of the Ministry
- 3) Director (F), MoWR
- 4) Director (C&GA) and HoD of the Ministry
- 5) Pay and Accounts Officers concerned of all the Attached and Subordinate Offices
- 6) Pay and Accounts officer (Secretariat), MOWR

Copy along with a copy of enclosures forwarded to Director (E II) (A), Ministry of Finance, Department of Expenditure, with reference to their Notification F. No. 1 (II) E II (A)/03 dated 16/9/2003.

(Pradeep Kr. Berwah)  
Controller of Accounts

- 1) Chairman, Central Water Commission, SewaBhawan, RK Puram, New Delhi
- 2) Chairman, Central Ground Water Board, New CGO Complex, NH IV, Faridabad 121001
- 3) Secretary, SSCAC, 4<sup>th</sup> Floor, A Block, Narmada Bhawan, Indira Avenue, Vadodara 390001
- 4) Secretary, Bansagar Control Board, Rewa, Madhya Pradesh
- 5) Chairman, GFCC, SinchaiBhawan, Old Secretariat, Third Floor, Patna 800015
- 6) General Manager, Farakka Barrage Project, PO Farakka BP, Dist. Murshidabad 742212
- 7) Director, Central Water & Power Research Station, Khadakwasla, Pune 411024
- 8) Member-Secretary, Upper Yamuna River Board, SewaBhawan, RK Puram New Delhi
- 9) Director, CSMRS, HauzKhas, New Delhi

**SCHEDULE V (Contingent Expenditure)**

<i>Recurring:</i>		
<i>Sl. No.</i>	<i>Name of the Organizations</i>	<i>Extent of Powers Delegated</i>
1.	Chairman, CWC; Chairman, CGWB; Director, CWPRS & GM, FBP	Rs 1 lakh per annum
2.	Other Organizations	Rs 35,000 per annum
<i>Non-Recurring:</i>		
<i>Sl. No.</i>	<i>Name of the Organizations</i>	<i>Extent of Powers Delegated</i>
1.	Chairman, CWC; Chairman, CGWB; Director, CWPRS & GM, FBP	Rs 1.50 lakh per annum
2.	Other Organizations	Rs 80,000 per annum

Note: The Above limits will be applicable to the items of contingent expenditure, which are not covered in Annexure to Schedule V

**ANNEXURE TO SCHEDULE V(Contingent Expenditure)**

<i>Sl. No.</i>	<i>Item of Expenditure</i>	<i>Extent of Powers Delegated</i>
1.	Bicycle	Full Powers
2.	Charges for remittance of treasure	After departmentalization of pay and accounting system, the functions of treasure and sub-treasure are no more relevant. As such Nil powers have been delegated.
3.	<u>Conveyance hire</u> i) Reimbursement to Employees ii) For hiring private vehicles	Full Powers
4.	Electric gas and water charges	Full Powers
5.	Fixtures and furniture purchase and repairs	Full Powers
6.	Freight and demurrage wharfage charges: i) Freight charges ii) Demurrage/ wharfage charges	Full Powers
7.	Hire of office furniture, electric fans, heaters, coolers and call bells	Full Powers
8.	Land	Nil
9.	Legal charges: i) Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires ii) Other Legal charges	Full Powers a) Law suits or prosecution cases - Full powers in case of authorities vested with powers to sanction the institution of suit or prosecution; otherwise Rs 15,000 in each case b) Arbitration Cases - Full powers in case of authorities vested with powers to refer cases to arbitration; otherwise Rs 30,000 in each case
	iii) Reimbursement of legal expenses incurred by Government Servants in case arising out of their official duties	a) Chairman, CWC; Chairman, CGWB; Director, CWPRS & GM, FBP – Rs 1 lakh per annum Other Organizations – Rs 35,000 per annum
10.	Motor Vehicles: i) Purchase ii) Replacement iii) Maintenance, upkeep and repairs	Nil Nil Full Powers
11.	Municipal rates and taxes	Full Powers

12.	Petty works and repairs: i) Execution of petty works and special repairs to Government owned buildings, including sanitary fittings, water supply and electric installations in such buildings and repairs to such installations. ii) Ordinary repairs to Government Buildings iii) Repairs and alterations to hired and requisitioned buildings	Rs 30,000 in each case  Full Powers  Rs 30,000 per annum for non-recurring and Rs 6,000 per annum for recurring								
13.	Postal and Telegraphs Charges: i) Charges for issue of letters, telegrams, etc. ii) Commission on Money Orders	Full Powers  Rs 25,000 per annum								
14.	Printing and Binding	i) Full powers where the printing is executed through or with the approval of Director of Printing. In case of emergent and unforeseen petty printing and binding jobs executed locally/ through private agencies ii) CWPRS & CSMRS – Rs 1 lakh per annum with condition that the rates do not exceed those admissible under the schedule of rates maintained by the Director of Printing. This condition would be applicable beyond printing of Rs 20,000; which is the power otherwise, enjoyed by all HoDs								
15.	Publication: i) Official Publications ii) Non-official Publications	Full Powers								
16.	Rent: (i) Ordinary office accommodation (a) Where the accommodation is entirely utilized for the office	Ordinary Office accommodation – Where an accommodation is entirely utilized for the office <table border="1"> <thead> <tr> <th>Classes of City</th> <th>Monetary limit per month</th> </tr> </thead> <tbody> <tr> <td>A1</td> <td>Rs 50,000</td> </tr> <tr> <td>A, B1 &amp; B2</td> <td>Rs 30,000</td> </tr> <tr> <td>C &amp; Unclassified</td> <td>Rs 22,000</td> </tr> </tbody> </table> Note: 1) One restriction as mentioned in DFPR is specifically repeated as under “No accommodation may be hired under these powers at Delhi, Mumbai, Simla and Kolkata for any office which is entitled to general pool accommodation provided in these places by the works and House Ministry”. 2) The organizations may also enhance rates on their own subject to following of prescribed procedure if the rent fixed after enhancement is within the delegated powers.	Classes of City	Monetary limit per month	A1	Rs 50,000	A, B1 & B2	Rs 30,000	C & Unclassified	Rs 22,000
Classes of City	Monetary limit per month									
A1	Rs 50,000									
A, B1 & B2	Rs 30,000									
C & Unclassified	Rs 22,000									
	(b) Where the accommodation is used partly as office and partly as residence	Nil								
	ii) For residential and other purposes	Nil								
17.	Repairs to and removal of machinery (where the expenditure is not of a capital nature)	Full Powers								
18.	Rewards, fees, bonus, etc. (other than fees or honoraria granted to Government servants under the Service Rules)	Nil								
19.	Special charges relating to a particular Departments	Nil								
20.	Staff paid from contingencies	Full Powers								

21.	(B) Local Purchase of petty stationery stores	Organizations (including field formations, if there)					
		<table border="1"> <tr> <td>CWC</td> <td>Rs 35 lakh</td> </tr> <tr> <td>CGWB &amp; Ministry (proper)</td> <td>Rs 25 lakh</td> </tr> <tr> <td>Other Organizations</td> <td>Rs 3 lakh</td> </tr> </table>	CWC	Rs 35 lakh	CGWB & Ministry (proper)	Rs 25 lakh	Other Organizations
CWC	Rs 35 lakh						
CGWB & Ministry (proper)	Rs 25 lakh						
Other Organizations	Rs 3 lakh						
		Note: An organization should send its proposal to the Ministry for approval if it exceeds the powers delegated to respective HoDs					
	(C) Local purchase of rubber stamps and office seals	Full Powers					
22.	Stores:	Full Powers					
	i) Stores required for works	Full Powers					
	ii) Other stores, i.e. stores required for the working of an establishment, instruments, equipments and apparatus	Full Powers					
23.	Supply of uniforms, badges and other articles of clothing, etc. and washing allowance	Full powers					
24.	Telephone charges	Full powers					
25.	Tents and camp furniture	Recurring – Rs 25,000 per annum Non-recurring – Rs 60,000 in each case					
26.	(a) (i) All office equipments including typewriters, electronic typewriters, dedicated word processors, intercom equipments, calculators, electronic stencil cutters, Dictaphones, tape recorders, photo copiers, copying machines, franking machines, addressographs, filing and indexing systems etc. (excluding computers of all kinds).	Full powers					
	(a) (ii) Computers (including personal computers)	Rs 10 lakh per annum subject to the condition that cost per computer does not exceed Rs 75,000					
	(b) Hire & Maintenance of computers of all kinds	Full powers					

Annex 1-6-3

**SCHEDULE VI**  
**(Miscellaneous Expenditure)**

<i>Recurring</i>		
<i>Sl. No.</i>	<i>Name of the Organization</i>	<i>Extent of powers delegated</i>
1.	All HoDs	i) CWC, CGWB, CWPRS FBP & Ministry (Proper) – Rs 50,000 per annum ii) CSMRS & GFCC – Rs 25,000 per annum iii) UYRB, SSCAC, Bansagar Control Board & Accounting organizations of the Ministry – Rs 15,000 per annum
<i>Non-Recurring</i>		
<i>Sl. No.</i>	<i>Name of the Organization</i>	<i>Extent of powers delegated</i>
1.	All HoDs	Rs 50,000 in each case

**Note:**

- i) The above limits will be applicable to the items of miscellaneous expenditure, which are not covered under the items on which specific powers are being delegated.
- ii) HoDs may sanction expenditure on formal inter-departmental and other meetings/ conferences up to the limit of Rs 30 (Rs thirty only) per head per meeting on light refreshment up to Rs 100 (Rs one hundred only) per head on refreshment/ working lunch during the meetings/ seminars conferences which starts in the forenoon and continues beyond lunch time. However, they will not be competent to sanction expenditure on this account if meetings /conferences/ seminars/ workshops, etc. are held in hotels.
- iii) Proposals regarding laying foundation stones and opening ceremonies of government buildings, etc. will continue to be sent to the Ministry for approval.

Powers on Certain Specific Items

No.	Item of Expenditure	Extent of Powers Delegated
1.	Sponsoring/ Co-sponsoring of Conferences/ Symposium/ Seminars/ Workshops	CWC, CGWB, CWPRS, CSMRS – Rs 20,000 per annum ( <i>Only to scientific organizations</i> )
2.	Nomination of staff for participation in Conferences/ Seminars/ Workshops within the country	i) CWC, CWPRS, CGWB – Rs 3 lakh per annum ii) CSMRS – Rs 2 lakh per annum iii) GFCC, FBP, Ministry (Proper) – Rs 1 lakh per annum iv) SSCAC, BCB & Accounting Organizations of the Ministry – Rs 50,000 per annum <i>Note: Registration fee per individual per Conference/ Seminar, etc. will not exceed Rs 6,000/-</i>
3.	Sponsoring staff for training within India	i) CWC & CGWB – Rs 3 lakh per annum ii) CWPRS & FBP – Rs 2 lakh per annum iii) CSMRS & Ministry (Proper) – Rs 1 lakh per annum iv) GFCC & Accounting Organizations of the Ministry – Rs 50,000 per annum v) UYRB, SSCAC & BCB – Rs 25,000 per annum <i>Note: Registration fee per individual for a training course shall not exceed Rs 10,000</i>
4.	Imparting training programme to Officers/ Staff of other Organizations, State Governments, etc.	To all HoDs, if separate budget is earmarked and approved by the Ministry for this purpose, subject to the condition that expenditure on working lunch, refreshments etc. will not exceed the powers delegated to HoDs in this respect.
5.	Outsourcing of Services	i) The first time delegation of any service will be with the approval of Ministry. ii) At the time of outsourcing of service for the first time the organization and the Ministry shall ensure that there is no staff sanction/ earmark for taking up of that service. iii) For more operational efficiency and availability of qualitative service the scope of such service with respect to the requirements, existing establishment and financial resources be decided. iv) Services will be outsourced in accordance with Rule 163-185 of GFR 2005 v) An annual report will be sent to the Ministry about the services outsourced

No. 17/4/2002-E II  
GOVERNMENT OF INDIA  
MINISTRY OF WATER RESOURCES

Shram Shakti Bhavan, Rafi Marg  
New Delhi, the 9<sup>th</sup> September 2002

OFFICE MEMORANDUM

Subject: Delegation of additional financial powers to the Director, CWPRS

The undersigned is directed to refer to CWPRS's letter No. 10/ 4/ (misc) 2001-TC dated 23<sup>rd</sup> Jan 2001 & 7<sup>th</sup> May 2002 on the above subject and to say that the proposal for enhancement of the Financial Powers delegated to Director, CWPRS has been under consideration of the Ministry for quite some time. Attention is also invited to CWPRS's letter No. 6/(1)/ 2002-TC/ 377 dated 23.3.2002 and this Ministry's letter No. 7/ 38/ 2002-E-II dated 26.6.2002 wherein additional powers were delegated to Director, CWPRS for nomination of staff/ officers for participation in conference/seminars, etc. After examination of the entire proposal in this regard in consultation with the Integrated Finance Division, the undersigned is directed to convey the approval of the Competent Authority for delegation of additional powers to Director, CWPRS as per details given in the Annexure. The CWPRS may, however, ensure that in spite of the enhanced powers now delegated, the expenditure under various Heads should be within the approved budget provisions.

This issue in concurrence with the Integrated Finance vides JS & FA Diary No. 950 dated 19.6.2002.

Encl: As above

(GOPAL DASS)  
Under Secretary to the Government of India  
Tel. No. 3716928

To:

The Director, CWPRS, Pune

Copy to:

- 1) Controller of accounts, MoWR, New Delhi
- 2) Pay and Accounts officer, CWPRS, Pune
- 3) Finance Desk, MoWR, New Delhi.
- 4) Budget Section, MoWR, New Delhi
- 5) Sanction Folder, E-II Section

## Delegation of additional powers to the Director, CWPRS

(Copy of annexure received under MoWR letter No. 17/4/2002E II dated 09/09/2002)

Sl. No.	Item	Present powers of Director, CWPRS	Powers Delegated	Remarks
1	2	3	4	5
1	Purchase of Stores i) Deposit Works ii) Plan/Non-Plan	Rs 5 lakh Rs 5 lakh	Full powers for purchase of all kinds of stores/ equipments including purchase under any plan or non-plan up to Rs 20.00 lakh (Rs Twenty lakh only) subject to the approval of the Purchase and Disposal Committee to be constituted under the Chairmanship of the Director, CWPRS including an officer of Internal Finance Wing of this Ministry and the SMD not below the rank of Deputy Secretary	This power will be used by the Director, CWPRS only after constitution of said new Purchase and Disposal Committee and amending the Purchase Manual of CWPRS with the approval of the Ministry.
2	Nomination of staff for participation in Conference/ Seminar/ Workshops, etc.	A) No. of participants per event – 5 B) Registration Fee: Per Individual – Up to Rs 2,000/- only C) Total Expenditure on Registration Fee – Rs 50,000/- per annum D) Duration of training courses – 4 months with no registration fee	A) Participation in seminars/ symposia, courses, Registration Fee – Full Powers subject to Rs 75,000/- (Rs Seventy Five Thousand only) per annum B) Participation in training course – Duration up to 4 months with the ceiling up to Rs 50,000/- (Rs Fifty thousand per annum)	
3	Organisation and co-sponsoring seminars, conference, etc. at CWPRS, Pune	NIL	Up to Rs 15,000/- (Rs Fifteen thousand only) subject to the approval of FA in the Ministry of Water Resources	

4	Printing of reports and purchase of stationery	Rs 50,000/- (Rs Fifty thousand only)	Rs 1.00 lakh (Rs one lakh only)	As per the Gol, Ministry of Finance Notification No. 1(20)/E.II (A)/ 2000 dated 23.10.2001 under Item No. 14 of the Annexure to Schedule V of DFPR, the powers of the Head of Departments (HoDs) for printing and binding have been increased up to Rs 1.00 lakh (Rs One lakh only). Item 21(B) of same notification enhances the powers of the HoDs up to Rs 1.00 lakh (One Lakh Rupees only)
5	Honarium and TA/ DA to outside lectures	Nil	Full powers at the prescribed Government rates subject to the provisions of SR 190 and also the condition that the proposals for air travel shall be sent to the Ministry for approval	



*Annexure A-4*

No. 19/25/89-Estt.II  
Government of India  
Ministry of Water Resources

New Delhi, dated 15 Dec 1989

To,

The Director  
CW&PRS, PO Khadakwasla  
Pune-24

Subject: Delegation of powers to the Joint Director, CWPRS, Pune

Sir,

I am directed to refer to your letter No. 636/5/89-Adm dated 26.6.1989 on the subject mentioned above and to convey the sanction of the President to the delegation of powers, as in the Annexure, at present being exercised by the Director, CWPRS, Pune, to the Joint Director, in the same station.

The delegation of the above powers is subject to the condition that Director, CWPRS will remain responsible for the proper use of such powers.

Yours faithfully

Encl.: As above

Sd/-  
(A.S. CHAUHAN)  
Under Secretary to the Government of India

Copy to: The pay & Accounts Officer, CWPRS, Pune

Sd/-  
(A.S. CHAUHAN)  
Under Secretary to the Government of India

## Delegation of powers to the Joint Director, CWPRS, Pune

No.	Rules	Nature of Power	Extent of power Delegated
1	General Provident Fund (Central Services) Rules 1960	Advance from GPF under Rule 12 (1) of GPF (CS) Rules 1960	Full powers in respect of Group A, B & C officers
2	---Do---	Advance and withdrawals from GPF under rules 12 (2) and 15 of the GPF (CS) Rules 1960	Full powers in respect of Group A, B & C officers (up to CROs)
3	GFR 222	Advance of pay & TA on transfer	Full powers in respect of Group A, B & C (up to CROs)
4	GFR 231	Advance of TA on Tour	Do
5.	GFR 259	Grant of leave salary advance	Do
6	GFR 275	Acceptance of security deposit for a Government servant or a contractor under Rule 274	Do
7	SR 191	Controlling Officer for the purpose of TA	Full powers in respect of Group A and B officers (up to CRO)
8	AMA. Rules 1944	Reimbursement of medical expenses	Full powers in respect of Group A and B Officers
9	GFR 191	Advance for purchase of conveyance	Full powers in respect of Group A, B and C (up to CROs)
10	Govt. of India, Ministry of A & I (Dept. of Irrigation) 34/ (1) 78-Coord dated 17/4/1978 Rule 5 sub-items 5 and 6 of HBA Rules	Advance of House Building purposes	Full powers for group B, C and D officers and up to CRO for group A officers
11	M/o Home OM No. 43/ 1/55-ESH (A) dated 10/10/1956 in the capacity of Controlling Officer	LTC (including Advance for the purposes)	Full powers

Sd/  
(A.S. CHAUHAN)  
Under Secretary to the Government of India

No. 34 (1)/ 78 - Coord  
Government of India  
Ministry of Agriculture & Irrigation  
Department of Irrigation

New Delhi, the 17<sup>th</sup> April 1978

ORDER

Subject: Delegation of enhanced Financial Powers to the subordinate formations under Department of Irrigation

In supersession of all previous orders issued from time to time on the above subject and in pursuance of the instructions contained in the Ministry of Finance (Department of Expenditure) OM No. F. 10 (28)/ E (Coord)/ dated the 20<sup>th</sup> January 1978, sanction of the President is conveyed to the declaration of the following Heads of Organisations under the Department of Irrigation as Head of Department under the Delegation of Financial Powers Rules 1958, as amended from time to time and under Supplementary Rules 2(10) and Government of India orders, there under in the compilation of the fundamental and supplementary Rules:

- 2) Chairman, Central Water Commission (CWC)
- 3) Chairman, Ganga Flood Control Commission
- 4) General Manager, Farakka Barrage Project
- 5) Financial Adviser & Chief Accounts Officer, Farakka Barrage Project
- 6) Director, CWPRS
- 7) Deputy Chief Engineer, Ganga Basin Water Resources Organisation
- 8) Secretary, Godavari Water Disputes Tribunal
- 9) Secretary, Narmada Water Disputes Tribunal
- 10) Secretary, Mahi Control Board
- 11) Financial Adviser, Mahi Control Board
- 12) Secretary, Farakka Barrage Control Board
- 13) Member-Secretary, RashtriyaBarhAyog

The above officers will exercise all the powers of the Head Department, under General Financial Rules, 1963 as amended from time to time.

2. In the exercise of powers available as the Head of Department under the Delegation of Financial Powers Rules, as amended from time to time, the Heads of Department may, at their discretion, consult the Department's Accounts Officer for financial advice. Such advice, however, does not bind the Head of the Department.

3. The President is also pleased to delegate the powers vested in a Ministry of a Department of the Govt. to the following officers:

- ii) Chairman, CWC
- iii) Chairman, Ganga Flood Control Commission
- iv) General Manager, Farakka Barrage Project
- v) Director, Central Water & Power Research Station

The above authorities shall not exercise such powers in respect of the following matters:

- i) Creation of posts
- ii) Write off losses
- iii) Re-appropriation exceeding 10 % of the original budget provision

4. In the exercise of these powers, these officers have to utilise the department of Accounts Organisation (i.e. Pay & Accounts Officer attached to their Organisations) for financial Advice. In the case of General Manger, Farakka Barrage Project, the consultation should be done with Financial Adviser & Chief Accounts Officer of Farakka Barrage Project. It is necessary that the sanctions issued in respect of these powers should clearly indicate that these have been issued after consultation with the Accounts Officer. In cases where the Accounts Office disagrees with the proposal of the above-

mentioned officers, the matter should be referred to this Department who shall show it to Financial Adviser for his advice in the case.

5. The above powers will be exercised subject to the limitations, restrictions and scales mentioned in the delegation of Financial powers Rules, 1958, as amended from time to time, read with Ministry of Finance (Department of Expenditure) OM No. 10(13)-E (Coord)/ 75 dated 10/4/1975 and F10 (26) E (Coord)/ 75 dated 4/5 /1978 F10 (13) E (Coord)/ 75 dated 8/3/1976, General Financial Rules 1963 Fundamental Rules & Supplementary Rules and other relevant orders issued by Government/ Competent authority from time to time. It may also be added that the authorities who are delegated other powers have to observe the procedures/ checks and other instructions issued by the Govt. from time to time as laid down in Para 6 of Finance Ministry's OM dated 10.4.1975, while exercising delegated powers.

6. These delegations will, however, subject to the condition that important matter like Cadre Management, appointment, etc., which are at present centralised in this Department will continue to remain so.

7. These orders will take effect from the date of issue.

8. This issues in consultation with the Financial Adviser in the Department of Irrigation.

Sd/-

(Smt R.M. Shroff)  
Joint Secretary to the Govt. of India

---

CWPRS, Pune

No. 636/5/78-Adm

Dated: 25.4.1978

*Copy to:*

- 1) PAO, CWPRS
- 2) JD/ CROs (Gr. I & II)
- 3) Bill Section
- 4) Senior Project Assistant
- 5) EE(C)/ EE (M)

No. 4/ 11/ 72-I.F  
Bharat Sarkar  
Government of India  
Sinchai Air VidyutMantralaya  
Ministry of Irrigation & Power

New Delhi, the 7<sup>th</sup> June 1972

The Chairman  
Central water & Power Commission  
New Delhi

Subject: Delegation of powers to Director/ Administrative Officer, CWPRS, Poona

Sir,

I am directed to convey the sanction of the President the delegation of powers, as in the Annexure A, to the Director/ Administrative Officer, Central water & Power Research station, Poona.

Office Order Nos. 6/ (5)/67-Adm.IV dated the 20<sup>th</sup> May 1970, A. 33016/3/ 71-Adm. IV dated 2<sup>nd</sup> August 1971 and any other orders issued by the Central Water and Power Commission this behalf will stand cancelled from the date of issue this letter.

This issue with the concurrence of the Ministry of Finance (vide their UO No. 199-I&P/72, dated 18.5.1972).

Encl: Annexure (10 copies)

Yours faithfully

Sd/-  
(R.L. Mohan)  
Under Secretary to the Government of India  
Tel. No. 381459

*Copy with Annexure A forwarded to:*

- 1) Ministry of Finance (I&P Branch), New Delhi
  - 2) The Director, CWPRS, Poona<sup>24</sup>
  - 3) The Accountant General, Maharashtra, 101 MaharshiKarve Road, Bombay 1
  - 4) US (E)/ Adm. IV Section, Ministry of Irrigation & Power (10 copies)
- Spare copies (20)

Sd/-  
(R.L. Mohan)  
Under Secretary to the Government of India  
Tel. No. 381459

Annexure A-6-1

Powers Delegated to Director/ Administrative Officer, CWPRS, Pune

(Copy of annexure under MoWR letter No. 4/11/72-I.F dated 7/6/1972)

No.	Rule/ letter	Nature of power	Authority to which delegated	Extent of power delegated
1	2	3	4	5
1	GFR 79	Alteration of date of birth	Director	Full powers in r/o Class III and Class IV personnel
2	GFR 83	Investigation of arrear claims	1. Director	1. Full powers in r/o gazetted and non-gazetted Cass II personnel
			2. Administrative Officer	2. Full powers in r/o Cass III and Cass IV personnel
3	GFRs 180, 184, 191, 205, 206, 215	Advances for purchase of conveyances and all matters connected therewith	Director	Full powers
4	GFR 275	To accept security deposit from a Govt. servant or contractor under Rule 274	Director	Full powers
5	Appendix 13 (Para 3) of GFRs 1963	Destruction of office record connected with accounts	Director	Full powers
6	GPF 12 (2)	Advance from fund where special reasons are required	1. Director	1. Full powers in respect of non-gazetted Class II and Class III personnel
			2. Administrative Officer	2. Full powers in respect of Class IV personnel on regular establishment
			3. Executive Engineer	3. Full powers in respect of Class IV personnel on work-charged establishment
7	GPF 15	Withdrawal from Fund	-Do-	-Do-
8	CPF 13 (2)	Advance from fund where special reasons are required	1. Director	1. Full powers in respect of employees other than Class IV personnel
			2. Executive Engineer	2. Full powers in respect of Class IV personnel
9	GPF 16	Withdrawal from Fund	-Do-	-Do-
10	GFR 25	1. Grant of special pay to cashiers 2. Grant of special pay of Rs 6 per month to Class IV staff for operating duplicating machine	Director	Full powers
11	GFR 46 (b)	To sanction the undertaking of work for which honorarium is offered and the grant of acceptance of honorarium	Director	Full powers in respect of CRO (Grade II) and below

12	SR 31	To allow mileage allowance by a route other than shortest and cheapest	Director	Full powers in respect of CRO (Grade II) and below
<i>Miscellaneous</i>				
13	MF OM No.F.9 (11) – E.II (B)/64 dated 2/3/65	Grant of cash compensation in the form OTA for duty on Sundays and second Saturdays	Director	Full powers
14	MHA OM No.43/ /55-st (A) pt. II dated 11.10.1956	To accept changes in home town declaration	1. Director	1. Full powers in respect of gazetted, non-gazetted Class II & Class III personnel
			2. Administrative Officer	2. Full powers in respect of Class IV personnel
15	MF OM No.E.11 (11) – E II A/68 dated 20.12.1968	Advance payment to private firms for supply of stores/ services and maintenance of machines	Director	Up to Rs 5,000/-

Sd/-

(R.L. Mohan)  
Under Secretary to the Government of India

No. 11 (28)/ 62-Coord  
Government of India  
Ministry of Irrigation and Power

New Delhi, the 12<sup>th</sup> March 1964

To:

The Chairman  
Central Water & Power Commission  
New Delhi

Sub: Delegation of powers to the Director, CWPRS, Poona, in the re-organization set up

Sir,

I am directed to refer to your letter No. 6 (18) 62. Adm. IV dated the 23<sup>rd</sup> May 1962, on the subject mentioned above and to say that the President is pleased to delegate the same powers to the Director, CWPRS Poona; as exercised by the Chief Engineer under CPWD and CPWA codes.

This issue with the concurrence of the Ministry of Finance (Department of Expenditure – I&P Branch) vide their DO No. 898-I&P/ 64 dated the 29<sup>th</sup> February 1964.

Yours faithfully,

Sd/-  
(M.H. Zinjani)  
Under Secretary to the Govt. of India

Copy together with 3 spare copies forwarded for information to

- 1) Accountant General, Commerce, Works & Misc., AGCR Building, New Delhi
- 2) Accountant General, Bombay

Copy also forwarded for information:

- 1) Adm. I/ Adm. IV/ Policy/ IF Section
- 2) Ministry of Finance (Dept. of Expenditure - I&P Branch)

Sd/-  
(M.H. Zinjani)  
Under Secretary to the Govt. of India



**DUTIES AND RESPONSIBILITIES OF ALL CATEGORIES OF POSTS IN  
CENTRAL WATER AND POWER RESEARCH STATION, PUNE**

**A. RESEARCH CADRE**

**1. Director**

The Central Water and Power Research Station is the premier organisation in the country devoted to applied and fundamental research in the area of Water and Energy Resources and Water borne transport. The Director, CWPRS acts as Chief Executive of the Research Station and he/she is the overall incharge of the Research Station. He/she has also been declared as Head of the Research Station. He/She has also been declared as Head of the Department and he/she is represented on various high level committees constituted by other Ministries. He/She is also the appointing authority for Group `B' and Group `C' posts in CWPRS.

**2. Additional Director**

The Additional Director will be responsible to oversee the conduct and co-ordination of Research and Development work of Research Divisions as assigned to him/her by Director.

- He / She will be responsible to supervise the work assigned to him/ her at the different levels of officers and staff posted under him.
- He / She will also be responsible for monitoring the progress of work on various clients sponsored and other research works.
- He/She will also be responsible to discharge such other works assigned to him/her from time to time.

For discharging these duties, the incumbent is required to discharge the following functions:

- To examine the terms of reference of research studies sponsored by clients with respect to scientific and technical capabilities of the Scientist 'E', Scientist 'D' and other Research personnel in the group.
- To assess the requirement of the research studies, identify bottlenecks and decide about the methodology to be adopted and/or examine feasibility of interdisciplinary and other approaches for arriving at the solutions.
- Fine' tuning the scientific inputs for making best possible recommendations in the contributions being made by supporting officers.
- To examine the specific technical reports of the Research Station in respect of groups under him from technical and scientific angles.
- To supervise the activities in the group in respect of basic research.
- To exercise technical and administrative control over the Joint Directors and other officers posted to work under him.
- To represent the CWPRS in various technical committees at national and international level as also assist the Director in Sectional Committees of Standards Organizations.

- To assist the Director in preparing plans for future activities/expansion in terms of technical inputs at CWPRS keeping in view the development plans of the country.

### **3. Scientist 'E'**

The Scientist-E shall carry out:

- Planning, organizing and undertaking specific research studies to evaluate, alter, modify, or redesign the proposals and/or to redefine the objectives therein relating to all aspects of the studies related to his/her discipline;
- Carrying out and guiding basic or fundamental research necessary to support its specific / applied research and/or aimed at furtherance of knowledge relevant to the Science and Technology plans/objectives of the Country and thus to advance the frontiers of knowledge pertaining to water resources and related sciences;
- Rendering consultancy and/or advisory services to the Central and State governments as may be called upon from time to time;
- Disseminating research findings and building up of a technical database in water resources; and
- Promoting/assisting research activities in State and other institutions concerned with water resources as the premier national organization in the area of research associated with water resources development and carrying out training of research manpower.

He/She shall also be responsible for assigning work to the staff under him/her and for exercising administrative and technical control over their performance in all respects. He/She shall discharge such administrative and technical functions as are specifically assigned to him/her as and when necessary.

### **4. Scientist 'D'**

The Scientist D shall carry out:

- Planning, organising and undertaking specific research studies to evaluate, alter, modify, or redesign the proposals and/or to redefine the objectives therein relating to all aspects of the studies related to his/her discipline;
- Carrying out basic or fundamental research necessary to support its specific / applied research and/or aimed at furtherance of knowledge relevant to the Science and Technology plans/objectives of the Country and thus to advance the frontiers of knowledge pertaining to water resources and related sciences;
- Disseminating research findings and building up of a technical database in water resources.

He/She shall also be responsible for assigning work to the staff under him/her and for exercising administrative and technical control over their performance in all respects. He/She shall discharge such administrative and technical functions as are specifically assigned to him/her and when necessary by his/her superiors.

### **5. Scientist 'C'**

The Scientist C shall assist the Scientist D in:

- Undertaking specific research studies;

- Providing necessary assistance in basic and fundamental research aimed at furtherance of knowledge relevant to science and technology; and
- Disseminating research findings and building up of a technical database in water resources.

He/She shall also be responsible for monitoring the progress on the works and for submission of timely reports. He/She shall discharge such administrative and technical functions as may be assigned to him/her from time to time.

## **6. Scientist 'B'**

- To assist Scientist C/ Scientist D in the planning/organisation and conduct of research work assigned to him/her.
- He/She will be responsible for assigning works to the research staff under him/her and for keeping control over their performance and programme.
- He/She will be responsible for discharging other functions as may be assigned to him/her by Scientist C/ Scientist D.
- He will carry out basic or fundamental research necessary to support its specific/applied research aimed at furtherance of knowledge relevant to the science and Technology plans/objectives of the country and thus to advance the frontiers of knowledge pertaining to water resources. He will carry out disseminating research findings and building up of a technical base in water resources & promoting research activities in state and other institutions.

## **7. Assistant Research Officer**

- Data collection both from models and Project sites.
- Processing and analysis of data manually and through computer based systems.
- Numerical and physical modeling.
- Conducting research in the particular field/ branch of Engineering applicable to Hydraulic research.
- Preparation of reports and allied duties.
- Development of measurement techniques in related field of research.
- Any other work that may be assigned by his/her superior officers.

## **8. Research Assistant**

- To conduct literature survey;
- To examine and scrutinize data for research and arrange it in proper format using manual or computer based techniques as required;
- To construct the physical and numerical model pertaining to problems and projects at CWPRS;
- To design, fabricate, install and maintain the experimental set up and instruments used for conducting research;
- To analyse the experimental results and present them in the report form; and
- Any other duties as may be assigned under the overall guidance of supervising

staff.

## **B. TECHNICAL SERVICES**

Vide letter No.611/33/Estt.VIII/67/2017 dated 11.01.2017 the posts of EE(C) & AEE(C) stands abolished. Henceforth Construction & Procurement Cell (CPC) is hereby set up which shall discharge all the activities & functions of EE(C) & AEE(C).

### **Construction & Procurement Cell (In charge CPC)**

- To assume the responsibilities of Divisional Officer as outlined in CPWD and CPWA code.
- Execution of civil works in accordance with CPWD Procedure.
- Construction and maintenance of building, models and other properties.
- Materials management, including acquisition of stores and its accounting;
- Settlement of supplier's bills.
- Stores account, maintenance of works account connected with self-sponsored and client sponsored works.
- Vigilance; and Supervision on Housekeeping jobs.
- Preparation and submission of suppliers bills;
- Rendering Stores account, maintenance of works account connected with self-sponsored and client sponsored works;
- Housekeeping jobs.

## **9. Assistant Engineer**

- Installation, repairs & maintenance and calibration of equipment's electronic measuring instruments & test equipment's.
- Estimation, Production, Planning, material control & quality control.
- Design, fabrication and testing of mechanical components, assemblies, circuits including printed circuits.
- Testing of electronic instruments and components.

## **10. Junior Engineer**

### **a. Electronics**

- Installation repairs maintenance and calibration of equipment, electronic measuring instruments and test equipment's.
- Estimation, production, planning, material control and quality control.
- Design fabrication and testing of mechanical components assemblies circuits including printed circuits.
- Testing of electronic instruments and components.
- Perform any other duties as may be assigned from time to time. He/She is also liable to be assigned the work of Sr. Technician of other disciplines with due briefing/training in emergent cases.

- PC Maintenance
- Assistance in software development for data acquisition.
- Control, Data Processing, Graphics etc.
- Taking software / system back-up.
- Checking of communication links.
- Testing of Electronics circuits.
- Assistance in deplugging of faults of electronic instruments. Perform any other duties as may be assigned from time to time. He is also liable to assigned the work of Technician of other disciplines with due briefing/training.

**b. Mechanical**

- Assigning daily fabrication work in workshop, drawings of components used in various mechanical systems and instruments computation and analysis from drawings for various jobs/fabrication, assigning proper tools, required material to craftsman, maintenance of various instruments and workshop machinery, assisting in installation and commissioning of hydraulic circuits, inspection of job and reporting progress, maintaining workshop record and other duties of allied natures.
- Perform any other duties as may be assigned from time to time. He/She is also liable to assigned the work of Technician of other disciplines with due briefing/training.

**c. Electrical**

- Installation, testing and maintenance of various types of electrical motors, pumps, transformers, control panel, coolers, Air-conditioners etc.
- Upkeep and maintenance of substation / D G Sets/ UPS Attending to maintenance of batteries.
- Checking and rectification of fault in Electrical wiring in the physical models and laboratory building.
- Any other works assigned from time to time.
- Perform any other duties as may be assigned from time to time. He/She is also liable to assigned the work of Technician of other disciplines with due briefing/training.

**d. Civil**

- Preparation of estimates, work schedules and drawings for various civil construction works.
- Assist in supervision of construction works and taking measurements at site.
- Maintain all records of construction works.
- Supervise various maintenance works of structures of C.W. & P.R.S. office complex and staff colony.
- Maintenance of water supply lines, sewage lines etc.
- Assist in recording field measurements of works & preparing bills.

- Perform any other duties as may be assigned from time to time. He/She is also liable to assigned the work of Technician of other disciplines with due briefing/training.

### **C. AUXILIARY TECHNICAL SERVICES**

#### ***Canteen Staff***

#### **11. Halwai-cum-Cook**

- Nothing other than cooking in Departmental Canteen and Guest House at CWPRS.
- Maintenance of hygiene.

#### **12. Assistant Halwai-cum-Cook**

- Nothing other than cooking in Departmental Canteen and Guest House at CWPRS.
- Maintenance of hygiene.

#### ***Drawing Staff***

#### **13. Head Draftsman**

- Responsible for the efficient work and discipline in the drawing section under his charge. The entire work in the section is carried out under his supervision.
- To keep accounts of drawing office, T & P article and other drawing material and maintain records of all drawings, tracings, maps etc in addition to the above duties.
- Construction drawing for physical models of rivers, ports, spillways, bridges, canal, intakes etc.
- Layout drawings for proposed structures.
- Estimation of quantities for construction.
- Preparation of estimates.
- Surveys and mappings.
- Preparation of demonstration charts and display boards.
- Preparation of drawings using computer techniques such as Auto-CAD.

#### **14. Draftsman Grade-I**

- To receive instructions form Head Draftsman and to get work done from D' man Grade III working under him.
- To check the work done by D'man Grade III working under him before putting it up to Head D' man.
- Prepare drawing from given data and sketches for all types of building and works
- To work out estimates of buildings and all types of works.
- To do the plotting of cross sections, long sections, graphs from given data.
- To assist D' man Gr. I and Head D' man in routine matters when so required.

- To keep and maintain records and survey sheets, drawings and tracings.
- To enlarge and reduce maps by mean of pentographs& calculate areas by means of planimetre.
- Any other duties as may be assigned from time to time.

#### **15. Draftsman Grade-III**

- To prepare tracings from papers and blue prints plans.
- To ink pencil drawings.
- To do printing on papers and tracing plans with staping machines and standard stencils.
- To prepare master tracings for use in the dupligrph machines.
- To enlarge and reduce the plans with the use of pentograph.
- Any other duties as may be assigned from time to time.
- To sensitize the papers and take out the blue prints, copies from the tracing plans.
- To prepare azo and dazo prints from Ozalide printing machine and dazo developing machine.
- To keep account of consumption of Ferro paper and chemicals.
- To cut and fold blue print copies.
- To do map mounting work when required.

#### ***Driver***

#### **16. Diver Grade-I**

- Driving of heavy, light and other vehicles and attending to minor faults, repair or other similar jobs. Drive Heavy duty vehicles as and when required.

#### **17. Driver Grade-II**

- Driving of light duty vehicles and attending to minor faults. Drive Heavy duty vehicles as and when required.

#### ***Laboratory Assistants***

#### **18. Laboratory Assistant Grade-I**

- Plotting of graphs, preparing tables and preparation of data, including plain metering and preliminary calculations.
- Preparation of data sheets from the field of Laboratory data required in respect of computer programmes.
- Inputting data and manuscripts in computer maintenance of files and records in respect of ongoing studies .Writing the data in coding sheets using input data for computer programme.
- Tabulation of the results from the computer output, preparing comparative

statements of observations on completed data.

- Provide assistance during; Model construction, running and maintenance. Observation and analysis of data. Data collection and entry.
- Chemical analysis. Maintenance of registers, internal files and correspondence. Field investigations. Store records.
- Helping Research Staff in observations and analysis.
- Such other duties as may be assigned.

#### **19. Laboratory Assistant Grade-II**

- Plotting, plan metering, preparation repair of table and graphs.
- Calculations required during the course of experiments.
- Taking observations of various parameters on the model by use of instruments.
- Helping Research Staff in supervision of models.
- Organizing the day to day model works.
- Participation in field investigations.
- Such other duties as may be assigned and related work involving typing, correspondence, maintenance of files, registers etc. and assisting Research Division in functions in manners required.

#### **Library Staff**

#### **20. Library & Information Officer– Job Description**

- Overall supervision of Library and Information Centre and attending day to day technical and administrative work.
- Co-ordination of technical & readers service activities.
- Organisation of personal development programmes.
- Organising training programmes in computer application in Library, Information storage and retrieval.
- Library Networking.
- Organise all literature received in the library, classify and catalogue all useful literature, classify and catalogue all useful literature.
- Design and develop appropriate current awareness and selective dissemination of information services for research work.

#### **21. Assistant Library & Information Officer**

- Library Collection development
- Physical Verification of Library Collection
- Organization and maintenance of CWPRS publications and Bound Volume collection Classification and Cataloguing
- Reference service



- Rendering bindery services
- Attend to any other work entrusted by his/her superior

## **22. Library and Information Assistant**

- Assistance in organization and maintenance of CWPRS publications – statistics, sale, accounting and periodic verification.
- Preparation and updating of List of CWPRS PUBLICATIONS
- Assistance in Acquisition - Procurement of documents
- Accessioning, Classification & Cataloguing of books and reports
- Compilation of List of Additions
- Information retrieval using in-house databases and internet
- Specific Notes – Shelving and maintenance
- Toposheets - Procurement & organising
- Circulation, Reference
- Assistance in Maintenance of library network, computer equipment and peripherals including LIBRARY SERVER
- DATAENTRY - Updating and editing of Bibliographic databases viz. Books,
- Technical Reports, Journals, Journal articles, Non-book material
- Ratification of Books shelves
- Physical verification of library collection including bound volumes as when required Information storage and retrieval
- Assistance in works related to LIBRARY stores, maintenance of T & P articles, estimates and associated records.
- Assistance in all proof reading and printing of all CWPRS documents
- Assistance in Hindi correspondence CWPRS publications – printing
- Orderly arrangement of journals on display table
- Issuing reminders for non-receipt of issues of journals to agents and institutions (Indian and foreign) and publishers (for Indian direct journals) regularly
- Registration of Issue of journals
- Scanning contents page of journals for updating web files every month
- Attending reference queries about periodicals, bound volumes
- Bound Volumes – accessioning, organization and data entry
- Physical verification of library collection including bound volumes as when required
- Locating loose issues for preparing sets for binding
- Passing the bills for binding
- Charging and discharging of bound volumes
- Printing / copying
- Acquisition, storage of Library material including Non Book material;

- Cataloguing, classification and indexing;
- Charging and discharging of Library material including Non Book Material;
- Maintenance of Accession Registers;
- Acquisition, storage and dissemination of information;
- Providing Computer based information service;
- Providing reference and referral service;
- Providing Current Awareness Service and Selective Dissemination of Information Service;
- Maintenance and upkeep of Library;
- Providing all other Library services;
- Such other works as may be assigned from time to time.

### **Photography Staff**

#### **23. CHIEF PHOTOGRAPHER**

- Overall in charge of Photo section.
- To understand the requirements of photo and video coverage and to detail suitable man power.
- Acceptances of the job on available man power and resources.
- Maintaining all photo and video data with proper documentation and to produce or retrieve on requirement basis with the issuance procedure
- Overall supervision of each and every job such as still-photography, editing of photographs, video coverages, editing of raw video coverage's and to guide for better quality and artistic output for satisfaction of user.
- Preparation of designs of art work for cover pages, for books, reports etc
- Preparation of video film on particular subject with proper editing, narration, music, titles, effects, on demand basis from officers.
- Continuous market survey on demand basis for latest equipments/software and the procurement for the same for up gradation of infrastructure of photo-section.
- Understanding the needs of training of new techniques and to upgrade the knowledge by giving training
- General nature of co-ordination work such as dealing with day to day correspondence, making yearly estimates, submitting TEOS,etc
- Need base market survey and procurement of equipments/material as per the guidelines of procurement procedures.
- Need base maintenance of all equipments such as repair& servicing to keep equipments in working condition.
- Custodian of all photographic stores and equipments and maintaining of record of T&P articles.

## 24. PHOTOGRAPHER

- Taking photographs of hydraulic model studies and other official events as pre given instructions.
- Editing or enhancement of still images by adding values to make images more presentable
- Digitization of photographic records such as old negatives, photos, documents etc.
- Maintaining document registers
- Assisting chief photographer editing of video films.
- General nature of duties in connection of photography assign by chief photographer.
- Development of prints and improve defective prints.
- Taking of Cine/Still films and as mm films.
- Taking of coloured as well as black and white films.
- Carry out duties assigned by him from time to time connected with photography.

### ***Workshop Staff***

## 25. Craftsman 'A'

- Overall supervision in the workshop and in addition, work by own hand as C'man 'A' (Master Craftsman) i.e. carry out intricate and complicated jobs calling for high precision and accuracy by hand tools or on Machines;
- Repairs and maintenance of machines and equipment;
- Giving instruction to Craftsman, supervision and inspection of jobs, reporting the progress of work
- Any other job assigned from time to time with the briefing/training whenever necessary.

## 26. Craftsman 'B'

### **a. Assistant Mechanic**

- Carrying out highly skilled jobs of intricate and complicated nature, calling for high precision and accuracy by hand tools or on machines installation, maintenance and repairs of machines and equipment; and any other duties of allied nature whenever necessary with due briefing/training.

### **b. Fitter (Highly Skilled)**

- Carrying out highly skilled fitting jobs of intricate and complicated nature calling for high precision and accuracy by hand tools or on machines; repairs and maintenance of machines and equipment; and any other duties of allied nature whenever necessary with due briefing/ training.

### **c. Carpenter**

- Carrying out highly skilled carpentry jobs in wood/plastics calling for high precision and accuracy; maintenance of machines and tools in carpentry shops and any other duties of allied nature.

#### **d. Mechanic**

- Work by own hand as Master Craftsman i.e. carry out intricate and complicated jobs calling for high precision and accuracy by hand tools or on machines; repairs and maintenance of machines and equipment; giving instructions to Craftsman, supervision and inspection of jobs, reporting the progress of work.
- Operation, maintenance and repairs of various pumps required for water circulation system, maintenance of repairs of vehicles, electrical installation and any other duties of allied nature
- Any other job assigned from time to time with the briefing/training whenever necessary.

### **27. Craftsman 'C'**

#### **a. Motor Mechanic**

- Repairing maintenance and overhauling of light and heavy duty motor vehicles any other duties as may be assigned.

#### **b. Smelter**

- Should operate all types of furnaces such as oil fired or coal fired furnaces (rotary, semi rotary, cupola etc.) required for a small capacity ferrous as well as non-ferrous foundry.
- Should know the composition of various alloys used in the foundry and mix them as per standard proportions.
- Should do the charging of the furnaces in required quantities and adjust fuel, etc
- Should add flux in adequate proportion wherever required.
- Should know the time required for melting in various furnaces and tap them accordingly from the furnaces.
- Should use all auxiliary tools in the foundry such as ladles etc. and do pouring into the moulds; and
- Any other duties assigned from time to time with due briefing/training, wherever necessary

#### **c. Moulder**

- Should know the various types of patterns used in a small capacity foundry and methods of hand molding.
- Should know the proportion of ingredients in moulding and mix them property.
- Prepare various moulds with simple and complicated pattern and met scores wherever required
- Should operate the sand sawing and core sand mixing machine and prepare the materials as per standard proportions and requirements.
- Help the smelter in pouring the molten.
- Opening of the mould boxes often and removing and blasts and other defects
- And any other jobs assigned from time to time with due briefing/training, whenever

necessary training.

**d. Electroplater**

- Should know the various electroplating techniques, Chemicals and other materials involved, select the process and materials as per the job, operate all the equipments connected with the electroplating trade, and any other jobs assigned from time to time with due briefing/ training wherever necessary.

**e. Miller Machinist**

**f. Maistry**

- Supervision of works including lining out for works connected with constructions of models, roads and buildings, field survey, jobs of allied nature and other jobs assigned with the briefing training, wherever necessary.

**g. Lorry Driver**

- Driving of heavy, light and other vehicles and attending to minor faults, repair or other similar jobs.

**h. Expert Fitter**

- Carry out all types of fitting and allied jobs with hand tools as well as machines; attend to any other duties including installations and repairs of equipment and machines and any other jobs assigned from time to time with the briefing/training, wherever necessary.

**i. Carpenter**

- Carrying out all types of carpentry jobs in wood/ plastic or any other suitable material with hand tools as well as on machines; attend to any other duties of allied nature or any other job assigned from time to time.

**j. Welder**

- Carrying out all types of gas and electrical welding jobs including selection of welding materials, maintenance of welding equipment and tools and any other jobs assigned from time to time with the briefing/ training, wherever necessary.

**k. Machinist**

- Carrying out various jobs on different types of machine tools such as milling machines, lathes, shaping machine planning machines, slotting machines etc., any other duties of allied nature and duty other jobs assigned from timeto time.

**l. Blacksmith**

- Carrying out all types of smithy jobs including operation of smithy hearth, furnace, upsetting, forging etc. any other duties of allied nature and any other jobs assigned from time to time.

**m. Turner**

- Maintenance and operation of all types of lathes, and accessories and tools and any other duties as may be assigned from time to time.

#### **n. Pump Driver**

- Installation, operation, maintenance and repairs of pumps (electrical or engine driven), diesel and petrol engines and allied equipment, equipment, maintenance of log sheets and other records and any other jobs assigned from time to time

#### **o. Wireman**

- Carrying out the following works Construction of O.H. lines, giving service connection to electrical installations, wiring for lighting and power installations.
- Maintenance and operations:
- Maintenance of H.T. and L.T. overhead lines and underground lines;
- Maintenance of telephone lines.
- Overhauling of motors, fans and other electrical fixtures on models and in pump houses, workshops and laboratories;
- Maintenance of substation equipment; and any other job assigned from time to time

#### **p. Mason**

- Carrying out all types of masonry works including brick works stone masonry, plastering, pointing, flooring, finishing, laying of stone wear and hume pipe lines, installation of sanitary fittings, as well as laying of model beds as per contours given, preparation of moulds and other specialized masonry jobs as per requirements of models and any other jobs assigned from time to time.

#### **q. Driver**

- Driving of light duty vehicles and attending to minor faults. Drive Heavy duty vehicles as and when required.

### **28. Craftsman "D"**

- Cleaning and preparation of surfaces (metallic wooden, masonry, concrete and allied materials as per requirement of the surfaces; mixing of paint, painting by brush or pray gun on old or new surfaces, pint finishing the painted surfaces, lettering etc; any other duties of allied nature with due briefing/ training, whenever necessary.
- Carrying out simple jobs on various types of machine tools such asathes, milling machines, slotting machines, shaping machines, planning machines, grinders, etc., and other jobs assigned from time to time. with due briefing/ training, whenever necessary.
- Carrying out all types of simple turning jobs on various types of lathes, and other jobs assigned from time to time with due briefing/training, whenever necessary.
- Carrying out various fitting and allied jobs of simple nature with hand tools and on machine; assisting senior craftsmen in the installation and maintenance of machines and equipments and other jobs assigned from time to time. with due briefing/ training, whenever necessary.
- Carrying out various carpentry works in wood with hand tools as well as on

machines, attend to construction of temporary sheds, with wood and asbestos, repairs of sheds and any other duties of allied nature with due briefing/ training, whenever necessary.

- Carrying out general masonry jobs such as brick masonry, stone masonry plastering, etc, as well as various types of masonry jobs on the models and other job assigned from time to time with due briefing/training, whenever necessary.
- Carrying out wiring for light point, Plug points etc. in model sheds, office sheds and laboratories including service connections. Assisting wire man in maintenance of H.T. & L. T. Over Head lines. Assisting in overhauling of motors and other electrical fixtures. Maintenance of light points, plug points service connections and other jobs assigned from time to time with due briefing/ training, whenever necessary
- Carrying out all types of plumbing jobs including installation and maintenance of water. supply lines, sanitary fittings and any other jobs assigned from time to time with due briefing /training, wherever necessary.

#### **D. ADMINISTRATION AND ACCOUNTS SERVICES**

##### ***Accounts***

#### **29. Finance Officer**

- Advising the Director in financial matters.
- Monitoring financial progress.
- Work relating to preparation of budget estimates for plan, non plan and capital outlay and submission thereof to the Ministry of Water Resources.
- Enforcement of economy instructions issued by the Government from time to time
- He will also act as a Member Secretary for Budget and programme committee to Governing Council of CWPRS

#### **30. Accounts Officer**

- To sign all bills for pay and allowances and all other Bills in respect of T.A./D.A., Medical Reimbursements/ Vehicle Advance and other miscellaneous claims etc. of Group 'A' 'B' and 'C' and 'D' on regular establishments and also staff borne on regular industrial establishment of this Research Station to encash the cheques received from the Pay & Accounts Officer, CWPRS, Pune, in Payment of these bills and to disburse the same.
- To function as DOO of the Research Station and supervises the work of the Bill Section, where work of preparation of monthly pay bills, medical bills, TA, LTC bill is being done.
- To supervise the work of granting GPF advances and withdrawals, Conveyance Advances and Computer Advance.

#### **31. Accountant (AAO)**

- To carry out pre-auditing for purchase and tender cases before the bills are sent to Pay and Accounts Officer, CWPRS.
- To supervise the work relating to: Tenders and correspondence thereof,



Compliance of Audit paras, Passing bills of contractors and the work connected thereof, Imprest account and correspondence thereof, Maintenance of deposit works accounts and work connected thereof, Preparation of various accounts forms under CPWA, Posting of work abstract etc.

- Any other duties assigned to him from time to time.

### **32. Junior Accounts Officer**

- Supervision and scrutiny of work of Accounts/Clerks, working under him;
- To watch the compliance of audit objection inspection reports, test audit notes from Internal Audit as well as from the Accountant General (General) and ensure finalisation and forwarding of the reports to the concerned authorities.
- To assist the Finance Officer in the preparation of agenda papers and minutes etc. connection with the Budget and Programs Committee meeting.
- Budget matters preparation of original/ revised/ final statements comparing actual expenditure, obtaining comments thereon from divisions, initiate necessary correspondence, submission of periodical return to the Ministry and work relating to reconciliation and appropriation.
- In respect of cost accounting - fixation of rate, for time allocation sheets, return of overheads and of consultancy charges, preparation of time allocation sheets, schedules, ensure timely dispatch to the Accounts Branch for adjustment.
- Enforcement of economy instructions, if any, issued by the Government and monitoring the flow of funds.
- Any other duties assigned to him from time to time.

#### ***Administration***

### **33. Chief Administrative Officer**

Chief Administrative Officer is in overall charge of general administration including personnel management, recruitment and responsible for due compliance of various statutory Labour Laws and welfare of the employees.

- He is also responsible to carry out and execute the decisions of Director in day-to-day working of the Administration.
- He is responsible for functions of Organizational Policy Section of CWPRS such as organizational growth and development, creation of posts, continuance / conversion of temporary posts, delegation of powers to different levels, Recruitment of inspection reports of audit authorities etc.
- He is responsible for functions of all internal Committees besides Human Relations Sections of CWPRS, which consists committee like Governing Council, Advisory committees, internal committees, Trade Unions and Associations, J.C.M., works committees etc.
- He is responsible to keep Liaison between different authorities for effective handling of all litigation matters of CWPRS.

### **34. Administrative Officer**

- The incumbent will have to carry out the duties pertaining to administrative,



establishment and Accounts Matters in Central Water and Power Research Station, Pune-24, as laid down under Col. No. II sub-Para (b) of the recruitment rules.

### **35. Superintendent (Admin/Accounts)**

- To supervise, guide and execute the work of Assistants/ clerks working in Personnel Sections of CWPRS dealing with the duties related to :
- Establishment work relating to Research Cadre, Administrative and Accounts Service, Technical services, Auxiliary Technical Services, Ancillary Services and other services at CWPRS;
- Recruitment, probation, Promotion, fixation of pay, leave and leave records, service books and service records, increment cases, E.B., Q.P./confirmation/ transfer cases/deputation cases/seniority lists/forwarding of application for outside jobs and other allied duties (whom the superintendent/ senior Project Assistant (Administration) may be required to carry out original work).
- To carry out original work and to be responsible for functions of Organizational Policy section of CWPRS, which includes functions such as organizational growth and development creation of posts, continuance/ conversion of temporary posts, delegation of powers to different levels, Recruitment Rules for all posts, retirement cases and examination of inspection reports of audit parties and all other allied duties of the above section.
- To organizes and carry out function of Committees and Human Relations Sections at CWPRS including Governing Council, Advisory Committee, Internal Committee, Projects committees, Trade Unions and Associations, J.C.M, Works Committee and allied committee work.
- Such other works as may be assigned free time to time in exigencies of work.

### **36. Legal Assistant**

Rendering advice on:

- All legal matters besides other issues.
- Disciplinary proceedings against employees
- Cases arising under Workman's Compensation Act
- Assistance to the Chief Administrative Officer / Executive Engineer (Civil) in performing the duties of Welfare Officer at the Research Station
- To assist management in attending legal suites filed against department in the District Court / Labour Court / Conciliation Machinery / CAT / High Court / Supreme Court etc.
- Attending all matters regarding implementation of various labour laws such as Industrial Dispute Act, Minimum Wages Act, Factory Act, Payment of Wages Act, Industrial Employment Standing Orders Act etc.
- Work relating to interpretation of rules in Civil Services matters.
- To draft / scrutinize the Petitions against the department and prepare counter replies in consultation with the Panel Counsel / department / Ministry.
- To monitor follow up action on all legal matters.
- To submit various returns to Ministry pertaining to legal cases

- To keep liaison in regards to litigation cases with MOWR / Govt. Counsels.
- To assist management in the process of RTI Act, SC/ST cases. Service matters, workers union and Public Premises Eviction Act.
- To advice (CPC) in the disputed cases of tenders, agreement, arbitration and recovery of legal damages etc.
- To assist management in Security / theft cases.
- To keep Liaison / protocol with different govt. offices in the interest of CWPRS office work.

### **37. Upper Division Clerk**

- To examine and scrutinise the tapal received by him or by his assistant (LDC) promptly and see that the disposal of papers is made well within the prescribed time limit.
- He will be responsible for (i) accurate and proper noting; (ii) referencing, page numbering etc. complete; (iii) Quotation of correct ruling etc.; (iv) to see that the files/S.Books and other record pertaining to his table are maintained properly, systematically and in tidy condition; (v) Typing.
- To maintain and keep the register/rosters in respect of incumbency, reservation, staff position, sanction and other allied information up date and readily available for references.
- Maintenance of leave records and submission of leave orders promptly.
- To deal with the cases which are entrusted to him by the Section In charge.
- He will be directly responsible to Section In charge for any information/requirement pertaining to his table.
- Any other duties as may be assigned.

### **38. Lower Division Clerk**

- Are ordinarily entrusted with work of routine nature e.g. registration of papers, maintenance of circulars and other registers, indexing, recording, proof correction, preparation of arrears statements, supervision of corrections to reference books, typing, comparing and dispatch, submission routine and simple drafts, etc. Assistance to U.D.C. in attaching P.Cs., filling, typing of notes, letters etc. and preparation of leave orders including leave account etc. any other duties as may assigned.

### **39. Private Secretary**

- To supervise Secretarial assistance provided to Director's office.
- All matters connected with Confidential and Secret correspondence/ reports including their receipt and dispatch, maintenance of relevant files etc.
- To provide Secretarial assistance to Vigilance Officer including issue of vigilance clearance certificates under his directions.
- To maintain all records, process matters including follow up action in regard to

D.P.C's/ Assessment Board meetings for all staff (including Group 'D') having bearing on promotion; confirmation, termination of Probation, etc.

- To handle all matters connected with holding of DPCs/ meetings of Assessment Board like correspondence, transport etc., arrangements for outside DPC members, convening of meeting etc.
- Any other matter assigned by the Director from time to time.

#### **40. Stenographer Grade-I**

- To render stenographic assistance to Director/ Additional Director/Scientist E of CWPRS
- To maintain engagement diary, prepare tour programme, obtain papers etc required for tour/meeting
- To make arrangements for visitors coming from client organisation and
- To perform such other secretarial duties assigned from time to time.

#### **41. Stenographer Grade-II**

- Taking dictation in short hand and its transcription.
- Screening the telephone calls and attending to visitors' calls in a tactful manner;
- Fixing up of appointments and taking further necessary, action on them; as may be required.
- Keeping an accurate list of engagements, meetings, etc. and reminding the officer in sufficient time.
- Maintaining in good order the papers required to be retained by the officer;
- Ensuring that the matters dealt with by the officer are not lost sight of and are dealt with promptly and in due order;
- Keeping a note of the movement of files passed by his officer to other officers, if necessary;
- Keeping track of the progress of the action taken by the officer concerned on important matters as required by his officer;
- Destroying by burning his stenographic record of confidential or secret letters after the letter has been typed and issued.
- Familiarizing himself with the practice and procedure followed in connections to his officers;
- Carrying out corrections to his officer's reference books.
- Generally assisting the officer in such manner as he may direct.
- Any other duties that will be assigned to him by his Senior officer.

#### ***Hindi / Rajbhasha section***

#### **42. Assistant Director (OL)**

- Proper functioning of the Hindi Unit at CWPRS and connected duties therewith;

- Terminological work in Hindi and translation work from English into Hindi and vice versa;
- Training of staff in Hindi;
- Co-ordination, implementation for the spread of Hindi amongst the various division of the CWPRS;
- Preparation and verification of Brochures/specific notes/ reports and other allied matters in Hindi;
- Planning and execution of duties connected with various committees involving the use of Hindi;
- Supervision and guidance to .the Hindi Unit Staff working under him/her.
- Promotion and implementation of Hindi Teaching Scheme for non-hindi speaking employees at CWPRS as per Govt. directives from time to time;
- Any other work that may be assigned by his/her superior officer from time to time.

#### **43. Senior Hindi Translator**

He will assist to Assistant Director (OL) in the Following Duties:

- Proper functioning of the Hindi Unit at CWPRS and connected duties therewith;
- Terminological work in Hindi and translation work from English into Hindi and vice versa;
- Training of staff in Hindi.
- Co-ordination, implementation for the spread of Hindi amongst the various division of the CWPRS.
- Preparation and verification of Brochures/ specific notes/reports and other allied matters in Hindi.
- Planning and execution of duties connected with various committees involving the use of Hindi;
- Supervision and guidance to the Hindi Unit Staff working under him/her.
- Promoting the official language and implementation of Hindi Teaching Scheme for non-hindi speaking employees at CWPRS as per Govt. directives from time to time;
- To conduct Hindi Workshops at periodical intervals, submission of periodical returns, conducting of Hindi Day, publication of technical dictionaries and Jalvani Magazine.
- Any other work that may be assigned by his/her superior officer from time to time.

#### **44. Junior Hindi Translator**

He/ She will assist to Assistant Director (OL) and Senior Hindi Translator in the following Duties:

- Proper functioning of the Hindi Unit at CWPRS and connected duties therewith;
- Terminological work in Hindi and translation work from English into Hindi and vice versa;
- Training of staff in Hindi.

- Co-ordination, implementation for the spread of Hindi amongst the various division of the CWPRS.
- Preparation and verification of Brochures/ specific notes/reports and other allied matters in Hindi.
- Planning and execution of duties connected with various committees involving the use of Hindi;
- Supervision and guidance to the Hindi Unit Staff working under him/her.
- Promoting and implementation of Hindi Teaching Scheme for non-hindi speaking employees at CWPRS as per Govt. directives from time to time;
- Any other work that may be assigned by his/her superior officer from time to time.

### **Stores**

#### **45. Senior Store Keeper Grade-II (Store Officer)**

- Organize and maintain stores functions at Central Water and Power Research Station, Khadakwasla, Pune, particularly on UNDP aided and other projects on a sound and efficient footing.
- Supervision on procurement and issue of stores and Equipments.
- Procurement of wide and diverse range of equipment / instruments, materials and consumables needed by the CWPRS to meet its requirements of physical and mathematical modeling, field studies, consultancy services, desk studies etc.,
- Procurement of Personal Computers, work stations, peripherals like printers, scanners, measuring instruments for velocity, pressure, wave heights, flow rate, water depths etc. and maintenance of records thereof.
- Ensure proper inventory control and maintenance of accounts of stores, their receipt and issues and preparation of periodical returns relating thereto.
- Any other allied duties as may be entrusted from time to time.

#### **46. Store Keeper Grade-I (HSK)**

- To be overall in charge of stores section at CWPRS.
- To process purchase cases of all the equipments, instruments, consumables, materials etc. in conformity to the CPWD rules. The items so procured are to be accounted for and properly stored.
- To undertake the process of survey reporting after the expiry of useful life of equipments etc.
- To process case for procurement of stores and supplies commonly required stock items / materials to all divisions.
- To organize and maintain stores functions at CWPRS.
- To supervise procurement and issue of stores and equipment.
- To ensure proper inventory control.
- Any other allied duties as may be entrusted to him from time to time in exigencies of

work.

#### **47. Store Keeper Grade-II**

- General supervision of all the purchase cases.
- Dealing with insurance cases of UNDP Equipment and other equipments etc.
- Checking of comparative statement in respect of quotations called for.
- Giving no objection certificate for local purchase through imprest Cash Account for all Divisions.
- Putting up 90% advance payment cases to Account Branch Receipt of Cheques from Accounts Branch and forwarding to Assistant Store Keeper (Head Office).
- Issue of No Objection Certificate for the retired/resigned employees.
- Controlling and advising the assistants for receipts and issue of stationary, liveries standard forms, Nominal Muster Rolls, M. B. s etc.
- Final checking of Stores Accounts from Form - 10 to Form - 15 Survey Reports etc.
- Passing the Bills of Liveries/Stationery/Office expenses material etc.
- Putting up the DGSD cases and foreign exchange cases to higher officer.
- Any other duties as may be assigned.

#### **48. Store Keeper Grade-III (ASK)**

- Dealing with all cases of liveries for the workers and craftsman in the Research Station, Calling of quotations. Preparing comparative statements, placing of supply orders and issue - Chappals, Shoes, Do SutiKhadi Suits, Woolen suits, white Khadi suits, Olive Green suits nearly 800 workers.
- Preparation of comparative statements for the quotations received for Local purchase of various materials.
- All cases regarding maintenance and repairs work of typewriters, calculators, duplicators and other such type of machines.
- All work connected to maintenance and checking of T & P articles, Forms 13 14 and 15 of various Divisions.
- To keep monthly accounts work of. stores in his charge.
- Putting up the survey report for sanction.
- Issue of Stationery to various divisions.
- Posting the issues of stationery in the Stationary register and maintenance of stock register for stationary.
- Receipts and Issue of MBs.
- maintaining the registers for M.Bs., Liverise,
- Collection of material coming fro outside agencies via Rail/Road transport to Bombay Poona Road.
- Despatch of the cases to Khadakwasla.
- Keeping track of R/Rs and R/Rs. daily by attending Railway Station, Transport

agencies etc.

- Issue of Octroi Exemption Certificates to Rly. Stn. and Transport agencies.
- Visiting State Bank of India for advance payment cases, submitting the cheques in S.B.I. and collection of documents such as R/Rs. bills and parcels etc.
- Issue & receipt of stores and preparation of periodical returns relating thereto.

## **E. ANCILLARY SERVICES MTS& OTHERS**

### **49. Multi-Tasking Staff**

- a) Physical Maintenance of records of the Section
- b) General cleanliness & upkeep of the Section/Unit.
- c) Carrying of files and other papers within the building
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Section/Unit.
- f) Assisting in routine office work like diary, dispatch etc., including on computer
- g) Receipt and delivery of Stores and equipments and maintenance of Accounts, loading and unloading of stores, machinery and equipment, delivering of dak (outside the building)
- h) Watch and ward duties
- i) Opening and closing of rooms
- j) Cleaning of rooms
- k) Dusting of furniture etc.
- l) Cleaning of building, fixtures etc.
- m) Work related to his ITI qualification, if it exists
- n) Driving of vehicles, if in possession of valid driving licence
- o) Development and maintenance of gardens, upkeep of parts, lawns, potted plants etc.
- p) Book binding related works
- q) Model construction and operation and assisting in taking routine observation on model.
- r) Assisting the Craftsman in the Workshop.
- s) Arranging equipment, instrument etc. required for observation on model and providing necessary electrical connection there to wherever necessary.
- t) Assisting the electrical staff in the carriage of their equipment and tools required for wiring and electrical installation works.
- u) Cleaning of lavatories and drainage system including septinc tank, sweeping and moping of office floors etc.
- v) Any other work assigned by the superior authority.

## **50. Garden Sub Overseer**

- Supervising Garden staff and execute allied duties regarding Garden.

## **F. OTHER SERVICES**

### ***Medical***

## **51. Medical Officer**

- Examining the patients (CWPRS staff) ., providing medical treatment (preventive and curative) and giving them proper advice accordingly.
- Treating the emergency patients in dispensary e.g. due to accidents or other emergency events in all the Workshop and other sections of CWPRS and providing medical treatment in these cases and keeping follow up actions in consultations with the Hospitals.
- Promoting Health Education and advice to the employees at CWPRS regarding prevention of infections, disease, prevention of injuries while working, family welfare, immunization, nutrition, cleanliness, hygiene etc.
- Performing minor, surgeries like suturing, incision and drainage of abscesses, removal of foreign bodies, removal of warts etc.
- Giving injections and dressing the big and complicated wounds of the patients in absence of Nurse.
- Maintaining of Health record by performing investigations like HB%, Blood Sugar, Urine examinations for albumin and sugar, and detecting patients having disease like anemia, Diabetes Mellitus etc.
- Supervision in maintaining cleanliness of the dispensary, supervision of work at dressing room, injection room and checking of various dispensary accounts, monthly balance registers of medicines and injections, tools and plants record registers periodically and general administration in the dispensary.
- Keeping the necessary details/records relating to medical certificate, fitness certificates issued to the patients.
- As a member of the Health Welfare and Family Planning (Welfare) Committee at CWPRS is supervising the water tanks in the research station and staff colony, Inspection of the water purification plant, condition of tanks and the process/ method used for purifying the water. Making reports to the concerned offices/officers in this respect.
- Visiting the canteens at CWPRS and giving proper instructions on cleanliness inside and outside the canteens, besides, teaching hygiene to the staff working in the canteens.
- Visiting the workshop and advising them to use necessary devices while working to prevent further complications injuries etc.
- Arranging blood donation programme in the health unit with the help of recognized blood banks/Institutes and hospitals.
- Performing such other duties that may be assigned to the Lady Medical Officer by her superior officer at CWPRS, Pune-24.



## 52. Lady Medical Officer

- Examining the patients (CWPRS staff), providing treatment (preventive and curative) and giving them advice accordingly.
- Treating the emergency patients in dispensary e.g. due to accidents or other emergent events in all the Workshop and other sections of CWPRS and providing medical treatment in these cases. Referring the cases to Hospitals wherever necessary in such cases and keeping follow up actions in consultations with the Hospitals.
- Promoting Health Education and advice to the employees at CWPRS regarding prevention of infections, disease, prevention of injuries while working, family welfare, immunization, nutrition, cleanliness, hygiene etc.
- Performing minor surgeries like suturing, incision and drainage of abscesses, removal of foreign bodies, removal of warts etc.
- Giving injections and dressing the big and wounds of the patients in absence of Nurse.
- Maintaining of Health record by performing investigations like HB% Blood Sugar, Urine examinations for albumin and sugar, and detecting patients having disease like anemia, Diabetes Mellitus etc.
- Supervision in maintaining cleanliness of the dispensary, supervision of work at dressing room, injection room and checking of various dispensary accounts, monthly balance registers of medicines and injections, tools and plants record registers periodically and general administration in the dispensary.
- Keeping the necessary details/records relating to medical certificate, fitness certificates issued to the patients.
- As a member of the Health Welfare and Family Planning (Welfare) Committee at CWPRS, supervising the water tanks in the research station and staff colony. Inspection of the water purification plant, condition of tanks and the process/method used for purifying the water. Making reports to the concerned offices/officers in this respect.
- Visiting the canteens at CWPRS and giving proper instructions on cleanliness inside and outside the canteens, besides, teaching hygiene to the staff working in the canteens.
- Visiting the devices while injuries etc. workshop and advising them to use necessary devices while working to prevent further complications injuries etc.
- Arranging blood donation programme in the health unit with the help of recognised blood banks/Institutes and hospitals
- Performing such other duties that may be assigned to the Lady Medical Officer by her superior officer at CWPRS, Pune-24

## 53. Nurse

- Nursing and application and administration of medicines and injections etc.
- Such other allied duties in the Health Unit as may be entrusted from time to time.

#### **54. Pharmacist**

- Compounding and dispensing of medicines
- Such other allied duties in the dispensary as may be entrusted from time to time.

#### ***Security***

#### **55. Security Officer**

- Hold the overall charge of security arrangements of CWPRS.
- To organize and maintain security system on a sound and efficient footing.
- Prevention of unauthorized entrants to the premises and to evolve effective procedure for visitors.
- To discharge all functions relating to vigilance matters with special reference to security.
- To draw standing orders, laying down duties and responsibilities of subordinate security staff.
- To impart training to security measures and firefighting and to inculcate security consciousness amongst security staff.
- Any other allied duties as entrusted from time to time.

#### **56. Security Guard**

- To prevent unauthorized entrants and guard against theft etc.
- To guard the installations, buildings and other vital points/locations of the Department.
- To render necessary service to ASO and SO in maintaining security system.
- To perform fire-fighting duties.
- To patrol with bell-tale clocks or such other devices so as to cover all vital locations of the department.
- Taking /distributing the tapal.
- Any other duties as may be entrusted from time to time.

### ***G. INDIAN STATISTICAL SERVICE CADRE***

#### **57. Joint Director / Chief Research Officer**

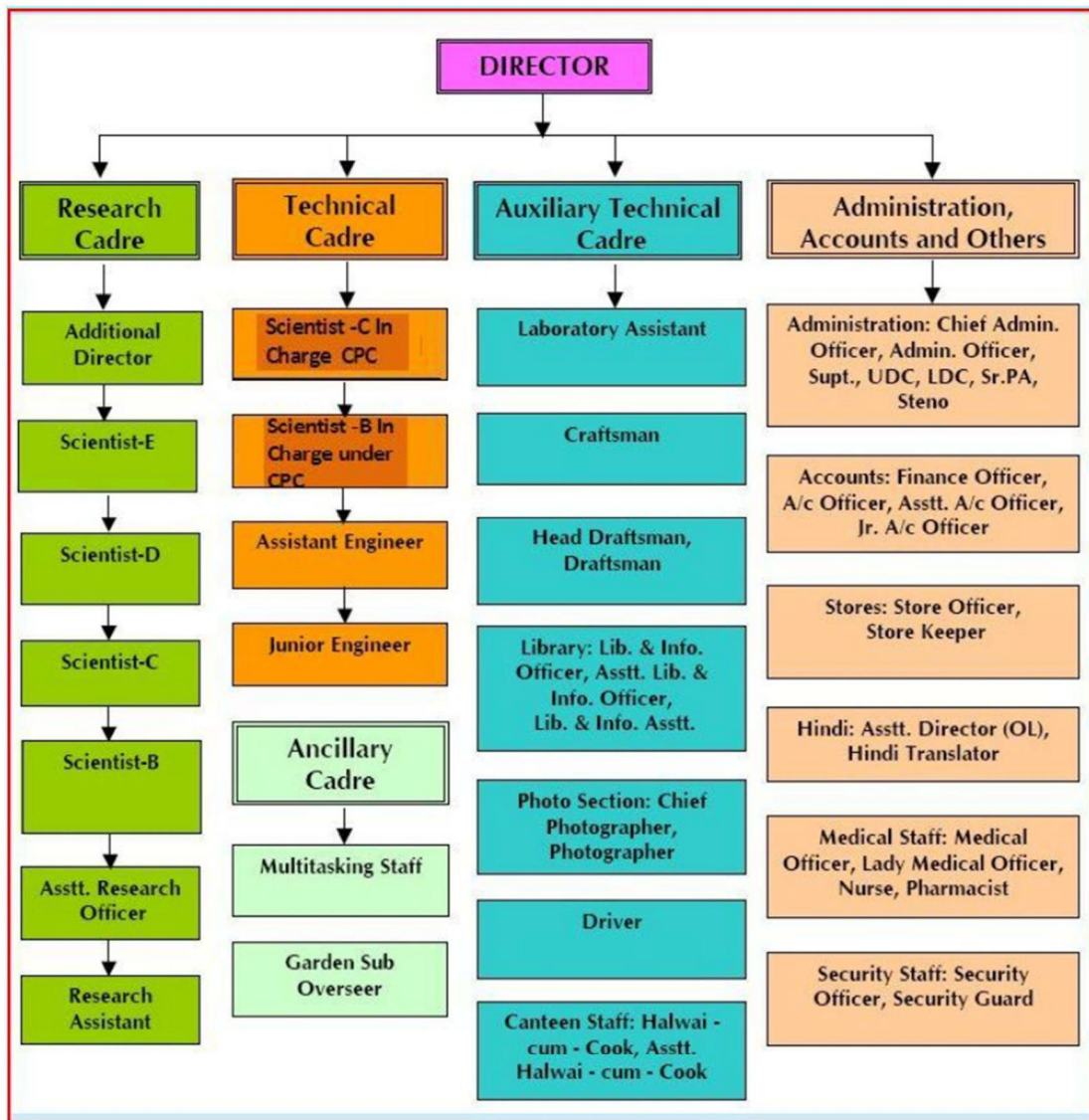
#### **58. Senior Research Officer**

#### **59. Research Officer**

Duties similar to that of Scientist 'B' to 'E' of the CWPRS cadre and as per the mandate of the Indian Statistical Service.

*The procedure followed in decision-making, including channels of supervision and accountability:*

All relevant procedures in decision-making, including channels of supervision and accountability, are being followed as per Government of India rules and norms.



*The norms set by it for the discharge of its functions:*

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CWPRS, being a Central Government Organization, is governed by the Government of India norms.

*The rules, regulations, instructions, manuals and records held by it, or under its control, or used by its employees for discharging its functions:*

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CWPRS follows all relevant Government of India Rules, Regulations, Instructions and Manuals. General Financial Rules, FR-SR and other related Rules as applicable from time-to-time, governs Financial Management.

*A statement of the categories of documents that are held by it, or under its control:*

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Documents held and/ or controlled by the CWPRS are in the form of files, registers, data, reports and other documents. Results of client-sponsored studies are brought out by CWPRS as Technical Reports and submitted to the clients. Such documents relate to clients and hence are restricted for use by the sponsoring authority only. However, research publications arising out of various R&D studies at the institution are available in the public domain.

The details of receipts, issues and balances of Tools & Plants (T&P) held under the charge of various sections of CWPRS are documented in the Central Public Works Accounts Forms 13, 14 and 15 respectively as per codal provisions. Annexure A-11-1 to A-11-3 gives specimen copies of the forms. The List of Custodians are given in Annexure- A-12

## Form 13

## Tools &amp; Plant Received Sheet

[Referred to in paragraphs 7.2.5, 7.3.4, 7.3.17, 22.2.10 and 22.4.15 of CPWA Code]

Division:

Subdivision:

Sl. No.	Date	Invoice/ RR No.	Purchase/ Supply Order or Indent		Source of Receipts
			No.	Date	
1	2	3	4 A	4 B	5

Name of Article <sup>1</sup>	Quantity	Unit	Rate (Rs)	Amount (Rs)	Incidental Charges (Rs)
6	7	8	9	10	11

Amount including incidental charges (Rs)	Tools & Plant (T&P) ledger Folio	Reference to payment voucher or adjustment of debit		Remarks including results of test check by superior officer <sup>2</sup>
		No.	Date	
12	13	14 A	14 B	15

Subdivisional Officer

<sup>1</sup> The articles to be entered in column 6 should be grouped by the prescribed Sub-head of classification vide paragraph 7.3.7.

<sup>2</sup> The entries in respect of receipt back of articles lent or sent out (vide paragraph 7.3.3) should be distinguished from others by quoting reference to the original entries in the Tools and Plants Indent in Col. 15.

## Form 14

## Tools &amp; Plant Indent

[Referred to in paragraphs 7.3.5, 7.3.6, 7.3.14, 7.3.17 &amp; 22.4.15 of CPWA Code]

T&amp;P Indent on:

Subdivision: Division:

No.:

Division:

Date:

Subdivision:

Sl. No.	Name of Articles <sup>3</sup>	Quantity		Unit	Rate (Rs)	Amount (Rs)	Head of Account	Name of work/ job with name of contractor from whom value is recoverable
		Indented	Issued					
1	2	3	4	5	6	7	8	9

Name of person to whom the articles are to be delivered and his signature	Signature of Indenting Officer	Issued on ..... Signature of Supplying Officer & Designation	Received on ..... Signature & Designation of Receiving Officer	T&P Ledger Folio No.		Remarks <sup>4</sup>
				..... Signature of Ledger Keeper	..... Signature of Divisional Accountant	
10	11	12	13	14		15

Name:  
Signature:Sub-divisional Officer:  
Divisional Officer:  
Division:

<sup>3</sup>The article to be entered in column 2 should be grouped by the prescribed sub-heads of classification vide paragraph 7.3.7.

<sup>4</sup>The entries in respect of receipt back of articles lent or sent out (vide paragraph 7.3.3) should be distinguished from others by a suitable remark in this column



## Form 15

## Tools &amp; Plant Ledger

[Referred to in paragraphs 7.3.7, 7.3.8, 7.3.16 &amp; 7.3.17 of CPWA Code]

## PART I - Articles in Hand

Name of Article:

Sl. No.	Date	From whom received	T&P received Sheet No. & date	Permanent Transactions		Temporary <sup>5</sup> Transactions	
		To whom issued	T&P Indent No. & date	Receipts	Issues	Receipts	Issues
1	2	3	4	5 A	5 B	6 A	6 B

Total Receipts	Total Issues	Balance	Reference to Voucher or Adjustment of value	Initials Sub-divisional Clerks	Remarks
7	8	9	10	11	12

## PART II- Articles temporarily lent or sent out for repairs

Sl. No.	Name of person or division	Name of article	Issues		Receipts		Balance	Initials of sub-divisional clerks	Remarks
			Date of issue	No. issued	Date of receipt	No. received back			
1	2	3	4 A	4 B	5 A	5 B	6	7	8

## PART III- Shortages Awaiting Adjustment

Sl. No.	Name of person or Division	Name of Article	Number found short	Reference to recovery or write off	Remarks including action taken for the clearance of shortages outstanding for more than 3 months
1	2	3	4	5	6

<sup>5</sup>Represents articles temporarily lent or sent out for repairs

## List of custodians

**Public Authority:** Central Water and Power Research Station, Government of India, Ministry of Jal Shakti, Department of Water Resources, River Development and Ganga Rejuvenation, Khadakwasla, Pune-Sinhagad Road, Pune 411 024

S. No.	Item	Details of disclosure	Custodian
<b>1. Organisation and Function</b>			
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	TC
		(ii) Head of the organization	TC
		(iii) Vision, Mission and Key objectives	TC
		(iv) Function and duties	TC
		(v) Organization Chart	ADMIN
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	TC
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	ADMIN/ FO (for financial powers)
		(ii) Power and duties of other employees	ADMIN
		(iii) Rules/ orders under which powers and duty are derived and	ADMIN
		(iv) Exercised	ADMIN
		(v) Work allocation	ADMIN
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	TC
		(ii) Final decision making authority	TC
		(iii) Related provisions, acts, rules etc.	TC
		(iv) Time limit for taking a decisions, if any	TC
		(v) Channel of supervision and accountability	TC
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	TC
		(ii) Norms/ standards for functions/ service delivery	TC
		(iii) Process by which these services can be accessed	TC
		(iv) Time-limit for achieving the targets	TC
		(v) Process of redress of grievances	TC
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	ADMIN
		(ii) List of Rules, regulations, instructions manuals and records.	ADMIN
		(iii) Acts/ Rules manuals etc.	ADMIN

<i>S. No.</i>	<i>Item</i>	<i>Details of disclosure</i>	<i>Custodian</i>
		(iv) Transfer policy and transfer orders	ADMIN
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	TC
		(ii) Custodian of documents/categories	TC
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	TC
		(ii) Composition	TC
		(iii) Dates from which constituted	TC
		(iv) Term/ Tenure	TC
		(v) Powers and functions	TC
		(vi) Whether their meetings are open to the public?	TC
		(vii) Whether the minutes of the meetings are open to the public?	TC
		(viii) Place where the minutes if open to the public are available?	TC
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	ADMIN
		(ii) Telephone , fax and email ID	ADMIN
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	AO(BILLS)
		(ii) System of compensation as provided in its regulations	AO(BILLS)
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	ADMIN
		(ii) Address, telephone numbers and email ID of each designated official.	ADMIN
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	ADMIN
		(ii) Finalised for Minor penalty or major penalty proceedings	ADMIN
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Nodal Officer (RTI)
		(ii) Efforts to encourage public authority to participate in these programmes	Nodal Officer (RTI)
		(iii) Training of CPIO/APIO	Nodal Officer (RTI)
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Nodal Officer (RTI)
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		ADMIN
<b>2. Budget and Programme</b>			
2.1	Budget allocated to each	(i) Total Budget for the public authority	FO

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Custodian</b>
	agency including all plans, proposed expenditure and reports on disbursements made etc.[Section4(1)(b)(xi)]	(ii) Budget for each agency and plan & programmes	FO
		(iii) Proposed expenditures	FO
		(iv) Revised budget for each agency, if any	FO
		(v) Report on disbursements made and place where the related reports are available	FO
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	FO
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	FO
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and The rate /rates and the total amount at which such procurement or works contract is to be executed.	CPC
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	TC
		(ii) Objective of the programme	TC
		(iii) Procedure to avail benefits	TC
		(iv) Duration of the programme/ scheme	TC
		(v) Physical and financial targets of the programme	TC
		(vi) Nature/ scale of subsidy /amount allotted	TC
		(vii) Eligibility criteria for grant of subsidy	TC
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	TC
2.4	Discretionary and nondiscretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	FO
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	FO
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	TC
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations	TC

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Custodian</b>
		c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	
2.6	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	CPC
<b>3. Publicity and Public interface</b>			
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of  [Section 4(1)(b)(vii)]  [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens  (ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	TC
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	TC
		(ii) Detailed project reports (DPRs)	TC
		(iii) Concession agreements.	TC
		(iv) Operation and maintenance manuals	TC
		(v) Other documents generated as part of the implementation of the PPP	TC
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	TC
		(vii) Information relating to outputs and outcomes	TC
		(viii) The process of the selection of the private sector party (concessionaire etc.)	TC
		(ix) All payment made under the PPP project	TC
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year (ii) Outline the Public consultation process (iii) Outline the arrangement for consultation before formulation of policy	TC
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	TRANSPARENCY OFFICER (RTI)
3.4	Form of accessibility of information manual/ handbook	Information manual/handbook available in (i) Electronic format (ii) Printed format	PIO (RTI)

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Custodian</b>
	[Section 4(1)(b)]		
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	PIO (RTI)
<b>4. E-Governance</b>			
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English (ii) Vernacular/ Local Language	TRANSPARENCY OFFICER (RTI) TRANSPARENCY OFFICER (RTI)
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	TRANSPARENCY OFFICER (RTI)
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available	TRANSPARENCY OFFICER (RTI) TRANSPARENCY OFFICER (RTI) TRANSPARENCY OFFICER (RTI)
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	TRANSPARENCY OFFICER (RTI) TRANSPARENCY OFFICER (RTI) TRANSPARENCY OFFICER (RTI) TRANSPARENCY OFFICER (RTI)
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism (ii) Details of applications received under RTI and information provided (iii) List of completed schemes/ projects/ Programmes (iv) List of schemes/ projects/ programme underway (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract (vi) Annual Report (vii) Frequently Asked Question (FAQs) (viii) Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter	ADMIN PIO(RTI) TC TC CPC TC TC TC TC

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Custodian</b>
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011IR dt. 15.04.2013]	(i) Details of applications received and disposed	PIO(RTI)
		(ii) Details of appeals received and orders issued	PIO(RTI)
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	TC
<b>5. Information as may be prescribed</b>			
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	ADMIN
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	TRANSPARENCY OFFICER (RTI)
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	ADMIN
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	RTI Section
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	
<b>6. Information Disclosed on own Initiative</b>			
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		TC/ADMIN/ CPC/FO
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	NODAL OFFICER (WEBSITE)

*The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation with formulation of its policy or implementation thereof:*

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Being primarily an R&D organization, not applicable; and hence no such arrangement exists.



*A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of these boards, councils, committees and other bodies are open to the public, or the minutes of these meetings are accessible for public:*


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CWPRS is a subordinate office of the Union Ministry of Jal Shakti, Department of Water Resources, River Development and Ganga Rejuvenation and is one of the foremost organizations in the world in the field of hydraulics and allied research. The Ministry of Jal Shakti is responsible for laying down policy guidelines and programmes for the development and regulation of country's water resources.


The Technical Advisory Committee (TAC)– Under the chairmanship of Chairman CWC, the latest reconstitution of TAC was on 11<sup>th</sup> May 2022 (Annexure A-12-1).

The **Technical Advisory Committee** (TAC), chaired by the Chairman, Central Water Commission, primarily looks into matters of research and associated technical programmes. The TAC, inter alia, scrutinizes and recommends the expansion and research proposals under different plans, suggests programmes for training of manpower and provides guidance in the formulation of collaborative arrangements and Memoranda of Understanding (MoU) with other institutions.


The meetings/ minutes of these committees are not open to the public.



भारत सरकार / Government of India  
जल शक्ति मंत्रालय / Ministry of Jal Shakti  
जल संसाधन, नदी विकास और गंगा संरक्षण विभाग  
Department of Water Resources, River Development and  
Ganga Rejuvenation  
केन्द्रीय जल और विद्युत अनुसंधान शाला  
खडकवासला, पुणे - 411 024  
CENTRAL WATER & POWER RESEARCH STATION  
Khadakwasla, Pune - 411 024



100 years and beyond ...



आज़ादी का  
अमृत महोत्सव

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संख्या: TC/TAC/2022//388      दिनांक: 11<sup>th</sup> May 2022

**OFFICE MEMORANDUM**      **11 MAY 2022**

Sub : Reconstitution of Technical Advisory Committee to the Governing Council of Central Water & Power Research Station (CWPRS), Pune.

The Technical Advisory Committee (TAC) to the Governing Council (GC) of CWPRS has been reconstituted for a term of three years by the Department of Water Resources, RD & GR, Ministry of Jal Shakti vide its letter No.17/14/2018-E-II dated 09<sup>th</sup> May 2022 comprising the following :

1. Chairman, Central Water Commission	- Chairman
2. Chief Engineer, Designs (E&NE), Central Water Commission	- Member
3. Representative of Ministry of Power	- Member
4. Representative of Ministry of Shipping	- Member
5. Representative of Ministry of Earth Sciences	- Member
6. Director, CWPRS	- Member
7. Additional Director, CWPRS	- Member-Secretary
8. Representative of Maharashtra Remote Sensing Applications Centre, Dept. of Planning, Govt. of Maharashtra	- Member
9. Representative of NIH, Roorkee	- Member
10. Representative of NPCIL, Mumbai	- Member
11. Representative of Sardar Sarovar Narmada Nigam Ltd.	- Member
12. Director, Punjab Engineering College, Chandigarh	- Member
13. Representative of Department of Civil Engineering, IIT Bombay, Mumbai	- Member
14. Representative of NIO, Goa	- Member
15. Representative of Water Resources Department, Govt. of Uttar Pradesh	- Member
16. Representative of Water Resources Department, Govt. of Odisha	- Member

The Chairman and the Members at Sl. Nos. 2 to 7 will be in ex-officio capacity.

The Terms of Reference of the Committee are as follows :

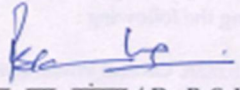
(a) The Technical Advisory Committee will meet as and when necessary but not less than once a year.

...2

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टेलीफोन : 020-24103500	ई-मेल : director@cwprs.gov.in
फैक्स : 020-24381004	वेबसाइट : www.jalshakti-dwr.gov.in, www.cwprs.gov.in

- (b) 1/3<sup>rd</sup> of the total Members of the Committee will form quorum.
- (c) Providing an overall perspective and technical guidance to CWPRS as the premier National Institute in the area of Hydraulic Research.
- (d) Carrying out technical scrutiny of the research programmes and schemes drawn up by CWPRS.
- (e) Examining expansion proposals and matters relating to sponsored research work vis-à-vis the functions of CWPRS.
- (f) To suggest midcourse corrections and other technical needs, if any, to be taken up.
- (g) Formulating / recommending collaborative arrangements, Memoranda of Understanding, instruments of exchange of personnel and expertise etc., with other institutions both at home and abroad.
- (h) Performing any other functions as may be assigned to it by the Governing Council and Department of Water Resources, RD & GR, Ministry of Jal Shakti.
- (i) The Chairman of the Committee may consider any expert as special invitee based on the requirement from time to time.

  
(डॉ. आर. एस. कांकरा / Dr. R. S. Kankara)  
निदेशक / Director

प्रति :

1. All Members of TAC.
2. PPS to Secretary, DoWR, RD&GR
3. Joint Secretary (A), DoWR, RD&GR

*A directory of its officers and employees and the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:*

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Compensation package, as provided in the relevant rules and regulations by the Ministry of Finance and the Department of Personnel & Training, is applicable to the officers and staff of CWPRS. Annexure A-13 gives the category-wise employee list of CWPRS, and the pay received by employee.

**CWPRS, PUNE: CATEGORY-WISE EMPLOYEES LIST WITH BASIC PAY FOR  
THE MONTH 04/2024**

Sl. No.	Designation	No. of existing employees	Pay Level	Pay Matrix Column (as per 7th CPC)
<b>GROUP 'A'</b>				
1	Director	1	14	144200-218200
2	Additional Director	1	13A	131100-216600
3	Scientist E	12	13	123100-215900
4	CRO (ISS)	1	12	78800-2019200
5	Scientist D	16	12	78800-2019200
6	Chief Administrative Officer	1	11	67700-208700
7	Scientist C	70	11	67700-208700
8	Senior Research Officer (ISS)	1	11	67700-208700
9	Finance Officer	1	10	56100-177500
10	Medical Officer	1	10	56100-177500
11	Scientist B	49	10	56100-177500
12	Research Officer (ISS)	1	10	56100-177500
12	Assistant Director (OL)	1	10	56100-177500
13	Library And Information Officer	1	9	53100-167800
14	Senior Accounts Officer	1	9	53100-167800
	<b>Group 'A' Total</b>	<b>158</b>		
<b>GROUP 'B'</b>				
1	Assistant Research Officer ( A R O )	23	9	53100-167800
2	Assistant Research Officer ( A R O )	3	8	47600-151100
3	Assistant Accounts Officer	2	8	47600-151100
4	Administrative Officer	1	7	44900-142400
5	Senior Personal Assistant/ Private Secretary	1	8	47600-151100
6	Head Draftsman	4	7	44900-142400
7	Assistant Engineer	8	9	53100-167800
8	Assistant Engineer	2	8	47600-151100
9	Assistant Engineer	1	7	44900-142400
10	Research Assistant	13	8	47600-151100
11	Research Assistant	41	7	44900-142400
12	Nurse	1	9	53100-167800
13	Senior Translation Officer	1	8	47600-151100
14	Stenographer Grader- I	3	8	47600-151100
15	Stenographer Grader- I	4	7	44900-142400
16	Draftsman Grade- I	6	6	35400-112400



17	Superintendent	1	7	44900-142400
18	Superintendent	5	6	35400-112400
19	Chief Photographer	1	7	44900-142400
20	Junior Engineer	4	7	44900-142400
21	Junior Engineer	24	6	35400-112400
22	Library And Information Asst.	1	9	53100-167800
23	Library And Information Asst.	1	8	47600-151100
24	Library And Information Asst.	1	7	44900-142400
25	Library And Information Asst.	6	6	35400-112400
26	Store Officer	1	7	44900-142400
27	Store Supervisor Grade-I	3	6	35400-112400
28	Store Keeper Grade-I	2	4	25500-81100
29	Craftsman-A	1	7	44900-142400
30	Craftsman-A	5	6	35400-112400
	<b>Group 'B' Total</b>	<b>170</b>		
	<b>Group 'C'</b>			
1	Staff Car Driver Grade-I	3	6	35400-112400
2	Pharmacist	1	6	35400-112400
3	Laboratory Assistant Grade-I	17	6	35400-112400
4	Laboratory Assistant Grade-I	11	5	29200-92300
5	Laboratory Assistant Grade-II	2	5	29200-92300
6	Laboratory Assistant Grade-II	32	4	25500-81100
7	Upper Division Clerk	2	6	35400-112400
8	Upper Division Clerk	8	5	29200-92300
9	Upper Division Clerk	23	4	25500-81100
10	Draftsman Grade- III	2	8	47600-151100
11	Stenographer Grade-II	1	5	29200-92300
12	Stenographer Grade-II	2	4	25500-81100
13	Store Keeper Grade-II	1	2	19900-63200
14	Security Assistant	1	5	29200-92300
15	Security Assistant	1	4	25500-81100
16	Photographer	2	5	29200-92300
17	Craftsman-B	3	6	35400-112400
18	Craftsman-B	11	5	29200-92300
19	Craftsman-B	23	4	25500-81100
20	Staff Car Driver Grade-II	2	5	29200-92300
21	Halwai-cum-Cook	1	3	21700-69100
22	Craftsman-C	2	4	25500-81100
23	Craftsman-C	8	2	19900-63200
24	Lower Division Clerk	13	2	19900-63200

25	Assistant Halwai-cum Cook	1	3	21700-69100
26	Craftsman-D	2	4	25500-81100
27	Craftsman-D	5	1	18000-56900
28	Garden Sub-Overseer	1	1	18000-56900
29	Mutli Tasking Staff	72	4	25500-81100
30	Mutli Tasking Staff	24	3	21700-69100
31	Mutli Tasking Staff	2	2	19900-63200
32	Mutli Tasking Staff	80	1	18000-56900
33	Security Guard	3	1	18000-56900
	<b>Group 'C' Total</b>	<b>362</b>		
	<b>Grand Total</b>	<b>690</b>		

The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

The Annual Budget of CWPRS for the current and previous years are given below:

**2701-Revenue & 4701- Capital section- Establishment**

(Rs. Lakhs)

Head of Account	Expenditure 2023-24	Budget Estimate (BE) (April-August) 2024-25
Salary	4413.10627	1758.33
Non Salary	4337.59757	1991.67
Total (Gross)	8750.70384	3750
Recoveries	-1534.533	-625
Net Expenditure	7216.17084	3125
Revenue Receipts		

**2701-Revenue & 4701 Capital Section- R&D**

(Rs. Lakhs)

No	XII Plan Scheme	Expenditure 2023-24	BE (April-August) 2024-25
1	(R&D Programme in Water Sector)	<u>2701 - Revenue Section</u>	
		169.96214	92.67
		<u>4701 — Capital Section</u>	
		932.97038	382.31
	Total	1102	474.98

**2701-Revenue & 4701- Capital Section- NHP**

Rs. (Lakhs)

No	Plan Scheme	Expenditure 2023-24	BE (April-August) 2024-25
1	National Hydrology Project- CWPRS	<u>2701 - Revenue Section</u>	
		111.88224	183.3333
		<u>4701 — Capital Section</u>	
		550.24423	127.0832
	Total	662.12647	310.4165

**4701- Capital Section- DRIP**

(Rs. Lakhs)

No	Plan Scheme	Expenditure 2023-24	BE (April-August) 2024-25
1	National Hydrology Project- CWPRS	<u>4701 — Capital Section</u>	
		362.188	



Budget -2701  
Revenue Section of CWPRS under different sub-heads  
2023-24(Actual)& 2024-25 (Budget) (Rs Lakhs)

Sub-Head	Object Head	Expenditure FY 2023-24	Budget FY (April-August) 2024-25
	<u>2701-Revenue Section</u>		
270180004030201	Salaries	4413.10627	1758.33
270180004030205	Rewards	36.17543	0.01
270180004030206	Medical Treatment	179.9961 1	1.2
270180004030207	Allowances	3597.77056	39.96
270180004030208	Leave Travel Concession	62.37171	0.5
270180004030209	Training Expenses	0.4495	0.02
270180004030211	Domestic Travel Expenses	28.77482	0.35
270180004030212	Foreign Travel Expenses	0	0.01
270180004030213	Office Expenses	265.99832	2.7
270180004030216	Printing & Publication	0.61157	0.1
270180004030219	Digital Equipment	2.01715	0.02
270180004030221	Materials & Supplies	1 .08075	0.04
270180004030224	Fuels and Lubricants	1.00232	0.02
270180004030226	Advertising & Publicity	0.56903	0.01
270180004030227	Minor Civil & Electric Works	99.99922	1.3
270180004030228	Professional Services	2.6413	0.06
270180004030229	Repair & Maintenance	0.96261	0.04
270180004030232	Contributions	-	0.42
270180004030234	Scholarships	23.72647	8.33
270180004030243	Suspense (Stock)	4.91804	2.08
270180004030249	Other Revenue Expenditure	15.04837	8.33
	<b>Total (A)</b>	<b>8737.21955</b>	<b>3735</b>
270180004030370	Deduct Recoveries	-1526.42323	-625
270180004030570	Deduct Recoveries	-8.10977	
	<u>4701- Capital Section</u>		
470180004030274	Furniture & Fixtures	13.48429	14.58
470180004030277	Other Fixed Assets		0.42
	<b>Total (B)</b>	<b>13.48429</b>	<b>15</b>
	<b>Total Budget (A) +(B)</b>	<b>8750.70384</b>	<b>3750</b>

**Budget Allocation and expenditure under DRIP (Dam Rehabilitation & Improvement Programme) for the FY 2023-24**

(Rs in Lakhs)

Major Head	Unit of Appropriation	of	BE 2023-24	RE 2023-24	Expenditure upto 31.03.24
<b>4701.80.800.07</b>	<b>Dam Rehabilitation &amp; Improvement Programme (DRIP)</b>				
07.01.52	Machinery & Equipment - EAP		2.5	2	1.81094
07.02.52	Machinery & Equipment Programme	-	2.5	2	1.81094
<b>Total</b>			<b>5</b>	<b>4</b>	<b>3.62188</b>

**2.4 Discretionary & Non-discretionary grants [F.No. 1/6/2011-IR dt. 15.04.2013]**

- (i) Discretionary & Non-discretionary grants/ allocations to State Govt./ NGOs/ Other Institutions : **NIL**
- (ii) Annual Accounts of all legal entities who are provided grants by public authorities : **NIL**

**2.2 Foreign and Domestic tours [F.No. 1/82012- IR dt. 11.09.2012]**

- (i) Budget :

(Rs in Lakhs)

Sl. No.	Sub-head	Object Head	BE 23-24	RE 23-24	Exp. upto 31.03.24
<b>Establishment (Non-Plan)</b>					
1.	270180004030211	Domestic Travel Expenses	35	35	28.77482
2.	270180004030212	Foreign Travel Expenses	1	0	0

- (ii) Foreign and Domestic tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department :

Name – Dr. R. S Kankara  
Designation – Director, CWPRS.

Sr. No.	Places visited	Period of visit	No. of members in the official delegation	Expenditure on the visit (Rs)
1.	Chennai	02.04.23 to 04.04.23	--	18053
2.	Delhi	05.04.23 to 06.04.23	--	23169
3.	Delhi	11.05.23 to 14.05.23	--	53092
4.	Mumbai	25.05.23	--	1200
5.	Delhi	18.06.23 to 19.06.23	--	32095
6.	Delhi	29.06.23 to 02.07.23	--	40737
7.	Delhi	10.07.23 to 17.07.23	--	59921
Sr. No.	Places visited	Period of visit	No. of members in the official delegation	Expenditure on the visit (Rs)
8.	Chennai	20.07.23 to 22.07.23	--	21143
9.	Delhi	03.08.23 to 05.08.23	--	74715
10.	Delhi	28.08.23 to 29.08.23	--	52244
11.	Delhi	04.09.23	--	45961
12.	Jaipur	13.09.23 to 16.09.23	--	16457
13.	Delhi	05.10.23 to 08.10.23	--	14982
14.	Delhi	06.11.23 to 07.11.23	--	45884
15.	Delhi	13.11.23	--	19583
16.	Delhi	22.11.23 to 26.11.23	--	72100
17.	Delhi	06.12.23	--	10922
18.	Hyderabad	20.12.23 to 22.12.23	--	23086
19.	Delhi	09.01.24 to 10.01.24	--	27472
20.	Delhi	17.01.24 to 18.01.24	--	56117
21.	Chennai	22.01.24 to 25.01.24	--	22058
22.	Delhi	11.02.24 to 13.02.24	--	36929
23.	Raigad	17.02.24 to 18.02.24	--	2400
24.	Delhi	28.02.24 to 29.02.24	--	64002
25.	Delhi	21.03.24 to 22.03.24	--	4627 (Air Bill not passed yet)

  
(Rajesh Raman Iyer)  
Finance Officer

4(1)(b)(xii)

*The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes:*

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Being an R&D organization, subsidy programmes are not applicable.

4(1)(b)(xiii)

*Particulars of concessions, permits or authorizations granted by it:*

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None

CAG Audit Report for the period 2022-23 : Audit conducted from 26.12.23 to 01.01.24; Report pending.

As such the CAG report for year 2021-23 is given in Annexure A-14

Audit

कार्यालय महा निदेशक लेखापरीक्षा (कृषि, खाद्य एवं जल संसाधन), नई दिल्ली,  
शाखा कार्यालय - मुंबई

Office of the Director General of Audit (Agriculture, Food & Water Resources), New Delhi,  
Branch Office - Mumbai

C-25, 7<sup>th</sup> Floor, Audit Bhavan, Bandra Kurla Complex, Bandra(E), Mumbai-400 051

Tel: (022) 2657 3055, 2657 3754; Fax: (022) 2657 0652; Email: brmah4ndmumbai@cag.gov.in

क्रमांक: म.नि.ले./कृ.खा.एव ज.सं./न.दि./मुंबई/IV-237/2021-22/WBA-CWPRSNHP/एच-41 दिनांक: 13.04.2023

सेवा में,  
Central Water and Power Research Station  
(CWPRS), Khadakwasla, pune.

विषय:- Audit Report/Opinion in respect of World Bank Assisted, National Hydrology  
Project (NHP) of Central Water and Power Research Station (CWPRS), Pune  
(Loan No.8725-IN) for the period 2021-22.

महोदया,

उपरोक्त विषय पर इस कार्यालय का पत्र संख्या क्रमांक: म.नि.ले./कृ.खा.एव ज.सं./न.दि./मुंबई/IV-  
237/2021-22/WBA-CWPRSNHP/एच-41 दिनांक: 13.04.2023 संलग्न की गई है।

*Dr. N. S. A. S. C. E.*  
↑

भवदीया

*जसवी जेकर*  
वरिष्ठ लेखापरीक्षा अधिकारी

संलग्न: यथोपरि।

*Sri Suresh Kumar, Secy.*  
*Dr. Rubi Kulkarni SRO*

*N. D. Atkekar*  
*Secy.*

*Pal*  
*20/4/2023*

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*in*  
*14/4/23*

कार्यालय महा निदेशक लेखापरीक्षा  
(कृषि, खाद्य एवं जल संसाधन), नई दिल्ली  
शाखा कार्यालय - मुंबई

7 मन्ला, सी-25, ऑडिट भवन, बांद्रा-कुर्ला संकुल,  
बांद्रा (पूर्व), मुंबई - 400 051.



सत्यमेव जयते

Office of the Director General of Audit  
(Agriculture, Food & Water Resources), New Delhi  
Branch Office, Mumbai

7<sup>th</sup> Floor, C-25, Audit Bhavan, Bandra-Kurla Complex,  
Bandra (East), Mumbai - 400051.

Email : brmab4ndmumbai@cag.gov.in

No. DGA/(AF&WR)/ND/Mumbai/IV-237/2021-22/WBA-CWPRS-NHP/ Dated: 13.04.2023

To,  
The Secretary,  
Ministry of Jal Shakti,  
Department of Water Resources,  
River Development and Ganga Rejuvenation,  
Shram Shakti Bhawan, Rafi Marg,  
New Delhi - 110001.

Subject: Audit Report/Opinion in respect of World Bank Assisted, National Hydrology  
Project (NHP) of Central Water and Power Research Station (CWPRS), Pune  
(Loan No.8725- IN) for the period 2021-22.

Sir,

Kindly find enclosed Audit Report/Opinion in respect of World Bank Assisted, National  
Hydrology Project (NHP) of Central Water and Power Research Station (CWPRS), Pune (Loan  
No.8725-IN), Department of Water Resources, River Development and Ganga Rejuvenation,  
Ministry of Jal Shakti for the period 2021-22.

Yours faithfully,

Encl: As above

sd/-  
(H. T. Fulpadia)  
Director

No. DGA/(AF&WR)/ND/Mumbai/IV-237/2021-22/WBA-CWPRS-NHP/ Dated: 13.04.2023

Copy to:-

1. Central Water and Power Research Station (CWPRS), Khadakwasla, Pune.
2. Sr. Audit Officer, (PPG-EAP), O/o CAG, Deen Dayal Upadhyay Marg, New Delhi-110124.
3. The CAAA, Ministry of Finance, Department of Economic Affairs, 5<sup>th</sup> Floor, B-wing, Janpath  
Bhawan, New Delhi-110001.
4. Sr. Audit Officer (AMG-II), Office of the Director General of Audit (AFWR), New Delhi-  
110001.

Director



कार्यालय महा निदेशक लेखापरीक्षा  
(कृषि, खाद्य एवं जल संसाधन), नई दिल्ली  
शाखा कार्यालय - मुंबई

7 मजला, सी-25, ऑडिट भवन, बान्द्रा-कुर्ला संकुल,  
बान्द्रा (पूर्व), मुंबई - 400 051.



Office of the Director General of Audit  
(Agriculture, Food & Water Resources), New Delhi  
Branch Office, Mumbai

7<sup>th</sup> Floor, C-25, Audit Bhavan, Bandra-Kurla Complex,  
Bandra (East), Mumbai - 400051.  
Email : brmab4ndmumbai@cag.gov.in

**Report of the Comptroller and Auditor General of India**

To,  
The Secretary,  
Ministry of Jal Shakti,  
Department of Water Resources,  
River Development and Ganga Rejuvenation,  
Shram Shakti Bhawan, Rafi Marg,  
New Delhi - 110001.

**Report on Project Financial Statement of National Hydrology Project:**

We have audited the accompanying financial statements of the National Hydrology Project (NHP), Central Water and Power Research Station, Khadakwasla, Pune financed under World Bank Loan No. 8725 IN, which comprise the statement of Sources and Applications of Funds and the Reconciliation of Claims to Total Applications of Funds for the year ended 31st March 2022. These statements are the responsibility of the Project's management. Our responsibility is to express an opinion on the accompanying financial statements based on our audit.

We conducted our audit in accordance with the Auditing Standards promulgated by the Comptroller and Auditor General of India. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. Our audit examines, on a test basis, evidence supporting the amounts and disclosures in the financial statements. It also includes assessing the accounting principles used and significant estimates made by Management, as well as evaluating the overall statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion the financial statements present fairly in all material respects, the sources and applications of funds of National Hydrology Project (NHP) for the year ended 31<sup>st</sup> March 2022 in accordance with Government of India Accounting Standards.

In addition, in our opinion, (a) with respect to Statement of Expenditure adequate supporting documentation has been maintained to support claims to the World Bank for reimbursements of expenditures incurred of Rs.190.50 Lakh; and (b) except for ineligible expenditures of Rs. NIL as detailed in the audit observations appended to this audit report, expenditures of Rs.190.50 lakh are eligible for financing under the Loan/Credit Agreement. During the course of the audit, Statement of Expenditure/Financial Statement amounting to Rs. 190.50 lakh were examined and these can be relied upon to support reimbursement of Rs.190.50 lakh under the Loan/Credit Agreement as per Annexure-1.

... 2 ...

This report is issued without prejudice to CAG's right to incorporate the audit observations in the Report of Comptroller and Auditor General of India for being laid before Parliament/State or UT Legislature.



Director

Place: Mumbai

Date: 13.04.2023



Annexure for World Bank assisted National Hydrology Project, Central Water and Power Research Station, (CWPRS), Pune

LOAN NO. 8725 IN

Annexure-I

**ES-External Support, DS- Domestic Support**

Statement showing the details of expenditure admitted/disallowed in audit for the year 2021-22 in respect of  
'World Bank Assisted -National Hydrology Project, CWPRS Pune  
(Rs. In lakh)

Name of the Component	SoE Figure		Actual expenditure verified in audit		Expenditure disallowed/ inadmissible in audit		Expenditure admitted in audit		Percentage admissible		Amount reimbursable
	ES	DS	ES	DS	ES	DS	ES	DS	ES	DS	
Domestic travel expenses	4.29	4.29	4.29	4.29	0	0	4.29	4.29	100	100	8.59
Foreign travel expenses	-	-	-	-	-	-	-	-			
Office expenses	0.32	0.32	0.32	0.32	0	0	0.324	0.324	100	100	0.648
Other Admin. expenses	0.006	0.006	0.006	0.006	0	0	0.006	0.006	100	100	0.012
Minor Works	24.53	24.53	24.53	24.53	0	0	24.53	24.53	100	100	49.06
Professional services	0.71	0.71	0.71	0.71	0	0	0.71	0.71	100	100	1.41
Other contractual services	9.59	2.52	9.59	2.52	0	0	9.59	2.52	100	100	12.11
Machinery and Equipment	55.87	62.79	55.87	62.79	0	0	55.87	62.79	100	100	118.67
<b>Total</b>	<b>95.32</b>	<b>95.18</b>	<b>95.32</b>	<b>95.18</b>	<b>0</b>	<b>0</b>	<b>95.32</b>	<b>95.18</b>			<b>190.50</b>
	<b>190.50</b>		<b>190.50</b>		<b>0</b>		<b>190.50</b>		<b>0</b>	<b>0</b>	<b>190.50</b>

*[Signature]*  
Sr. Audit Officer

## ANNEXURE-II

Statement showing the details of the review of Disallowance made from the expenditure incurred during for the year 2021-22 in respect of 'World Bank Assisted National Hydrology Project, CWPRS Pune

Sr. No	Name of the entity	Reasons for disallowances	(Rs.)	
			Para No.	Amount Disallowed
1	CWPRS PUNE	Not applicable	-	Nil
		<b>Total</b>	-	

*Bach*  
Sr. Audit Officer

## ANNEXURE-III

Statement showing the details of the review of outstanding paras of previous year's inspection reports in respect of 'World Bank Assisted National Hydrology Project, CWPRS Pune. (In Rs.)

Sr No.	Name of Office	Year	Para	Disallowance of previous audit	Amount Released	Balance
1	CWPRS Pune	2020-21	1	14643/-	-	14643/-
2			2	122762/-	-	122762/-
3			3	705264/-		705264/-
Total						842669/-

*[Signature]*  
Sr. Audit Officer

4(1)(b)(xiv)

*Details in respect of the information, available to or held by it reduced in an electronic form:*

CWPRS maintains a bilingual website, accessible under <http://www.cwprs.gov.in>

4(1)(b)(xv)

*The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:*

The library, which forms a part of the Water and Power Information System (WAPIS) of CWPRS, functions from 09:00 hrs to 17:30 hrs on all working days. WAPIS is not open to the general public.

4(1)(b)(xvi)

*The names, designations and other particulars of the Public Information Officers:*

---

*Public Information Officer:*

Shri A.A. Purohit, Scientist-"E", CWPRS, Khadakwasla, Pune 411024

Tel: (020) 24103508; Fax: (020) 24381004

E-mail: [purohit\\_aa@cwprs.gov.in](mailto:purohit_aa@cwprs.gov.in)

*Appellate Authority:*

Dr. Prabhat Chandra, Additional Director, CWPRS, Khadakwasla, Pune 411 024

Tel.: (020) 24103521; Fax: (020) 24381004

E-mail: [prabhat.chandra@gov.in](mailto:prabhat.chandra@gov.in)

*Transparency Officer*

Dr. Jiweshwar Sinha, Scientist-E, CWPRS, Khadakwasla, Pune- 411024

Tel: (020) 24103293; Fax: (020) 24381004

e-mail: [sinha.j@cwprs.gov.in](mailto:sinha.j@cwprs.gov.in)

*Nodal Officer (RTI)*

Shri A.A. Purohit, Scientist-"E", CWPRS, Khadakwasla, Pune 411024

Tel: (020) 24103508; Fax: (020) 24381004

E-mail: [purohit\\_aa@cwprs.gov.in](mailto:purohit_aa@cwprs.gov.in)

*Asst. Public Information Officer*

Shri Amol Borkar, Scientist-"C", CWPRS, Khadakwasla, Pune 411024

Tel: (020) 24103501; Fax: (020) 24381004

E-mail: [amol.borkar@cwprs.gov.in](mailto:amol.borkar@cwprs.gov.in)

4(1)(b)(xvii)

*Such other information, as may be prescribed, and thereafter update these publications within such intervals in each year as may be prescribed:*

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**NIL**

4(2)

*No. of Employees against whom Disciplinary action has been proposed/taken:*

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No. of employees against whom Disciplinary action has been pending/finalised for Minor penalty or major penalty proceedings is **NIL**.