

DEPARTMENT OF DRINKING WATER AND SANITATION

Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]

- I) Categories of documents
- II) Custodian of documents/categories

S. No.	Name – category of Document/ Record	Location of record/ Section/ Division	The person with designation responsible for maintaining the record	Life span of the record	Whether published on Web-site	Web-Link
1	The particulars of organisation, functions & duties	Estt.	Section Officer/Assistant of concerned Section	As per applicable record retention schedule of (i) DARPG; (ii) GFR 2005	Yes	https://jalshakti-ddws.gov.in/en/whos-who/ddws https://jalshakti-ddws.gov.in/sites/default/files/Function-and-duties.pdf https://jalshakti-ddws.gov.in/sites/default/files/Work-allocation_0.pdf
2	Citizen Charter of DDWS	Vigilance	-do-	-do-	yes	https://jalshakti-ddws.gov.in/sites/default/files/citizens-charter-ddws-2021-22-hi.pdf

						https://jalshakti-ddws.gov.in/sites/default/files/citizens-charter-ddws-2021-22-en.pdf
3	Directory of DDWS	Gen. Admn.	-do-	-do-	Yes	https://jalshakti-ddws.gov.in/en/whos-who/ddws
4	Scheme Guidelines	JJM-I SBM-I	-do-	-do-	yes	https://jalshakti-ddws.gov.in/sites/default/files/JJM_Operational_Guidelines.pdf https://swachhbharatmission.gov.in/SBMCMS/writereaddata/portal/images/pdf/sbm-ph-II-Guidelines.pdf
5	Annual Report of DDWS	Coord.	-do-	-do-	yes	https://jalshakti-ddws.gov.in/en/documents/annual-report
6	Demand for Grants, Budget and Accounts	IFD	-do-	-do-	yes	https://jalshakti-ddws.gov.in/en/budget

7	Schemes	NJJM SBM-G	-do-	-do-	Yes	Jal Jeevan Mission (JJM) : https://jaljeevanmission.gov.in/ Swachh Bharat Mission – Grameen (SBM-G) https://swachhbharatmission.gov.in/sbmcms/index.htm
8	Organisations under DDWS	JJM-II	-do-	-do-	yes	https://ejalshakti.gov.in/NIWAS
9	Filing of Public Grievance and disposal	PG Cell	-do-	-do-	yes	https://pgportal.gov.in/
10	Manual of Office Procedure	All sections	-do-	-do-	yes	https://darpg.gov.in/sites/default/files/CSMOP2022.pdf https://darpg.gov.in/sites/default/files/CSMOP%2016th%20Edition%202022-Hindi.pdf
11	Record Retention Schedule as Prescribed by D/o Administrative Reforms and Public Grievances	All sections	-do-	-do-	-do-	https://darpg.gov.in/sites/default/files/RRS_WC.pdf
12	General Financial Rules, 2017	-do-	-do-	-do-	-do-	https://doe.gov.in/sites/default/files/GFR2017_0.pdf

13	All India Services (AIS) Manuals	Estt.	-do-	-do-	-do-	https://dopt.gov.in/ais-rules
14	The AIS+ (Performance Appraisal Report) Rules, 2007	Vig.	-do-	-do-	-do-	https://dopt.gov.in/ais-performance-appraisal
15	Central Civil Services (Classification, Control and Appeal) Rules, 1965	-do-	-do-	-do-	-do-	https://dopt.gov.in/ccs-cca-rules-1965-0
16	Central Civil Services (Temporary Service) Rules, 1965	Estt.	-do-	-do-	-do-	https://dopt.gov.in/temporary-service-rules
17	Central Civil Services (Leave Travel Concession) Rules, 1988	-do-	-do-	-do-	-do-	https://dopt.gov.in/ccs-ltc-rules
18	Central Civil Services (Leave Travel Concession) Rules, 1988 (Notification dated 03/05/1988)	-do-	-do-	-do-	-do-	https://dopt.gov.in/sites/default/files/31011_10_85-Estt.A_English_0.pdf
19	Central Civil Services (Leave) Rules, 1972 (Updated as on 19.09.2022)	-do-	-do-	-do-	-do-	https://documents.doptcirculars.nic.in/D2/D02est/ConsolidatedCCSRulesiAmwP.pdf
20	Central Civil Services (Conduct) Rules, 1964 (Updated)	-do-	-do-	-do-	-do-	https://dopt.gov.in/sites/default/files/CCS_Conduct_Rules_1964_Updated_27Feb15_0.pdf

21	Central Civil Services (Redeployment of Surplus Staff) Rules, 1990	Estt.	-do-	-do-	-do-	https://dopt.gov.in/sites/default/files/1_14_89-CS-III-28021990_0.pdf
22	Central Civil Services (Redeployment of Surplus Staff) Rules, 2002	-do-	-do-	-do-	-do-	https://dopt.gov.in/sites/default/files/Surplus_Rules_2002_0.pdf
23	Central Secretariat Service Rules, 1962	-do-	-do-	-do-	-do-	https://dopt.gov.in/central-secretariat-service-css-0
24	CSSS Rules, 1969	-do-	-do-	-do-	-do-	https://dopt.gov.in/sites/default/files/CSSS%20RULES%201969.pdf
25	CSSS (PPS Grade) Rules, 1989	-do-	-do-	-do-	-do-	https://dopt.gov.in/ministry-personnel-public-grievances-and-pensions
26	CSSS (Senior PPS Grade) Rules, 2000	-do-	-do-	-do-	-do-	https://dopt.gov.in/ministry-personnel-public-grievances-and-pension
27	Brochure on Grant Of Casual Leave & Special Casual Leave	-do-	-do-	-do-	-do-	https://dopt.gov.in/cl-scl-rules
28	Brochure On Casual Labourers	-do-	-do-	-do-	-do-	https://dopt.gov.in/casual-labourer
29	Brochure On Post Retirement Commercial Employment	-do-	-do-	-do-	-do-	https://dopt.gov.in/sites/default/files/27012_5_2000_Estt%28A%29_0_0.pdf
30	The Public Interest Disclosure and Protection to Persons Making the Disclosure	Vig.	-do-	-do-	-do-	https://dopt.gov.in/sites/default/files/DisclosureBill_2010_Eng_2.pdf

	Bill, 2010					
31	RTI Rules, 2012	-do-	-do-	-do-	-do-	https://dopt.gov.in/sites/default/files/RTIRules_2012_English_0.pdf
32	Fundamental Rules (FR 11 and FR 52,53 and 54)	Estt.	-do-	-do-	-do-	https://dopt.gov.in/sites/default/files/FR_11_E_0.pdf https://dopt.gov.in/sites/default/files/FR_525354_E_0.pdf
33	Fundamental Rule - 56(d) as on 03.12.2021	-do-	-do-	-do-	-do-	https://dopt.gov.in/sites/default/files/Fundamental%20Rule%2056%28d%29%20as%20on%2003.12.2021.PDF
34	Compilation of Fundamental Rules and Supplementary Rules (Part-I)	-do-	-do-	-do-	-do-	https://dopt.gov.in/sites/default/files/Compilation_FR_SR_English_2.pdf
35	The Right to Information Rules, 2019	Vig.	-do-	-do-	-do-	https://dopt.gov.in/sites/default/files/RTI%20Rules%202019.pdf
36	सूचना का अधिकार अधिनियम, 2005 (नवीनतम)/ RTI Act, 2005 (updated)	-do-	-do-	-do-	-do-	https://dopt.gov.in/sites/default/files/RTI%20Act%202005%20Updated-HINDI.pdf https://dopt.gov.in/sites/default/files/RTI%20Act%202005%20%28Updated%29.PDF