

MINISTRY OF RURAL DEVELOPMENT  
DEPARTMENT OF DRINKING WATER SUPPLY  
INFORMATION PUBLISHED BY THE DEPARTMENT  
UNDER SUB-CLAUSE (iii)  
OF SECTION 4 (1)(b) OF THE Rh I ACT, 2005

PROCEDURE FOLLOWED IN THE DECISION-MAKING PROCESS,  
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The Government of India (Transaction of Business) Rules framed under Article 77(3) of the constitution define the authority, responsibility and obligations of each Department in the matter of disposal of business allotted to it. While providing that the business allotted to a Department will be disposed of by, or under the direction of, the Minister in charge, these rules also specify:

- a) cases or classes of cases to be submitted to the President, the Prime Minister, the cabinet or its committees for prior approval: and
- b) the circumstances in which the Department primarily concerned with the business under disposal will have to consult other departments concerned and secure their concurrence before taking final decisions.

2 .Action on the routine papers is initiated at the level of the Dealing Assistant and on important papers, at a higher levels e.g., Section Officer/Under Secretary. The normal channel of submission of papers is :-

Dealing            Assistant ?Section            Officer ? Under            Secretary ?Deputy  
Secretary/Director.

3                    Above the level of Deputy Secretary/ Director, a case may be disposed of at one of the following levels depending on its nature:-

Joint Secretary  
Secretary  
Minister of State/Minister

4. Subject to what is stated in para 1 above, cases related to all matters of policy, replies to Starred Questions, appointment to Group 'A' posts, foreign visits of officers etc. are disposed of at the level of the Minister for Rural Development.

**5. CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN RESPECT OF ITEMS OF WORK HANDLED BY DEPARTMENT OF DRINKING WATER SUPPLY.**

| Sl.No.     | Items of Work  | Final level of disposal | Channel of submission above the level of Section Head |
|------------|--|-------------------------|---|
| <b>I.</b>  | <b>Policy Matters</b>  | <b>M(RD)</b>            | <b>DS-JS- AS&amp;FA- Secy-MOS-M(RD)</b>               |
| <b>II.</b> | <b>Parliament Matters</b>  |                         |   |
| 1          | Starred Questions  | M(RD)                   | US/DS-JS/ -Secy-MOS-M(RD)                             |
| 2.         | Unstarred Questions  | MOS                     | US/DS-JS-MOS  |
| 3.         | Facts of the cases etc.  | JS                      | US/DS-JS  |
| 4.         | Material to Lok Sabha/Rajya Sabha Sectt. for deciding admissibility of questions | JS                      | US/DS-JS  |
| 5.         | Material asked for by other divisions  | JS                      | US/DS-JS  |
| 6.         | Assurances-Implementation thereof  | MOS                     | USIDS-JS/MOS  |
| 7          | Finalisation of all legislation matters  | M(RD)                   | US/DS-JS/ Secy — MOS-M(RD) DS-                        |
| 8.         | Laying of documents on the tables of Lok Sabha/Rajya Sabha                       | MOS                     | JS-Secy-MOS   |

Note: 1. Joint Secretary would allocate the work in such a way that specific items of work only be considered either by Under Secretary or by DS and not by both.

2. If the Joint Secretary feels it necessary to show specific file to the Secretary, he may do so at his discretion

3. The terms "US", "DS" and "JS" denote the officer(s) of the concerned division.

4. The term of DS also includes Director and other such DS equivalent posts.

5. The term of US also includes Dy. Director, Sr. Systems Analyst and other such equivalent posts.

6. The term of SO also includes Accounts Officer and such equivalent posts.

|     |  |             |                                   |
|-----|--|-------------|-----------------------------------|
| II. | Matters of Committees  |             |                                   |
| 1.  | Public Accounts Committee Evidence   | Secy.       | US/DS-JS--<br>Secy.               |
|     | Parliament Consultative Committee  | M(RD)       | US/DS-JS-<br>Secy.-MOS-<br>M(RD)  |
| 3.  | Budget Standing Committee  | Secy.       | US/DS-JS- —<br>Secy.              |
| 4.  | Other work of Parliament Committees  | JS          | US/DS-JS                          |
| 5.  | Preparation of notes for the Cabinet/<br>Cabinet Committees/Comments on<br>Cabinet Notes received from other<br>Departments/Ministries | M(RD)       | US/DS-JS--<br>Secy.-MOS-<br>M(RD) |
| 6.  | Expenditure Finance Committee-<br>Finalization of EFC Memo   | Secy.       | US/DS-JS —<br>Secy.               |
| 7.  | Representation on inter-Ministerial and<br>Departmental Committees-decision<br>thereon   | Secy.       | US/DS-JS- —<br>Secy.              |
| 8.  | Representation on governing body/<br>governing council/executive<br>Committee of autonomous bodies                                     | M(RD)       | US/DS-JS-<br>Secy.-MOS-<br>M(RD)  |
| IV  | Conferences/Seminars/Meetings  |             |                                   |
| 1.  | Sponsoring of Seminars/Conferences   | Secy.       | US/DS-JS —<br>Secy.               |
| 2.  | Deputation/participation in international<br>meetings/Conferences/seminars   | M(RD)       | DS-JS--<br>Secy.-MOS-<br>M(RD)    |
| 3.  | Briefs on Policy Issues on international<br>meetings/conferences etc.  | Secy.       | US/DS-JS-<br>Secy.                |
| 4.  | Factual brief for international meetings/<br>conferences etc.  | JS          | US/DS-JS                          |
| 5.  | Regional Meetings for review of<br>various programmes — preparation of<br>material and coordination of<br>arrangements                 | JS          | US/DS-JS                          |
| 6.  | Meetings of the sanctioning<br>Committees and Project Funding<br>Committees- agendas thereof   | JS          | US/DS-JS                          |
| 7.  | Preparation and approval of minutes  |             |                                   |
| (a) | For national/international/inter-<br>departmental meetings/seminars/<br>conferences etc.   | Chairperson | US/DS-JS                          |
| (b) | Departmental meetings  | Chairperson | US/DS                             |
| V   | Guidelines   |             |                                   |

|             |  |                        |                                     |
|-------------|--|------------------------|-------------------------------------|
| 1.          | Formulation and modification of guidelines for implementation of programme (s)   | Secy.                  | US/DS-JS                            |
| 2.          | Clarification on guidelines  | JS                     | US/DS-JS                            |
| 3.          | Forwarding of guidelines   | DS                     | DS                                  |
| <b>VI</b>   | <b>National/State Level Training Programmes/Workshops</b>  |                        |                                     |
| 1.          | Sponsoring thereof   | Secy.                  | US/DS-JS--<br>Secy                  |
| 2.          | Organizing the programmes thereof  | JS                     | US/DS-JS                            |
| 3.          | Correspondence with State Govts. And training institutions-formulations of programmes, course Content, making necessary adjustments and releases of funds etc. | DS                     | US/DS                               |
| <b>VII</b>  | <b>Career Management Training</b>  |                        |                                     |
| 1.          | Recommendations of officers of the level of US and above   | JS                     | DS-JS                               |
| 2.          | Recommendations of officers upto level of SO and equivalent  | DS                     | US-DS                               |
| <b>VIII</b> | <b>Allocation of resources</b>   |                        |                                     |
| 1.          | Policy   | M(RD)                  | DS-JS-Secy.-<br>MOS-M(RD)           |
| 2.          | Fixation of Targets under different Schemes/ programmes  | Secy                   | DS-JS--Secy                         |
| 3.          | Release procedure  | Secy                   | DS-JS-Secy                          |
| 4.          | Release of funds as per guidelines   | US                     | US                                  |
| 5.          | Release of funds involving relaxation of guidelines  | JS                     | US-JS                               |
| 6.          | Release of funds to CAPART   | DS                     | US-DS                               |
| <b>IX</b>   | <b>Approval of Schemes/Projects under Programmes</b>   |                        |                                     |
| 1.          | Scrutiny and approval of schemes   | Secy                   | US/DS-JS-<br>Secy                   |
| 2.          | Approval by Central Sanctioning Committee/ Project Funding Committee   | Concerned<br>Committee | US/DS-JS-<br>Concerned<br>Committee |
| <b>X</b>    | <b>Review, Research and Evaluation Studies</b>   |                        |                                     |
| 1.          | Initiation, examination and Commissioning of the proposal  | Secy.                  | US/DS-JS-<br>Secy.                  |
| 2.          | Research Studies in which Advisory/Research Committee is   |                        |                                     |

|     |  |                    |                         |
|-----|--|--------------------|-------------------------|
|     | involved   |                    |                         |
| (a) | Examination of Proposals, sanctions etc.                 | Advisory Committee | US/DS-JS-Adv. Committee |
| (b) | Examination of study reports and preparation of comments | JS                 | US/DS-JS                |
| 3.  | Follow up on report                                      | US/DS              | US/DS                   |

|             |   |       |               |
|-------------|---|-------|---------------|
| <b>XI</b>   | <b>Monitoring</b>   |       |               |
| 1.          | Monthly & quarterly review of progress of programmes  | DS    | US/DS         |
| 2.          | General instructions to the State Govts. Regarding periodical reports for monitoring progress of programmes | JS    | US/DS-JS      |
| 3.          | Monitoring physical/financial progress of approved projects under various programmes                        | JS    | US-DS-JS      |
| <b>XII</b>  | <b>Budget &amp; Financial Matters</b>   |       |               |
| 1.          | Finalization of budget/revised estimates for each Division  | Secy. | US/DS-JS-Secy |
| 2.          | Drafting of performance budget  | JS    | US/DS-JS      |
| 3.          | Reconciliation of expenditure   | US    | US            |
| 4.          | Examination of audit reports and settlement thereof   | JS    | US/DS-JS      |
| <b>XIII</b> | <b>O &amp; M Work</b>   |       |               |
|             | Annual review of reports/returns/instructions prescribed by the Wing  | JS    | US/DS-JS      |
| 2.          | Printing of orders/instructions/guidelines  | JS    | US/DS-JS      |
| 3.          | Information on O&M inspection of sections   | SO    |               |
| 4.          | Implementation of O & M inspection report   | US    | US            |
| 5.          | Sending and calling of periodical reports   | SO    |               |
| 6.          | Indexing, recording and weeding out of files  | SO    |               |
| 7.          | Weekly arrears statement  | US    | US            |
| 8.          | Cases pending for over one month  | JS    | US/DS-JS      |
| <b>XIV</b>  | <b>Miscellaneous</b>  |       |               |
| 1.          | Finalisation of Annual Report, Annual   | Secy. | US/DS-JS-     |

|    |  |                     |          |
|----|--|---------------------|----------|
|    | Plan/Five Year Plan of each Division   |                     | Secy.    |
| 2. | Material for monthly D.O. letter to Cabinet Secretary to be sent to GC Section | JS                  | US-DS-JS |
| 3. | Information, Education and Communication (Publicity) under the Schemes         | JS                  | US/DS-JS |
| 4. | Preparation of annual action plan/ work programme of the division/wing         | JS                  | US/DS-JS |
| 5. | Approval of Tour Programme   | Next Higher Officer |          |
| 6. | Action on tour notes/minutes of the meetings                                   | DS                  | US-DS    |

|     |  |               |                          |
|-----|--|---------------|--------------------------|
| 7.  | Routine notes & information called for by various Area Officers  | DS            | US-DS                    |
| 8.  | Material for President/PM/ Finance Minister's Speech   | Secy          | DS-JS— Secy              |
| 9.  | Brief Notes/Draft Replies for Ministers  | JS            | US/DS-JS                 |
| 10. | Publicity matters for the Ministry/ Deptt. as a whole  | M(RD)         | US/DS-JS- Secy/MOS-M(RD) |
| 11. | <b>Allocation of work within the division (other than Estt. Matters and within the sanctioned strength and work norms)</b> |               |                          |
|     | a) Among non-gazetted  | DS            | US-DS                    |
|     | b) Among Gazetted Officers   | JS            | US/DS-JS                 |
| 12. | Furnishing and calling of factual information  | SO            |                          |
| 13. | Issue of Utilisation certification for the grants to P&AO  | A.O./A.O.     |                          |
| 14. | Preparation of bills   | SO            |                          |
| 15. | Reminders and acknowledgements for references other than VIP references  | SO            |                          |
| 16. | Special permission to travel by air to non-entitled officer  | Secy.         | DS-JS- Secy              |
| 17. | VIP references   |               |                          |
|     | a) Factual replies   | The addressee | US/DS-JS- Addressee      |
|     | b) Replies involving policy  | The addressee | DS-JS- Secy — MOS-M(RD)  |

|     |   |                            |   |
|-----|---|----------------------------|---|
|     |   | with the approval of M(RD) |   |
| 18. | Grant of C.L. and Compensatory Holiday  | SO/next higher Officer     |   |
| 19. | Leave application (except study leave) making recommendations to the Estt. Division |                            |   |
|     | a) Group B (Non-Gazetted) C and D   | US                         | US  |
|     | b) Group B (Gazetted)   | DS                         | US  |
|     | c) Group A upto the rank of US  | JS                         | DS-JS                                       |
|     | d) Other Group A Officers   | Secy                       | US/DS-JS-<br>Secy                           |
| 20. | Grant of OTA  | JS                         | US/DS-JS                                    |
| 21. | Recommendations for grant of honorarium   | JS                         | US-DS-JS                                    |
| 22. | Sanctioning of honorarium   | Secy                       | US(A)-<br>concerned<br>Committee —<br>Secy. |

**LIST B**

**DEPARTMENT OF DRINKING WATER SUPPLY**

**Items Specific to Administration**

**(Administration & Establishment matters in respect of posts controlled by the Department of Drinking Water Supply)**

| S.No. | Type of cases   | Final level of disposal              | Channel of submission above the section level  |
|-------|---|--------------------------------------|--|
| 1.    | <b>Framing of recruitment rules</b>   |                                      |  |
|       | Other Group "A" posts   | MRD                                  | US-DS-JS-Secy-MOS                              |
| 2.    | <b>Creation of Posts</b>  |                                      |  |
|       | Other Group "A" posts   | MRD                                  | US-DS-JS-Secy-MOS                              |
| 3.    | <b>Appointment and Promotions</b>   |                                      |  |
|       | Other Group "A" posts   | MRD                                  | US-DS-JS-Secy-MOS                              |
| 4.    | <b>Transfers</b>  |                                      |  |
|       | Other Group "A" Officers of and above the rank of US  | Secy                                 | US-DS-JS-Secy                                  |
| 5.    | <b>Grant of Leave</b>   |                                      |  |
|       | Other Group "A" Officers  | US                                   | US   |
|       | Note: Leave will be sanctioned by the Administrative Division on the recommendations of immediate superior officer of the officer concerned. Where considered necessary, the immediate superior Officer may obtain the orders of next higher order. |                                      |  |
| 6.    | <b>Fixation of Pay</b>  |                                      |  |
|       | All cases   | Prescribed authority under the Rules | Upto the prescribed authority through US-DS-JS |
| 7.    | <b>Confirmation/probation clearance</b>   |                                      |  |
|       | Other Group "A" Officers  | MRD                                  | US-DS-JS-Secy-                                 |



|           |                            |     |                   |
|-----------|----------------------------|-----|-------------------|
|           |                            |     | <b>MOS</b>        |
| <b>8.</b> | <b>Ad-hoc Appointments</b> |     |                   |
|           | Other Group "A" Officers   | MRD | US-DS-JS-Secy-MOS |

**LIST — B....Contd.....**

|            |  |                        |                                  |
|------------|--|------------------------|----------------------------------|
| <b>9.</b>  | <b>Medical Claims</b>  | JS                     | US-DS                            |
| <b>10.</b> | <b>Increment</b>   | SO                     |                                  |
| <b>11.</b> | <b>Pension cases</b>   | US                     | US                               |
| <b>12.</b> | <b>Forwarding of applications</b>  |                        |                                  |
|            | Other Group "A" and "IT (Gazetted)   | JS                     | US-DS-JS                         |
| <b>13.</b> | <b>GPF first advance where no relaxation is required</b>                                     | US                     | US-DS                            |
| <b>14.</b> | <b>GPF Second advance/Part-final withdrawals</b>   | JD                     | US-DS                            |
| <b>15.</b> | <b>LTC/TA Advances</b>   | US                     | US                               |
| <b>16.</b> | <b>House Building Advances</b>   | DS                     | US/DS                            |
| <b>17.</b> | <b>Car/Scooter Advance/Computer Advance</b>  | DS                     | US/DS                            |
| <b>18.</b> | <b>Festival/cycle advance, leave salary advance</b>  | US                     | US                               |
| <b>19.</b> | <b>Security Passes</b>   |                        |                                  |
|            | i) Regular employees   | US                     | US                               |
|            | ii) Daily wage labourers   | JS                     | US-DS-JS                         |
|            | iii) Non-officials   | Secy.                  | US-DS-JS-Secy                    |
| <b>20.</b> | a) Employment of daily wage labourers<br>b) Sanction of wages                                | JS<br>US               | US-DS-JS<br>US                   |
| <b>21.</b> | Office equipment etc.<br>i) Within the competence of HOG<br>ii) Beyond the competence of HOG | US<br>JS               | US-DS-JS                         |
| <b>22.</b> | Arrangement of meetings/conferences cost of lunch, tea etc.                                  | JS                     | US-DS-JS                         |
| <b>23.</b> | Telephone<br>a) Payment of Bills<br>b) New Telephones  | US-DS-JS               | US-DS-JS                         |
| <b>24.</b> | Staff Cars/Three Wheelers<br>i) Petrol Bills<br>ii) Repair<br>iii) Purchase /                | JS<br>JS<br>JS/Min. of | US-DS-JS<br>US-DS-JS<br>US-DS-JS |

|     | Replacement                 | Finance |          |
|-----|-----------------------------|---------|----------|
| 25. | Stationery items purchase   | JS      | US-DS-JS |
| 26. | Furniture purchase & repair | US      | US       |

**LIST — B....Contd .....**

**Items Common with Department of Rural Development**

1. International Cooperation (IC).
2. Vigilance
3. Items Specific to Training Division
4. Information Education and Communication (IEC)
5. RAJBHASHA (Official Language)
6. Budget and Accounts
7. Internal Work Study Unit (IVVSU)
8. Administration of all Ministerial Posts including that of CPMC, Mumbai
9. Parliament
10. Monitoring
11. Public, Staff Grievances & Facilitation Centre

**Common with Department of Land Resources**

1. Items Specific to Finance Wing

**LIST-B.. .contd...**

**DEPARTMENT OF DRINKING WATER SUPPLY**

**Items Specific to Drinking Water Supply**

| S No | Item of Work | Final Level of Disposal | Channel of Submission above |
|------|--------------|-------------------------|-----------------------------|
|------|--------------|-------------------------|-----------------------------|

|     |   |                                       | level of Section Head                                    |
|-----|---|---------------------------------------|--|
| 1.  | Central Project Management Cell,<br>Mumbai<br>Administrative Matters<br>Technical Matters relating to<br>States | JS (CM/S)<br>JS (DWS)                 | US-DS-JS (EMS)<br>DA-DS-Addl. Adv.-JS<br>(DWS)           |
| 2.  | ARVVSP/Swajaldhara/CRSP<br>Technical approval of<br>Schemes/projects under<br>submission etc.                   | State Level<br>Clearance<br>Committee | Representative of<br>RGNDVVM<br>nominated by<br>JS(DVVS) |
| 3.  | Sub-Mission Projects-Pre-April<br>1998 and clarifications to States   | JS (DVVS)                             | AA/DA/Addl. Adv.-<br>DS-JS(DWS)-IFD                      |
| 4.  | HRD Projects/Schemes  | RAC                                   | DA-DS(DVVS-II)-JS<br>(DWS)                               |
| 5.  | R&D Projects/Schemes  | JS (DWS)                              | DS(R&D)-Addl. Adv.-<br>JS(DVVS)-IFD                      |
| 6.  | Assistance for purchase of rigs   | JS (DWS)                              | DA/Addl. Adv.-JS<br>(DVVS)                               |
| 7.  | IEC Matters   | JS (DWS)                              | DA-Dir-JS (DVVS)-<br>IFD                                 |
| 8.  | MIS Matters<br>Computerization proposals from<br>States   | JS (DWS)                              | SSA-Dir-JS(DWS)-<br>IFD                                  |
| 9.  | Bilateral Programme Projects<br>i) Technical Scrutiny of Projects   | JS (DWS)                              | AA-DA-Addl Adv-Dir-<br>JS (DVVS)                         |
|     | ii) Sending recommendations to<br>Planning Commission/Department<br>of Economic Affairs/Other<br>Ministries     | JS (DWS)                              | US-Dir-JS(DWS)   |
| 10. | Matters relating to UNICEF  |                                       |  |
|     | i) Master Plan Operations   | JS (DWS)                              | Director — JS(DWS)                                       |
|     | ii) Review of progress of<br>water supply under Master Plan<br>of Operations (MPO)                              | JS (DVVS)                             | Director — JS(DWS)                                       |
|     | <u>Other Misc. subjects</u>   | <u>JS (DWS)</u>                       | <u>Director — JS(DWS)</u>                                |
| 11. | Sector Reforms<br>Projects/Swajaldhara  | NSSC                                  | Director-JS(DWS)-<br>Secy (DWS)                          |
| 12. | Central Rural Sanitation<br>Programme<br>(Total Sanitation Campaign)  | NSSC                                  | US-Direcotr-JS<br>(DWS)-AS&FA-Secy.<br>(DWS)             |

**TECHNICAL WING OF DEPARTMENT OF DRINKING WATER SUPPLY**

|   |                                      |           |               |
|---|--------------------------------------|-----------|---------------|
| 1 | <b>Technical matters relating to</b> | JS (DVVS) | DA-Addl Adv - |
|---|--------------------------------------|-----------|---------------|

|    |   |           |                              |
|----|---|-----------|------------------------------|
|    | <b>following States:</b><br>Rajasthan, UP, Gujarat, MP,<br>Arunachal Pradesh, Nagaland  |           | JS(DVVS1                     |
| 2. | <b>Technical matters relating to following States:</b><br>Punjab, Haryana, J&K, Delhi,<br>Chandigarh, Sikkim, Assam,<br>Meghalaya, Tripura                    | JS (DVVS) | DA-Addl.Adv.-JS<br>(DVVS)    |
| 3. | <b>Technical matters relating to following States:</b><br>West Bengal, Andhra Pradesh,<br>Bihar, Orissa, Andaman and<br>Nicobar Islands. Mizoram, Manipur     | JS (DVVS) | DA-Addl.Adv.-JS<br>(DVVS)    |
| 4. | <b>Technical matters relating to following States:</b><br>Karnataka, Tamil Nadu,<br>Maharashtra, Goa, Kerala,<br>Lakshdweep, Pondicherry,<br>Himachal Pradesh | JS (DVVS) | AA-DA-Addl Adv.-JS<br>(DVVS) |

7. Generally, all expenditure decisions require concurrence of/consultation with Financial Advisor or Ministry of Finance depending on the nature of the case.