

RIGHT TO INFORMATION ACT –2005

Secretariat – Water Resources Department  
Disclosure of Information under Section 4(1)(b) of the Act

To Organizational and functional details of the Water Resources Department

The organizational and functional details of Secretariat is generally applicable to Water Resources department also. The Water Resources department is functioning under the control of Principal Secretary. The work of the Department is distributed among 12 sections assigned with specific subjects. The work in the Water Resources Department as carried out in the various sections is as follows:

1. Water Resources (A) Department

Deals with establishment matters relating to chief Engineers, Superintending Engineers, Executive Engineers, Assistant Executive Engineers and Assistant Engineers of Irrigation. Revision of special Rules. All establishment matters of Administrative assistants, accounts officers, Divisional accountants, Non Gazetted and non Technical staff of the department including deputation, creation of posts and continuance of temporary posts in the department, fixation of headquarters jurisdiction of officers, re-organization of the department, hiring of buildings are also dealt with in this department.

2. Water Resources (WS-B) Department

Establishment papers relating to officers of and above the rank of Assistant Engineers of Kerala Water Authority, CLR/NMR/Upto draughtsmen grade I of the KWA. All tenders, purchases of pipes and works etc relating to the above subject, JBIC assisted water supply scheme Technology mission on drinking water and related water supply scheme (RGNDWN). World Bank assisted projects implemented by KRWSA. Government of India assisted Rural Water Supply scheme (ARWSS). SC/ST Water supply schemes. GRGNDWN under ARWSS. Water tax. Training programme of the employees of KWA. Sector reform projects. Budget and fund release of Kerala Water Authority. Internal inspection of KWA offices. Papers relating to Premo pipe factory, Chavara, Kollam. IR/Draft para/C&AG report etc relating to the above subject.

3. Water Resources (WS-C) Department

Drainage schemes, internally aided water supply schemes and drought relief measures, tube wells. Matters relating to subject committee, petitions committee, IR/PUC/C&AG Report. Constitution of KWA, Kerala water supply and sewerage Act and Rules Regulations; Establishment papers of administrative and ministerial staff of KWA, L.A. assurances, Special Rules of KWA, Draft para, / IR relating to the above subject. Administrative sanction regarding urban water supply schemes, water

management, bilateral water supply schemes, Administration Report and annual accounts of KWA, petitions from public on water supply schemes and scarcity of drinking water.

#### 4. Water Resources (CAD) Department

Establishment papers relating to the staff of CADA-Headquarters, divisions and subdivisions. Matters relating to implementation of CADA schemes, construction of farm roads field channels etc. PAC and Subject committee constitution of BFA, Canal committee and advisory committee of CADA, tenders relating to works and connected purchases, purchase and repairs of vehicles, etc., CADA meetings, seminars, training etc. Preparation of bills and Budget estimate/Reappropriation surrender of funds, monthly progress report and expenditure reconciliation of departmental expenditure, quarterly and annual progress report, claiming of central assistance, papers relating to appropriation accounts, audit reports PAC, inspection reports, drawal and disbursement of salary and allowance to NGOs in Irrigation (CAD) Dept. Permanent advance and receipts, custody and disbursement and pension claims nad surrender of Earned Leave. T.A. claims. Papers relating to leave of officers attached to secretariat cell of CADA.

#### 5. Water Resources (G&P) Department

Budget and plan papers relating to major irrigation projects and allied schemes. Claiming of central Assistance (Irrigation wing of PWD) in respect of State plan and CSS and connected papers. Monthly progress report of Major and Medium Irrigation Projects. Progress of implementation of plan schemes, publicity papers on regularization of excess expenditure/grants. All papers relating to vehicles in the Irrigation Department. Chief Secretary's Conference with Secretaries. Papers related to MPs Conference, Collectors' conference and Deputation of Engineers working in the Irrigation and various courses and seminars. World Bank aided National Hydrology Project. Allotment of quarters and allied matters. Miscellaneous topics and papers of the section and of the department not mentioned elsewhere.

#### 6. Water Resources (GW) Department

Establishment papers on Ground Water Department. Papers relating to the Deputation of the officers in the GW department for training, seminars, etc. Administration reports of the GW Department, Budget papers of the GW, Purchase and repairs of the Vehicles of the GWD. Papers relating to CGWB. Papers related to works of FWD, government of India communication on GW, KSJS, Ground Water directorate and miscellaneous papers of the section. Papers relating to disciplinary action (up to issuance of orders on finalization) in respect of engineers of and above assistant Engineers (except Kallada Irrigation Project) including appeals and revision petitions.

#### 7. Water Resources (Irrigation) Department

All papers relating to kallada Irrigation Project including Accelerated Irrigation Benefit Programme. Papers of KIP, Papers on canals related to Major Irrigation System,

General issues related to Irrigation Projects. Follow up action of enquiry commission reports on KIP. All papers on anti-sea erosion, flood control works and administration report of Irrigation project wings of the Department. Papers related to removal of sand and silt, river protection issues, encroachment on/eviction from project areas, environmental problems, transfer of lands belonging to Irrigation department to other departments/agencies and assignments of lands. Thanneermukkam, Pamba, Vamanapuram and Meenachil river valley projects. Papers on KERI, Project stores, tools and plans Irrigation design and Research Board and related matters, miscellaneous papers of the section.

#### 8. Water Resources (ISW) Department

Papers relating to Cauvery Water, Pandiyar-Punnapuzha Cholathipuzha etc., Parambikulam Aliyar Projects, papers on Mullapperiyar/periyar lease deed and connected papers, papers on Pamba-Achankovil Vaipar link project, Kanyamadagu Dam, Joint Water Regulation Board Meetings, Attappady Valley Irrigation Project, Pambar Basin Projects, papers on Kabani Basin Schemes, Bhavani Basin projects, Siruvani Drinking Water Supply Scheme, Investigation of projects having inter-state aspect, Sembaghavalli anicut, Payaswini, Shiriya River Projects, Chittar-patanamkal projects, Neyyar Irrigation Project, Aralam, Chaliyar and other river basin projects, papers on NWDA, papers related to act and rules and Kerala Irrigation Bill and miscellaneous papers of the section. Papers relating to the purchase of electronic equipments, telephones and allied matters. IT/Computerisation in Water Resources Department, Fixation of rent and allied matters of Water Resources Department. Papers of Vazhani, Peechi, Cheerakuzhi, Chalakudi, Valayar, Malampuzha, Pothundy, meenkara, Gayathri (Chulliyar) of Mangalam National Water Management Project, Kuttanad Water Balance Study Project, Revision petitions under Irrigation work act, papers on KCIP and papers related to CWRDM.

#### 9. Water Resources (MI) Department

Minor Irrigation and Lift Irrigation works of the state. Implementation of MI Schemes with EEC assistance. Papers relating to canals of all minor irrigation projects including that of lift irrigation. Progress reports of MI works and Budget and Planning reports. Consolidation work of the Water Resources Department except L.A Consolidation. Construction of Irrigation complex, papers relating to workshops, all papers relating to RIDF schemes under NABARD.

#### 10. Water Resources (Major Projects) Department

Periyar Valley and Muvattupuzha Irrigation Projects. AIBP papers relating to MVIP and general papers on AIBP Papers relating to Karappuzha, Chimony, Idamalayar, Kuttiyadi, Kuriyarkutty, Kanhirappuzha, Pazhassi, Chittupuzha, Karappara and Kakkadavu Irrigation Projects. Papers on Dam Safety Committee. Collection of water Cess. Projects in former Malabar area having no interstate aspects. RCB Thrithala, Chamravattom. Papers related to Tourism Development Programmes and Miscellaneous papers of the section.

## 11. Water Resources (PS) Department

Monitoring the disposal and co-ordination of work relating to all committees of the Legislature, collection of Legislative Assembly Interpellation/distribution among sections/watching submission of answers to the Secretary, Minister and forwarding of answers to the Legislative Assembly, consolidation of L.A Questions Follow up action on Half yearly statement of outstanding objections reported by the Accountant General (Inspection Report/Draft Para/C&AG's report/PAC report). Review of Monthly Business reports.

## 12. Office Section

Office Section receives papers and despatches papers for onward communications. The Office Superintendent is in charge of this section. He is responsible for the prompt receipt and distribution of Tappal, Indexing, despatch, procuring and distribution of stationery, transmission of records to Records Branch, maintenance of stamp account etc.

### The Powers and Duties of officers and employees of Water Resources Department

The Powers and Duties Approved for issue assigned to the officers and employees of the Secretariat are applicable to the officers and employees of Water Resources Department.

### Procedure followed in the decision making process

The cases are generally processed at the section level and the files are submitted to Under Secretary/Deputy Secretary/Joint Secretary/Additional Secretary/Secretary/Ministers as per the nature / requirement of the case. The cases shall be disposed of at the appropriate level based on the provisions contained in the Rules of Business/Secretariat Instructions and Kerala Secretariat Office Manual.

### Norms Set by Water Resources Department for the discharge of its function

Decision taking officers shall ensure that the proper priorities are given in respect of each case coming within their jurisdiction and necessary measures will be taken to check delay and arrears. Necessary provisions have been incorporated in the office manual for the speedy disposal of cases and instructions are being issued from time to time for the discharge of the functions of the department.

### Rules Regulations, Instructions, Manuals held by the Department for discharge of its functions

The department discharge its functions in accordance with the instructions contained in Kerala secretariat Office Manual, Secretariat Instructions, Rules of Business and other rules and regulations issued by the Government from time to time.

Statement of Categories of document that are held by the Department

The document held by the Water Resources Department include the relevant files on the subjects dealt by the department