

A statement of the categories of documents that are held by it or under its control.

Admn.

Framing of recruitment rules other than Group 'A' posts.
Creation of Posts.
Appointment and Promotions
Transfers.
Grant of Leave
Fixation of Pay
Confirmation/probation clearance
Ad-hoc appointments
Engagement of Consultants against vacant posts on retainership basis
Engagement of Consultants in NRC
Medical Claims
Increment
Pensions cases
Forwarding of applications
GPF Advance
LTC/TA Advances
Loans/Advances

General Section

Security Passes
Govt. accommodation
Budget
Liveries
CGHS Card
Office accommodation
Office equipment etc.
Arrangement meetings/conferences CoS of lunch, tea etc.
Telephone
Staff Cars/Three Wheelers
Local purchase of Stationery items
Purchase of Furniture and repairs
Review of files in the Departmental Record Room
Purchase of Stamps
Purchase of computers
Outsourcing of Manpower
Payment of Balmer & Lawrie Bills reg. official Tours of officers of the Ministry.

Cash Section

Bill for Contigent expenditure
Bills for Advances
Bills for salary of employees of the Ministry
Bills for LTC Advance/Adjustment etc.

Bills for Medical expenses
Bills for travelling expenses submitted by Touring officers
General files.

Vigilance Section

Distribution/maintenance/forwarding of APAR/NRC.
Distribution/maintenance/forwarding of Immovable Property Return.
Issue of Vigilance clearance and NOC.
Ceremonial/issue of invitation cards to the officer of the Ministry on Republic Day/Independence Day.
Observance of Communal Harmony week and flag day/Vigilance awareness week/Anti-terrorism Day/Rastriya Ekta Diwas/Sadbhawna Diwas etc.
Furnishing of fortnightly, monthly and quarterly report to M/o R.D. in time.
Timely circulation of instructions/guidelines received from DoPT/Ministry of Home affairs from time to time.
Operation of SPARROW as E.M.D.
Forwarding of complaints to the concerned divisions received through M/o R.D.
Forwarding of court matters to the concerned divisions/States received through High Court/Supreme Court and matters regarding Bills of Advocate.
Coordination/forwarding of grievances received online through CPGRAM portal to the concerned Divisions.
Forwarding of RTI received online through RTI portal to the concerned Divisions.
Forwarding /Registration of RTI application received physically to the concerned Divisions.
Provision of User-ID and Password to the CPIOs and Appellate Authorities.
Additional Work as D.D.O.(Cash) from time.

SBM-I

EFC/Cabinet notes related to the Scheme of MoDWS.
Formulation and modification of Guidelines on the Scheme/programmes relating to SBM(G) Schemes.
SFC/EFC/Cabinets
Budget allocation from Planning Commission
Allocation of funds to the States.
Material for preparation of Outcome Budget/Performance Budget
Material for preparation of Annual Plans & Five Year Plan
Reports & Returns to be sent to M/o Finance/Planning Commission.
Release of funds
Reply to Audit objections
Parliamentary matters\
Project Implementation Plan(PIP) on revised PIP
World Bank support to SBM(G) Projects, Incentivation to States on performance basis.
HRD & KRC related issues.
Nomination of non-official members in National Scheme Sanctioning Committee(NSSC)
Annual Implementation Plan (AIP)

Constitution of various Committees
VIP/PMO References
Forwarding of public grievances to the concerned state govt./Ministries
Court cases related to the Ministry/not directly related to the Ministry.
Integrated Management Information system(IMIS) related issues.

SBM-II

EFC/Cabinet Notes related to other Ministries
Correspondence with reference to SFC/EFC/Cabinet notes
Budget matters relating to I.E.C., R&D & M&E
Proposals for conducting Research & Development Projects received from State/National level Institutes or Governments.
Monitoring and Evaluation Study Reports.
VIP/PMO references.
Forwarding of public grievances to the concerned state govt./Ministries
Court cases related to the Ministry/not directly related to the Ministry.
Engagement of agencies for IEC
Issue of sanctions for IEC, M&E and R&D

Water-I

Release of Funds under NRDWP
Parliament Questions
Reply to Starred/Unstarred Questions
Information to other Ministries/Departments regarding Parliament Question and others

Water-II

Parliamentary matters
Public Relation matters
Recommendation to DEA for Externally Aided Project/
NLCPR/Projects recommendation to DonER/Special Projects
Correspondence from UNICEF/Planning Commission
Recommendation of grant under 13th Finance Commission
PURA Projects
PM's New 15 Point Programme
EFC/SFC/Cabinet Note from other Ministries for comments
National Committee for Crisis Management/Crisis Management Plan
Matters relating E-procurement in RWSS in States.
Court cases
Tour Programme of officials
Conference/Seminar/Workshops
Review Meetings

Convergence matters of MoDWS with other Ministries' programme
Correspondence received from States/Ministries/Departments

Water Quality

R&D Projects/Schemes
RTI Matters
Parliamentary Questions Unstarred
Parliamentary Questions Unstarred
VIP Matters
IEC Matters

IFD

Release of funds under various schemes/programmes
Downgradation of posts
Creation of Plan/Non-plan posts
Conversion of temporary posts into permanent ones
Continuation of temporary posts
Contingent expenditure
Advisory reference on administrative matters
Employment of daily wages staff
Consumption of petrol and diesel by staff cars etc.
STD facilities
Purchase proposals
Purchase of stores
Write off of losses of stores or public money
Refreshment
Expenditure on Meeting/Conferences
Hiring/continued hiring of private accommodation
Periodical returns
SFC/EFC memo and Cabinet Notes
Policy matters
Delegation, deputations abroad in respect of AS/JS/Secy.
Out-going and in-coming employees on foreign service within norms
Grant of honorarium/fees etc
Budget proposal for Plan/Non-plan
Explanatory Memorandum on Budget
Demands for Grants/detailed demand for grant
Supplementary grant/surrender/Re-appropriation
Periodical reports/Giving assurances for excess payment pending finalization of budget.
Performance/Outcome Budget
Opening of new head/sub-head
Information on new instrument of service
Drawal advances from the contingency funds of India
Draft Audit Reports
Examination of Detailed Demand for Grant

Record Management

Special drive for weeding out of old files/Recording and Review
Issue of instruction for record retention schedule with the approval of National Archives of India
Sending files for weeding of old records
Requisition of records
Transfer of Record of permanent nature to the National Archives of India
Sending files to Divisions for review.

Statistics

RFD of the MDWS
Yearly Annual Plan for Planning Commission
Preparation of Tender Documents/TOR
Selection of third party agencies
Tour Programme of officers in Stat. Cell
Monthly Physical Progress to MOSPI
Monthly/Quarterly/Annually Information to Hindi Section
Statements for Cabinet Summary
Approval of 20 Point Target
State Notes
Supply of information to other Departments/Ministry
Release of funds to selected agencies
Annual Action Plan meeting schedule

Hindi

Hindi Workshops
Meeting of Official Language Implementation Committee
Committee of Parliament on Official Language
Hindi Salahkar Samiti
Hindi Quarterly Report
Hindi Pakhwara
Hindi Inspections
Hindi Incentive Schemes
Hindi Books

Co-ordination

Monthly D.O. letter from Secretary to Cabinet Secretary
Monthly Economic Review
Monthly Summary

Coordination work relating to Cabinet note received from other Ministries of Govt. of India if it pertains to more than one Divisions in this Ministry
Coordination work relating to EFC note if it pertains to more than divisions.
Coordination work relating to PMO/VIP references, if it pertains to more than one divisions.
Coordination work of the Ministry for collection of information about any issue of general nature and not specifically any issue like sanction of funds, financial aid, other financial matters and Administrative matters, if these are for more than two divisions
Preparation of Annual Report of the Ministry

Parliament

Coordination of work relating to all business in the two Houses of Parliament
Monitoring the fulfillment of assurances, promises and undertakings given by the Ministers in Parliament. Matter raised under Rule 377 in Lok Sabha and by way of Special Mention in the Rajya Sabha
Preparation of duty rosters of officers to attend Parliamentary debates and reporting of Important points raised at the debates to officers concerned for preparation of brief for the use of Ministers
Organizing meetings of the Parliamentary Consultative Committee of the Ministry
Issuing circulars instructions, the need for which arises out of correspondences with the Ministry of Parliamentary Affairs and reports of Parliamentary Committees
Liaising with the Lok Sabha and the Rajya Sabha Secretariats direct and through the Ministry of Parliamentary Affairs
Obtaining passes for entry to Parliamentary House/offices and official galleries of Lok Sabha and the Rajya Sabha
Coordination reports and return prescribed by the Department of Parliamentary Affairs and Secretariats of the Lok Sabha and Rajya Sabha
Preparation of pads of Starred Questions for submission to Hon'ble Minister, Minister of State & Senior Officers in the Ministry

O&M

Foreign visits of Ministers, Secretary and other officers of MoDWS.
To arrange official Passport to the officers of the Ministry
Protocol duties
RTI Matters relating to Foreign Visits.
Co-ordination work relating to references regarding Audit Paras/observations received from O/o the D.G. of Audit (Central Expenditure and O/o the C.C.A (Internal Audit Wing), PAO.
O&M activities

