

**INFORMATION
ON
CENTRAL GROUND WATER BOARD
UNDER
RIGHT TO INFORMATION ACT-2005**



**CENTRAL GROUND WATER BOARD
MINISTRY OF WATER RESOURCES
BHUJAL BHAWAN, NH-IV, FARIDABAD**

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Preamble

The "**Right to Information Bill, 2005**" which replaces "The Freedom of Information Act, 2002", received the assent of the President on 15th June 2005 following which "**Right to Information Act, 2005**" (RTI), has been published in the Gazette of India on 21st June, 2005.

At the backdrop of the RTI Act, the present manual has been prepared to place on record all the information related to the functioning of Central Ground Water Board, Ministry of Water Resources, Government of India.

The RTI Act envisages "**setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto**".

The "**Information**" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

The '**Right to information**' means information accessible under this act which is held by or under the control of any public authority and includes the right to (i) inspection of work ,document, records (ii) taking notes, extracts, or certified copies of documents or records (iii) taking certified samples of materials and (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or any other electronic mode or through printouts where such information is stored in a computer or any other device.

The manual has been compiled as a single document with separate chapter on each item.

I THE PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

1.1 Organization:

1.1.1 Central Ground Water board is a scientific department in Ministry of Water Resources, Government of India, engaged in research activities related to ground water. It is a national apex organization to cover all aspects of ground water surveys, exploration, development and management. Though it has been designated as 'Board', it is a regular department in Government of India, which is governed by the General Central Services Rules and Regulations.

1.1.2 CGWB is a multidisciplinary Scientific Organization with a mandate to **"Develop and disseminate technologies for Scientific and Sustainable development and management of India's Ground Water Resources, including monitoring exploration, assessment and augmentation."**

1.1.3 The Central Ground Water Board was formed in 1970 by renaming erstwhile Exploratory Tube well Organization. Subsequently, Ground Water Division of Geological Survey of India got merged with it in 1972. The Board was placed under various ministries in the past and since 1982, it is a sub-ordinate department in the Ministry of Water Resources, Government of India.

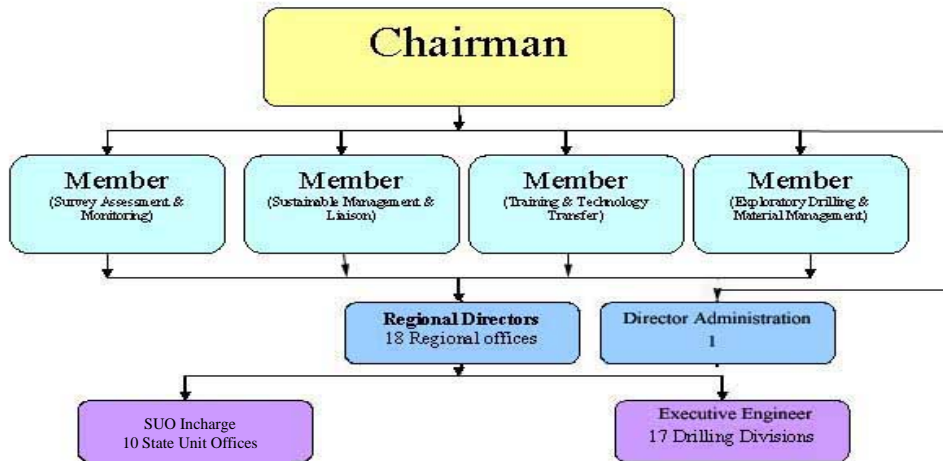
1.1.4 Central Ground Water Board is also discharging the functions as Central Ground Water Authority to regulate and control the development and management of ground water in the country since 1997.

1.1.5 All the policy decision related to the functioning of the CGWB and CGWA is taken by a governing body, "Board", constituted by Ministry of Water Resources with the following members:-

Chairman	Chairman, CGWB
Member, SAM	Member, CGWB
Member, ED & MM	Member, CGWB
Member, SML	Member, CGWB
Member, T & TT	Member, CGWB
Joint Secretary (A)	Ex-officio Member, MoWR
Joint Secretary & FA	Ex-officio Member, MoWR
Joint Secretary	Ex-officio Member, MoEF
Chief Engineer, IMO (WP&P),	Ex-officio Member, CWC, MOWR
Director/GM (Exploration)	Ex-officio Member, ONGC

The board meetings are held with specific agenda 2 times a year.

1.1.6 The Central Head Quarter of CGWB is located at Faridabad, Haryana. CGWB has three wings i.e. Scientific, Engineering and Ministerial. The scientific wing works under the overall supervision of Member (SAM), Member (SML) and Member (T&TT); the Engineering Wing works under the supervision of Member (ED&MM) and Ministerial Wing functions works under the supervision of Director (Admin). The organizational set up of the Board showing major organizational wings is given below.



1.1.7 CGWB executes its function through 18 Regions, 10 State Unit Offices and 17 divisions located through out India. All the functional units have their defined area of jurisdiction for performing the functions of the Board. The Regional Director is the over all in-charge of Region, Division and the State Unit Offices under its jurisdiction. The Regional Offices are located mostly in the State Capitals. The location of the CGWB offices is shown in Plate -I and listed in the table -1:-

Government of India
 Ministry of Water Resources
 Central Ground Water Board

Plate -I

Location Map, CGWB Offices



Legend

- CGWB Head Office
- Regional Offices (18)
- Drilling Divisions (17)
- Unit Offices (10)

CGWB, FARIDABAD

Table -1 Location and Jurisdiction of the CGWB offices

Sl No	Name of the Office	Location	Jurisdiction (state)
1.0	Central Headquarters	Faridabad	Entire Country
2.0	CGWA	New Delhi	Entire Country
3.0 North West Himalayan Region			
3.1	North West Himalayan Region	Jammu	Jammu & Kashmir
3.2	Division-VII	Jammu	Jammu & Kashmir
4.0 North Himalayan Region			
4.1	North Himalayan Region	Dharamshala	Himachal Pradesh
4.2	Division- XVII	Dharamshala	Himachal Pradesh
5.0 North Western Region			
5.1	North Western Region	Chandigarh	Punjab, Haryana, Delhi & U.T. of Chandigarh
5.2	State Unit Office	Delhi	Delhi
5.3	Division-II,	Ambala	Punjab , Haryana & U.T.Of Chandigarh
6.0 Uttaranchal Region			
6.0	Uttaranchal Region	Dehradun	Uttranchal
7.0 Northern Region			
7.1	Northern Region	Lucknow	Uttar Pradesh
7.2	Division-III,	Varanasi	Part of Uttar Pradesh
7.3	Division-XVI,	Bareilly	Part of Uttar Pradesh
7.4	State Unit Office.	Allahabad	Parts of Uttar Pradesh
8.0 Western Region			
8.1	Western Region	Jaipur	Rajasthan
8.2	Division-XI,	Jodhopur	Rajasthan
8.3	State Unit Office.	Jodhpur	Rajasthan
9.0 Mid Eastern Region			
9.1	Mid Eastern Region	Patna	Bihar, Jharkhand
9.2	Division-V,	Ranchi	Bihar, Jharkhand
9.3	State Unit Office	Ranchi	Jharkhand
10.0 Eastern Region			
10.1	Eastern Region	Kolkata	West Bengal, Sikkim, U.T. of Andaman & Nicobar Islands
10.2	Division-XV	Kolkata	-do-

Sl No	Name of the Office	Location	Jurisdiction (state)
11.0 North Eastern Region			
11.1	North Eastern Region	Guwahati	Assam, Arunachal Pradesh, Nagaland, Manipur, Mizoram, Meghalaya, Tripura
11.2	Division-VII		-do-
11.3	State Unit Office.	Shillong	Meghalaya
11.4	State Unit Office	Agartala	Tripura
11.5	State Unit Office	Itanagar	Arunachal Pradesh
12.0 West Central Region			
12.1	West Central Region	Ahemdabad	Gujarat Daman & Diu
12.2	Division I	Ahemdabad	-do-
13.0 North Central Region			
13.1	North Central Region	Bhopal	Madhya Pradesh
13.2	Division-XII,	Bhopal	Madhya Pradesh
14.0 North Central Chhatishgarh			
14.1	North Central Chhatishgarh	Raipur	Chhatishgarh
14.2	Division-XIII	Raipur	Chhatishgarh
15.0 South Eastern Region			
15.1	South Eastern Region	Bhubaneshwar	Orissa
15.2	Division-X	Bhubaneshwar	Orissa
16.0 Central Region			
16.1	Central Region	Nagpur	Maharashtra Dadara & Nagar Haveli
16.2	Division-VI	Nagpur	Maharashtra Dadara & Nagar Haveli
16.3	State Unit Office	Pune	Part of Maharashtra
17.0 South Region			
17.1	South Region	Hyderabad	Andhra Pradesh
17.2	Division-IX	Hyderabad	Andhra Pradesh
17.3	State Unit Office.	Vishakhapatnam	Part of Andhra Pradesh
18.0 South Western Region			
18.1	South Western Region	Bangalore	Karnataka, Goa
18.2	Division-XIV	Bangalore	Karnataka, Goa, Part of Kerala

Sl No	Name of the Office	Location	Jurisdiction (state)
18.3	State Unit Office	Belgaum	Part of Karnataka
19.0 South Eastern Coastal Region			
19.1	South Eastern Coastal Region	Chennai	Tamil Nadu U.T.Of Pondicherry
19.2	Division-IV	Chennai	Tamil Nadu U.T. Of Pondicherry, Part of Kerala
20.0 Kerala Region			
20.0	Kerala Region	Trivendrum	Kerala , U.T of Lakshdweep.

1.1.8 Scientific discipline comprises Hydrogeological, Hydrological, Chemical, Geophysical, Meteorological, Survey and Statistical sub- disciplines. All the scientific works e.g. Hydrogeological Survey, Integrated Ground Water Management Studies, Ground Water Exploration, Ground Water Monitoring, Short Term Investigations and Special Studies etc. are taken up by the Regional Offices along with the respective State Unit Offices under the over all control of the Regional Director.

1.1.9 All the activities related to drilling, pumping tests etc. and related procurement are executed by the Drilling Divisions under the control of the Executive Engineer.

1.1.10 The Ministerial Wing supports the functioning of Scientific and Engineering Wings in terms of establishment and accounts. The Wing functions under the supervision of the respective Head of the Offices and the Director Administration at CHQ, Faridabad.

1.1.11 The Central Head Quarter formulates various work programs, providing required guidelines for their implementation, supervision and monitors various activities including the centralized procurement. A National Data Center has been established for extending the facility of Hydrological Information System at CHQ, Faridabad. In addition there are 5 Special Cells (i) Groundwater Quality and Environmental Cell (ii) Remote Sensing and Mathematical Modeling Cell, (iii) Groundwater Development and Monitoring

Cell, (iv) Equipment and Materials Requirement Planning Cell and (v) Technical planning and Project coordination Cell in the CHQ. The objectives of these cells are to keep in pace with recent advancements in respective fields and formulate guidelines to render technical support for carrying out special studies at the Regional Offices. The work at CHQ is carried out under the guidance of 4 Members and Director (Administration) under the supervision of the Chairman.

1.1.12 Central Ground Water Authority

The alarming decline of ground water levels in the country due to overexploitation of ground water resource led to a Public Interest Litigation by Shri M. C. Mehta, NGO before the Hon'ble Supreme Court of India in 1996. The Hon'ble Court observed that though there are legislation existing in some of the states to regulate ground water development by and large the ground water is being exploited all over the country without any regulations. Central Ground Water Board which is primarily responsible for providing scientific input for development of ground water resources in the country was subsequently constituted as an Authority in compliance to directions of Hon'ble Court dt 10.12.96 with mandate to regulate and control the development and managements of ground water resources in the country.

The Hon'ble Court also observed:

"The main objective of constitution of Board as an Authority is the urgent need for regulating the indiscriminate boring and withdrawal of ground water in the country ..."

The Secretariat of Central Ground Water Authority is located at New Delhi. Member SML, CGWB is the Member Secretary of Central Ground Water Authority.

1.2 Functions and Duties:

1.2.1 Duties

The main duty of the Board is to address all the issues related to exploring ground water, its assessment, regime monitoring, augmentation and regulation. The important duties can further be grouped into following categories:-

- ζ Status of Ground Water occurrence.
- ζ Periodic assessment of Ground Water Resources of the country.
- ζ Ground Water Exploration.
- ζ Ground Water Regime Monitoring.
- ζ Feasibility for Artificial Recharge.
- ζ Source finding under Short Term Water Supply Investigation.
- ζ Standardization of different methodologies.
- ζ Establishing a National Information System in collaboration with State Governments and other agencies.
- ζ Supporting the efforts of State Ground Water Organizations for planned development of ground water resources
- ζ Promoting awareness on various issues related to ground water development and geogenic contamination.

1.2.2 Functions:

To perform the duties as mentioned above and pursue the agendas as laid down in the National Water Policy, CGWB perform following functions:-

Hydrogeological Surveys

Central Ground Water Board carries out regional hydrogeological studies which provide information on ground water occurrence in different terrains. First level Systematic survey on 1:50,000 scale was completed for the entire country by March, 1991. This has generated basic information on various hydrogeological parameters. Reappraisal Hydrogeological Surveys are being taken up now to know the change in ground water regime in respect of occurrence, availability and utilization at a regular interval. Approximately, 2 lakh sq.km area in different parts of the country are covered under this study every year. Findings of these surveys are presented in the form of Systematic and Reappraisal Survey Reports. These reports are further compiled in the form of District and State Reports which facilitate scientific planning of ground water development and management.

Assessment of Ground Water Resources

Ground water being replenishable and dynamic in nature, it is essential to conduct periodic assessment of the resources quantitatively. CGWB has played vital role in preparing suitable methodology for ground water assessment. The ground water

resource of the country is jointly assessed by CGWB in close coordination with the State Governments. Being an apex body on Ground Water in Ministry of Water Resources it takes up compilation and publication of country wide assessment of ground water resources. The same is periodically updated and published in the form of reports for dissemination to various user agencies.

Ground Water Exploration

Ground water exploration aided by drilling is one of the major activities of the Board with an objective to identify potential aquifers in different hydrogeological setup and to evaluate. More than 23,000 wells have been drilled by Central Ground Water Board throughout the country by March 2005. The successful exploratory wells have been offered to the State Governments for their utilization. CGWB also assist the State Governments for mitigating the drinking water problems in the drought-affected areas of the country. Findings of the exploration are published in the form of Basic Data Reports and Exploration Report. These reports facilitate scientific planning of ground water development.

Ground Water Regime Monitoring

The ground water being dynamic in nature, its response to the natural and artificial condition of recharge and discharge in the different domains needs to be recorded. To understand and manage its dynamic behavior Ground Water Monitoring commenced in 1968 with a few observation wells established by GSI. Gradually, the number of the observation wells, spread all over the country, increased to about 15,000 as on March 2005. Ground water levels are being measured four times a year during January, April/ May, August and November. In addition to 15,000 observation wells, 1200 piezometers are fitted with Digital Water Level Recorder (DWLR) to record ground water levels at higher frequency intervals. This data is used for assessment of ground water resources and changes in the regime consequent to various development activities. Ground water samples are collected through these observation wells once in a year during the month of April/ May to generate information of ground water quality changes on a regional scale. The findings of the monitoring work are documented annually in the form of the Ground Water Year Book for each state.

Feasibility studies for Artificial Recharge

Schemes on Artificial Recharge to Ground water have been taken up by CGWB on pilot basis under Central Sector Scheme in close coordination with the state agencies. The objective of these schemes was to demonstrate the feasibility of the different artificial recharge structures in the various hydrogeological terrains especially in ground water stress areas. CGWB has prepared a master plan for artificial recharge to ground water for different States.

Short Term Water Supply Investigation

CGWB takes up short term water supply investigation on request from various Government agencies. Based on the investigation feasibility report is prepared and submitted the concerned department.

Standardization of methodologies

CGWB is member of various committee e.g BIS, for standardization of various specifications. Under the World Bank Aided Hydrology Project various methodologies for data collection validation and processing have been standardized.

National Information System

As envisaged in the National Water Policy, CGWB has developed a Ground Water Information system named as Ground Water Estimation and Management System (GEMS). The GEMS is GIS based modular software for data Entry, validation, comprehensive data processing, statistical analysis, data retrieval, reporting, Graphic/map Outputs, Data Transfer & Dissemination, Data Security and Backup facility in respect of Water Level, Water Quality, Hydrometeorological & Geophysical parameters and Exploratory Details. The Intellectual Property Rights of the software lies with the CGWB.

Ground Water Balance Study Projects

Apart from the normal activities, CGWB has taken up bilateral projects with the assistance of UNDP, UK, SIDA, CIDA and Netherlands Government between 1974 and 1985. CGWB has carried out detailed water balance studies through 9 bilateral projects and 3 domestic projects. The objective of these projects was to carry out

assessment of ground water potential of the river basins and also to develop ground water development technologies. The State Ground Water Organizations were also associated during the implementation of such projects. Voluminous data was generated through such projects and the technology developed was provided to the State Governments to help them prepare plans for scientific development and use of ground water resources for various purposes.

Conjunctive Use Studies

The feasibility studies for the conjunctive use of surface and ground water were conducted to evolve suitable plan for controlling the problem of water logging and salinity in the canal command areas and demonstrate the optimum ground water and surface water utilization to maximize the irrigation efficiency. The feasibility studies have been completed in 13 canal command areas.

Rajiv Gandhi National Ground Water Training & Research Institute

In order to provide scientific and technical support to the mandate, Central Ground Water Board conduct training programmes for various levels of ground water professionals/ sub-professionals from CGWB, States, Universities and NGOs. The courses include induction level courses for newly recruited scientists, engineers and drilling professionals; refresher courses for scientists on advanced techniques of ground water investigation, development and management; and training of trainers. The Board had established Rajiv Gandhi National Ground Water Training & Research Institute in 1997 at Raipur. Infrastructure facilities were created by redeploying officers and staff from Central Ground Water Board. Presently the training courses are being conducted at Central Headquarters and various Regional Offices of the Board. So far, 55 training courses have been conducted by the institute in which nearly 1,000 ground water professionals and sub-professionals from various organizations have been imparted training. Approximate 15-20 courses are organized in the Institute every year.

Research and Development

Central Ground Water Board is assisting the Ministry of Water Resources in the form of a Sub-committee of Indian National Committee on Hydrology (INCOH), with a view to accelerate the research and development programme in ground water sector and giving due consideration to increase need of taking up research in the field of ground water. This Research Committee is headed by Member (SML),

CGWB as Chairman and assisted by six members with Superintending Hydrogeologist, CGWB as Member Secretary. This Committee examines the project proposals received by INCOH in the field of Ground water for their suitability for funding by MoWR. The committee also monitors the research schemes funded by INCOH.

Central Ground Water Authority

The following powers of Environment Protection Act, 1986 are delegated to CGWA for in order to regulate and control, management and development of ground water in the country.

- ζ Section 5 of the Environment (Protection) Act, 1986 for issuing directions and taking such measures in respect of all the matters referred to in sub-section(2) of section 3 of the said Act.
- ζ Sections 15 to 21 of the said Act.
- ζ Section 4 for appointment of officers.

In order to achieve the mandate to regulate and control the development and managements of ground water resources in the country the following activities are undertaken by the Authority.

1 Regulation of ground water development

Central Ground Water Authority is regulating development of ground water in some of the critical over exploited areas through concerned district administrative heads. It has notified 11 critical areas on consideration of over development of ground water resources protect the fresh water aquifers to met drinking and domestic requirements. The list of notified areas is given below:

S. No	PLACE	STATE/ U.T.	NEED FOR REGULATION	DATE OF PUBLIC NOTICE
1.	Municipal Corporation of Faridabad & Ballabgarh	Haryana	Depletion of ground water resources due to over-exploitation	14.10.98
2.	Union territory of Diu	Diu	Depletion of ground water resources and sea water ingress due to overexploitation.	17.10.98

3.	Ludhiana City, Ludhiana district.	Punjab	Depletion in ground water resources due to overexploitation.	8.12.98
4.	Municipal Corporation of Ghaziabad, Ghaziabad District	Uttar Pradesh	Depletion in ground water resources due to overexploitation	4.4.99
5.	Jhotwara Block, Jaipur district.	Rajasthan	Depletion of ground water resources due to over exploitation.	24.12.99
6.	South District	NCT, Delhi	Depletion of ground water resources due to overexploitation	15.08.2000
7.	South West District	NCT, Delhi	Depletion of ground water resources and upconing of saline ground water due to overexploitation	15.08.2000
8.	Gandhinagar taluka, District Gandhinagar	Gujarat	Due to limited availability of fresh water, aquifers below 200meters depth notified exclusively for drinking and domestic use.	2.9.2000
9.	Haldia Municipal Area, District East Medinipur	West Bengal	Depletion of ground water resources and salinity ingress due over-exploitation.	8.9.2000 12.2.2003
10.	Yamuna Flood Plain Area	NCT, Delhi	Due to limited availability of fresh water, Flood plain aquifers notified exclusively for drinking and domestic use.	2.9.2000
11.	Gurgaon town and adjoining industrial areas of Gurgaon district	Haryana	Depletion of ground water resource due to over-exploitation.	26.12.2000

The Deputy Commissioner/District Magistrates of the concerned notified areas have been issued directives under section 5 of Environment (Protection) Act, 1986 to ensure that no ground water development is done without prior approval of the Authority. In case of violations, they have been advised to seal the tubewell/seize the drilling equipments. Abstraction of ground water in these notified area for sale and supply has also been banned. In notified areas of Delhi and Haryana , CGWA is directly regulating the ground water development. CGWA is according limited permission for construction of new tubewells/replacement of existing tubewell to Government water supplying agencies, Institutes, and hospitals and also embassies, State Bhawans to meet their drinking and domestic requirements.

In addition to above, CGWA has notified 32 overexploited areas (Blocks/taluks) in the country for registration of ground water structures for future regulation. The list of these areas is presented below:

RAJASTHAN : Pushkar valley, Ajmer district; Behror block, Alwar district ; Bhinmal block, Jalore block & Raniwara block, Jalore district; Budhana block, Chirawa block & Surajgarh block Jhunjunu district; Mundwa block, Nagaur district; Dhod block & Shri Madhopur block, Sikar district

MADHYA PRADESH : Dhar block & Manawar blocks of Dhar district Mandsaur block & Sitamau blocks of Mandsaur district; Neemuch block of Neemuch district; Jaora block of Ratlam district, Indore Municipal Corporation

PUNJAB : Moga-I block & Moga-II block of Moga district; Sangrur block , Mahal Kalan block & Ahmedgarh blocks of Sangrur district.

HARYANA : Shahbad block of Kurkshetra district,. Nangal Chowdhary block & Namaul block of Mahendergarh district; Samalkha block of Panipat district; Kamal block of Karnal district,. Khol block of Rewari district

ANDHRA PRADESH : Midjil Mandal of Mahabubnagar district, Tirupathi (Rural) Mandal of Chittoor district,.Vempalli Mandal of Cuddapah district

More over- exploited areas are being identified through micro level studies for registration of ground water structures. More areas are being identified by CGWA for regulation of ground water development and management.

2 Regulation of ground water withdrawal by industries

CGWA is regulating ground water withdrawal by industries in over exploited and dark blocks. A list of such critical areas have been circulated to various statutory organizations like State Pollution Control Boards, Ministry of Environment and Forests which refer the new industries to CGWA for obtaining approval. The projects referred are examined and cleared by CGWA on case to case basis based on recommendations of Regional offices of Central Ground Water Board.

3 Representation of CGWA in the Expert Committees of Ministry of Environment and Forests:

Ministry of Environment and Forests has constituted various technical Expert Committees for environmental appraisal of various categories of developmental projects, under the provisions of Environment Impact Assessment Notification and based on the recommendation of such committees, environmental clearances are accorded by the Ministry. CGWA is representing two of such committees, namely- i. Mining projects

ii. Infrastructure development and Miscellaneous Projects.

4 Matter related to Ground water pollution from geogenic sources:

Based on field studies by Regional offices of CGWB as well as from other sources/news items, the incidence of ground water pollution are being examined by CGWA on case to case basis, and depending upon the merit of the individual cases, specific directives are being issued to the State Government for taking up suitable action. Arsenic contamination in Bhojpur area, Bihar and Balia dist. Uttar Pradesh are some of the case examples.

5 Registration of persons/agencies engaged in construction of water well

In order to develop data base on drilling activities being carried out for regulatory measures, country wide registration of drilling agencies are being undertaken by CGWA. Such data base not only provide information on current pace of ground water development scenario but also decipher micro level site specific information on ground water availability and technology advancement for development of the same. As regulatory measures the drilling agencies have been prohibited to take up the work of construction of water well in the notified areas. They are also required

to submit the details of drilling undertaken by them within one month of water wells.

6 Role of CGWA in legal issues

Since inception, the role of CGWA on Legal issues have been significant, especially to mention about Hon'ble Supreme court matter on depletion of ground water due to mining activities in Aravalli Hills(the matter is under subjudice) . CGWA provided necessary technical reports after spot surveys. CGWA is also rendering active assistance to Hon'ble Supreme court, High courts and other designated courts on various court matters concerning water conservation which includes Highway and Flyover projects, protection of water bodies etc.

7 Proactive approaches:

Rain water harvesting is an activity to facilitate ground water recharge especially in ground water stressed areas, and public participation is essential for promotion of this activity. Identifying inevitable need for rain water harvesting country wide mass awareness programmes and training programmes on the same are organized by CGWA on regular basis to create public awareness about importance of rain water harvesting in recharging ground water. Training on rain water harvesting are undertaken for dissemination of cost effective technologies to diverse spectrum of users like private sector organizations, government agencies, NGO's, educational institutes, individuals etc. So far 239 Mass awareness Programmes and 157 Training Programmes have been organized by CGWA. Effective utilization of electronic and print media have also been made to promote this activity. Response to these programmes observed to be overwhelming, and calls for further stepping up of such activities on large scale with active involvement of various stakeholders. Beside this, Central Ground Water Board has so far provided technical guidance for design of more than 2000 rain water harvesting to private agencies, Govt. Organizations, road and flyover projects, individuals etc. Active persuasion is being undertaken with State Governments to ensure mandatory inclusions of provisions of rain water harvesting in building bye-laws, its implementation in overexploited areas, government buildings etc.

II THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF CENTRAL GROUND WATER BOARD

The total strength of the Board is 4545, out of which 900 and 2032 technical officers & staff are from Scientific and Engineering stream respectively. 1613 ministerial staff supports the technical streams in furtherance and implementation of the plans of the Board. For the functioning of the Central Ground Water Board, various functionaries have the different powers and duties. The administrative and the financial powers have been delegated by the MOWR to Chairman, Members, Regional Directors and Executive Engineers. Other officers are having the administrative powers like writing the Annual Confidential Reports/assessment of their subordinates etc. The duties of the important functionaries of the Board are given below:-

2.1 CHAIRMAN: Chairman is the head of the department who is responsible for the policy planning & implementation and over all administration of the Board.

2.2 MEMBERS

There are four Members in the Board responsible for planning and coordinating different activities. The activities are Exploratory Drilling & Material Management, Survey Assessment and Monitoring, Sustainable Management & Liaison and Training and Technology Transfer.

2.2.1 MEMBER (Exploratory Drilling & Material Management)

Member (ED&MM) is responsible for the activities related to ground water exploration through drilling, preparation of various plans, guidance and policy issues related to innovation in drilling technology, procurement of equipment and materials, inventory control of machines and monitoring of the related activities. He is also responsible for the procurement of major stores through the store section at CHQ, Faridabad. Other stores are procured at drilling divisions through the respective Head of the Offices. He also controls and monitors CGWB budget.

Member (ED&MM) has the administrative control for activities of the Regional Directorates located in the Gujrat, Maharashtra, Madhya Pradesh, Chhatishgarh, Andhra Pradesh and Karnataka and responsible for achieving the targets as per AAP.

2.2.2 MEMBER (Survey Assessment and Monitoring)

Member (SAM) is responsible for formulation, implementation and monitoring of the Annual Action Plan (AAP) of the Board. He provides guidance on issues related to integrated ground water management, assessment of ground water resource, ground water regime monitoring, policy planning on issues related to field oriented activities of hydrological, hydrogeological, hydro meteorological, geophysical, geochemical and remote sensing studies.

Member (SAM) has the Administrative control for activities of the Regional Directorates of the Himachal Pradesh, Jammu & Kashmir, Haryana, Punjab, Chandigarh, Uttar Pradesh and Rajasthan and responsible for achieving the targets as per AAP.

2.2.3 MEMBER (Sustainable Management & Liaison)

Member (SML) is responsible for guidance, policy planning and issues related to the activities pertaining to sustainable development and management of ground water, matters related to Parliamentary Committee and Parliament questions, Artificial Recharge studies (Central Sector Schemes/ State sector schemes), Conjunctive use of surface water and ground water, Project appraisal of State government and other Ministries, and Perspective planning, Basic Hydrogeological Research and liaisoning with Research Institutions / universities for R & D schemes, Mass awareness programme , preparation of EFC/SFC for various plans.

He is also responsible for Planning and programme formulation for ground water development including techno-economics studies, analysis and associated aspects of ground water development and mass awareness campaign.

Member (SM&L) has the administrative control for activities of the Regional Directorates of the West Bengal, North Eastern States, Bihar, Jharkhand, Orissa, Tamil Nadu, Kerala and State Unit Office Delhi and responsible for achieving the targets as per AAP. He is also functioning as Member Secretary, Central Ground Water Authority for regulation and control of ground water development and management in the country.

2.2.4 MEMBER (Technology Transfer and Training)

Member (T&TT) is responsible for dissemination of new techniques, Training of Trainers of State Level Training Institutions. He is to head Rajiv Gandhi National Ground Water Training and Research Institute and coordination of training activities.

He is also responsible for formulating Ground Water Management Policy issues related to socio-economic studies and performance evaluation. He is also to discharge the duties related to National/International seminar, symposia and conference on emerging issues, International Cooperation, screening of State Proposal for assistance from international or bilateral agencies.

2.3 Regional Director

There are 18 Regional Directorates headed by Regional Directors. There are 17 Drilling Divisions and 10 State Unit Offices working under the various Regional Directorates. The post of the Regional Director is a key post for field function of the Region comprising one or more States. The Regional Director heads the multidisciplinary team of scientists of the Region and controls the Engineering Division falling under his jurisdiction. He is overall in-charge for implementation of the AAP of the Board pertaining to the Region.

Detailed duties of the Regional Director is furnished below:-

- ζ Administrative control, Coordination and supervision of activities in Regional Office, Drilling Division and State Unit Office.
- ζ Preparation of Annual Action Plan in consultation with Central Headquarter, its implementation and periodical reporting of progress of work.
- ζ Monitoring of Ground Water Regime through observation wells.
- ζ Taking up special studies / R&D activities, taking into consideration the ground water problems faced by the state that need to be immediately re-addressed .
- ζ Establishment of Regional Level Data Centers for creation of data repository at state level.
- ζ Procurement of equipments, instruments as per requirements.
- ζ Human Resource Need Assessment and preparing region specific training plan

- ζ Publication of technical reports, atlases, maps etc, based on the scientific studies carried out at the field level.
- ζ Providing material to CHQ/ Ministry for Parliamentary matters VIP references etc to handle the matters related to Media - Press, Radio & TV.
- ζ Coordination, liaison and linkage with the State and Central Agencies in the field of ground water and related activities
- ζ Providing technical support to the state government in crisis management for the issues related to ground water.

2.4 SCIENTIFIC DISCIPLINE

Under the scientific discipline financial powers have been delegated to the Regional Director/Head of office. The other duties to be performed are mentioned below.

2.4.1 Hydrogeological Discipline

Superintending Hydrogeologist

He assist and support the Regional Director in day to day functioning of the Region. He is discharging the following duties:-

- ζ Providing technical assistance to Regional Director in planning and implementation of the AAP and assessing constrain, if any.
- ζ To coordinate scientific and technical activities of the Region involving various disciplines.
- ζ To establish a rapport amongst the supervisory officers and sectional heads.
- ζ Assist Regional Director in planning and deployment of manpower for different activities in the Region, preparation of Budget Proposal, arranging relevant information to reply Audit paragraphs, draft replies for parliamentary matters & VIP references.
- ζ Submission of periodic reports to CHQ like monthly highlights, monthly progress report, etc.

Senior Hydrogeologist

The broad responsibilities of the Senior Hydrogeologist are listed below:-

- ζ Guide and supervise the officers in respect of the field assignments
- ζ Ensure achievements of targets in the field, both in terms of quantity and quality.
- ζ Impart knowledge and technical know how to the junior officers.

- ζ Provide guidelines and action plan for implementation.
- ζ Processing and preparation of briefs, notes and material and appraising the same to the concerned authority.
- ζ Reconciliation and periodic assessment of ground water resources for different states.
- ζ Development of Mathematical Model for aquifer simulation.
- ζ Scrutiny of Hydrogeological Maps, State Hydrogeological Atlases, Master plan, etc.
- ζ Remote sensing & GIS studies for areas taken up under special study projects.
- ζ Digital Data Processing and Interpretation.
- ζ Scrutiny of various schemes and proposals.
- ζ Evaluation of the Project submitted by State Agencies/Academic Institutions.

Jr. Hydrogeologist

- ζ Undertake Reappraisal Hydrogeological Surveys to achieve the aims and objectives of the surveys.
- ζ Site selection and supervision of ground water exploratory drilling operations, designing well assembly and conducting hydrological test.
- ζ Undertake Hydrograph Network Monitoring and storage of data generated after the verification.
- ζ To undertake special studies like feasibility of artificial recharge, conjunctive use, watershed management studies, pollution studies, etc. to generate field data and analysis of the same.
- ζ Undertake mathematical modeling studies.
- ζ Periodic Ground Water Resource assessment as per prevalent methodology for the watershed/block/taluka/district/State.
- ζ Data collection, analysis and preparation of relevant note and report
- ζ Preparation of hydrogeological maps, atlases etc.
- ζ Report writing pertaining to the work program carried out in the field.
- ζ Maintenance and updating of technical record and data in Technical Section
- ζ Assistance in organizing workshops/seminars/exhibitions, etc.
- ζ Computerization of ground water related data.
- ζ Assistance to Sr. Officers in all technical matters.
- ζ Any other work assigned.

Asst. Hydrogeologist

- ζ Undertake Reappraisal Hydrogeological Surveys to achieve the aims and objectives of the surveys.
- ζ Site selection and supervision of ground water exploratory drilling operations, designing well assembly and conducting hydrological test.
- ζ Undertake Hydrograph Network Monitoring and storage of data generated after the verification.
- ζ To undertake special studies like feasibility of artificial recharge, conjunctive use, watershed management studies, pollution studies, etc. to generate field data and analysis of the same.
- ζ Undertake mathematical modeling studies.
- ζ Periodic Ground Water Resource assessment as per prevalent methodology for the watershed/block/taluka/district/State.
- ζ Data collection, analysis and preparation of relevant note and report
- ζ Preparation of hydrogeological maps, atlases etc.
- ζ Report writing pertaining to the work program carried out in the field.
- ζ Maintenance and updating of technical record and data in Technical Section
- ζ Assistance in organizing workshops/seminars/exhibitions, etc.
- ζ Computerization of ground water related data.
- ζ Assistance to Sr. Officers in all technical matters.
- ζ Any other work assigned.

Senior Technical Assistant (Hydrogeology)

- ζ Collection of data during drilling operation including drill time log, lithological samples, preparation of litholog, assisting in geophysical logging, preparation of well assembly, attending to well development, pumping tests, etc. and preparation of Basic Data reports.
- ζ Computerization of data
- ζ Data collection and processing for specific studies.
- ζ Assistance in preparation of maps and reports.
- ζ Compilation of technical reports and assistance for issuance of reports including monitoring of progress of report, preparation for various technical report/maps/atlases etc.
- ζ Maintenance and updating of technical record and data.
- ζ Any other work assigned.

2.4.2 Geophysical Discipline

Superintending Geophysist

He is required to discharge the following duties :-

- ζ Advising and assisting Central Head Quarter on policy matters related to geophysical studies as applied in the field of ground water investigation.
- ζ Advising and assisting in Centralized procurement of geophysical equipments.
- ζ Addressing problems in respect of application of geophysical methods that may be referred from time to time.
- ζ Centralized compilation of geophysical data generated during various studies.
- ζ Improving and updating the geophysical practices in the field of ground water investigation.
- ζ Preparation of geophysical manuals for standardization of methodologies and techniques.

Senior Geophysicist

He is required to coordinate the work of scientists at the field level with the Regional Director for implementation of the AAP.

- ζ Framing and implementation of the AAP.
- ζ Maintenance and disposal of geophysical equipments.
- ζ Guide and supervise the officers in respect of the related items.
- ζ Impart knowledge and technical know how to the junior officers.
- ζ Provide guidelines and action plan for implementation.
- ζ Processing and preparation of briefs, notes and material and appraising the same to the concerned authority.

Junior Geophysicist

He has to plan the field surveys. He is responsible for the selection of techniques, areas and equipments for field surveys including special studies and R&D experimentation. He has to check the data processing and interpretation in the field. He is responsible for the following:-

- ζ Plan the field surveys and select the techniques to be employed.

- ζ Choose areas and equipments for field surveys including special studies. Carry out vertical electrical sounding, Magnetic /EM profiling and well logging.
- ζ Interpretation, synthesis of result, checking of maps, plates and tabulation, recommendations, preparation of reports
- ζ Maintenance of geophysical equipments.
- ζ Generation of data by vertical electrical sounding, Magnetic /EM profiling
- ζ Finalization of technical reports and arranging for issuance of reports
- ζ Maintenance and updating of geophysical record and data in Technical Section
- ζ Any other work assigned.

Assistant Geophysicist

- ζ Generation of data by vertical electrical sounding, Magnetic /EM profiling, and well logging and other geophysical techniques.
- ζ Computerization of Data in Data Bank, assisting in preparation of maps and reports.
- ζ Compilation of technical reports and arranging for issuance of reports.
- ζ Data collection and processing of scientific data for special studies.
- ζ Maintenance and updating of technical record and data in Technical Section.
- ζ Any other work assigned.

STA (Geophysics)

- ζ Assistance in generation of data by vertical electrical sounding, Magnetic /EM profiling, and well logging and other geophysical techniques practiced in department
- ζ Computerization of Data entry in Data Bank, assisting in preparation of maps and reports.
- ζ Assistance in finalization of technical reports and arranging for issuance of reports.
- ζ Data collection and processing for special studies.
- ζ Maintenance and updating of technical record.
- ζ Maintenance of equipments and their repairs.
- ζ Any other work assigned.

2.4.3 Hydrological Discipline

Superintending Hydrologist

He is responsible for the planning, supervision and review of the hydrological and hydrometeorological activities. . He is responsible for the following:-

- ζ Provide guidelines and directions regarding hydrological studies.
- ζ Coordination of the activities at Regional Offices level.
- ζ Assist in policy formulation, development of programs and implementation of the schemes
- ζ Monitoring of the progress.
- ζ Any other work assigned.

Senior Hydrologist

He is responsible for the following:-

- ζ Preparation of manuals and other guidelines regarding hydrological studies.
- ζ Supervise the work in the Hydrological and Hydrometeorological section.
- ζ Collection of hydrological data and preparation of Basic Data reports.
- ζ Computerization of data in Data Bank, assisting in preparation of maps and reports.
- ζ Compilation of technical reports and arranging for issuance of reports.
- ζ Data collection and processing for specific studies.
- ζ Maintenance and updating of technical record and data in Technical Section.
- ζ Any other work assigned

Junior Hydrologist

- ζ Collection of hydrological data and preparation of Basic Data reports.
- ζ Computerization of data in Data Bank, assisting in preparation of maps and reports.
- ζ Compilation of technical reports and arranging for issuance of reports.
- ζ Data collection and processing for specific studies.
- ζ Maintenance and updating of technical record and data in Technical Section.
- ζ Any other work assigned

Assistant Hydrologist

- ζ Collection of hydrological data and preparation of Basic Data reports.
- ζ Computerization of data in Data Bank, assisting in preparation of maps and reports.
- ζ Compilation of technical reports and arranging for issuance of reports.
- ζ Data collection and processing for specific studies.
- ζ Maintenance and updating of technical record and data in Technical Section
- ζ Any other work assigned

S.T.A. (Hydrology)

- ζ Collection of hydrological data and preparation of reports.
- ζ Computerization of data in Data Bank, assisting in preparation of maps and reports.
- ζ Compilation of technical reports and arranging for issuance of reports
- ζ Any other work assigned

2.4.4 Hydrometeorologists Discipline

Hydrometeorologists

- ζ Collection/observation of Hydrometeorological data in the field.
- ζ Rainfall measurement at Hydrometeorological stations.
- ζ Collection of rainfall data in respect of all Hydrometeorological parameters & preparation of reports.
- ζ Computerization of data in data Bank, assisting in preparation of maps and reports.
- ζ Assisting in preparation of maps and reports.
- ζ Compilation of technical reports and arranging for issuance of reports
- ζ Data collection and processing for special studies.
- ζ Any other work assigned

Asstt. Hydrometeorologist

- ζ Collection of Hydrometeorological data and preparation of reports.

- ζ Data processing for preparation of technical reports and monitoring of progress of work
- ζ Hydrograph Network Monitoring: Data entry in Data Bank, assisting in preparation of maps and reports.
- ζ Data collection and processing for special studies.
- ζ Any other work assigned

S.T.A. (HM)

- ζ Collection of Hydrometeorological data and its compilation.
- ζ Data processing for preparation of technical reports.
- ζ Computerization of data in Data Bank, assisting in preparation of maps and reports.
- ζ Data collection and processing for special studies.
- ζ Any other work assigned

2.4.5 Chemistry Discipline

Superintending Chemist

He is required to discharge the following duties :-

- ζ Policy planning and program implementation related to the chemical studies of ground water including geogenic contamination.
- ζ Finalization of the AAP in respect of the Chemistry discipline. .
- ζ Technical supervision, coordination, assessment of all the laboratories of the Board.
- ζ Selection and adoption of the suitable analytical procedures for ground water quality studies.
- ζ Procurement of equipments for up-gradation and modernization of water quality labs.
- ζ Assisting higher authorities in preparation of material and notes for Water Quality Assessment Authority.
- ζ Inspection and arranging repairs of the equipments.
- ζ Any other work assigned.

Senior Chemist

- ζ Supervise the work in the water quality labs.
- ζ Test check of chemical analytical results of water samples.

- ζ Compilation and computerization of chemical data.
- ζ Analysis of trace elements, heavy metals and organic compounds.
- ζ Preparation of water quality reports, submission of progress reports and planning field chemical analysis as per requirement for specific studies.
- ζ Taking up special studies.
- ζ Any other work assigned

Chemist

- ζ Chemical analysis of water samples including trace elements, heavy metals and organic compounds.
- ζ Compilation and computerization of chemical data.
- ζ Preparation of water quality reports, submission of progress reports and planning field chemical analysis as per requirement for specific studies.
- ζ Supervision of preparation of laboratory reagents
- ζ Taking up field studies including on the spot water quality analysis.
- ζ Any other work assigned

Assist. Chemist

- ζ Chemical analysis of water samples including trace elements, heavy metals and organic compounds and assistance to Chemist.
- ζ Compilation of analytical data of water sample for data quality and computerization of chemical data and preparation of report.
- ζ Preparation of water quality reports, submission of progress reports and taking up field chemical analysis as per requirement for specific studies.
- ζ Taking up field studies including on the spot water quality analysis
- ζ Any other work assigned

STA (Chemical)

- ζ Carry out chemical analysis of water sample
- ζ Compilation of chemical data for various reports, preparation of Hydro chemical Maps, Reports and progress reports.
- ζ Taking up field studies including on the spot water quality analysis
- ζ Operation and maintenance of chemical equipment /instrument.
- ζ Preparation of laboratory reagents.
- ζ Assisting Sr. officers in the analysis work.
- ζ Any other work assigned

2.4.6 Statistical Discipline

Deputy Commissioner

He has to collect and compile ground water related data for planning various ground water schemes of the country.

- ζ Supervising the work of statistical discipline in the Board.
- ζ Development of methodologies and statistical analysis of the data pertaining to ground water studies.
- ζ Design, formulate field studies for collection of specific type of data.
- ζ Analyze & Scrutinize well schedules, and prepare Statistical Reports.
- ζ Preparing relevant material for various meetings.
- ζ Any other work assigned

Deputy Director

- ζ Undertaking the work of statistical discipline in the Board.
- ζ Implementation of methodologies and statistical analysis of the data pertaining to ground water studies.
- ζ Under take field studies for collection of specific data.
- ζ Analyze & Scrutinize well schedules, and prepare Statistical Reports.
- ζ Assist in preparing relevant material for various meetings.
- ζ Any other work assigned.

2.4.7 Information Technology

System Analyst

- ζ Maintenance of the software and hardware of the CHQ.
- ζ Development of various Information Systems for the Board.
- ζ Taking regular Data Backup and storage of data.
- ζ Safe custody of Software procured.
- ζ Implementation of the IT plan of MOWR in Board.
- ζ Collection of relevant literature and software details of ground water related work.
- ζ Make suitable formats for collection of required data on a uniform basis from Regional offices and enabling data flow from Regional Offices to Head Quarter and vice versa.

- ζ Development of software for cataloguing various activities of the CGWB.
- ζ Any other item of work entrusted.

Programmer

- ζ Develop programmes for analyzing and interpreting the collected data.
- ζ Taking regular Data Backup and storage of data.
- ζ Implementation of the IT plan of MOWR in Board.
- ζ Collection of relevant literature and software details of ground water related work.
- ζ Make suitable formats for collection of required data on a uniform basis from Regional offices and enabling data flow from Regional Offices to Head Quarter and vice versa.
- ζ Development of software for cataloguing various activities of the CGWB.
- ζ Any other item of work entrusted.

Computer Operator (Data Processing Assistant)

- ζ Assistance in data storage at national level received from the various Offices.
- ζ Entry of ground water data for developing a useful data bank.
- ζ Any other item of work entrusted.

2.4.8 Miscellaneous Sections

There are few supportive sections in the Scientific wing for specific outputs. Surveying, Cartography and Drawing sections are important ones . The important duties of Officer surveyor, chief draftsman, Senior Cartographer, Artist, Asst Artist and Asst. librarian & Information Officer are given below

Officer Surveyor

- Office Surveyor is responsible of the planning & guidance of survey work in the regions. The broad duties are as below:
- Procurement, maintenance and custodian of Topographical published maps (Survey of India) in the Map Section of the Region.
- To train and guide the survey staff of the Region in conducting the field surveys.

- Checking of Accuracy of the measurement, closing error in the surveys.
- Planning work of survey programme
- Supervise the surveyors work and keep up the records of the survey data etc.
- Inspection of the survey instruments procured at Region.
- Compilation of available RL data at the region.

Chief Draftsman

- Supervision and execution of the Drawing work of various type of fair / final drawings at Drawing section at CHQ/Regions.
- To maintain the proper store and supply of the drawing material (stationery/instruments) and other requirement of the drawing staff.
- To guide the draftsman of different grades in maintaining the proper record of original tracings of the drawings.
- Preparation of National / State Level maps at CHQ/Region.

Sr. Cartographer

- Supervision, technical and administrative control of Jr. cartographer and Map section at CHQ/Regions of the Board.
- Selection of map projection, guidance in compilation, preparation of district Hydrogeological maps / State Atlases required for printing from Cartographic angle.
- Correspondence related to procurement of Aerial photographs and Topographical maps and their maintenance at CHQ/Region.
- Arranging the exhibitions at CHQ/Region and guidance in preparation of Exhibits etc.

Asstt. Librarian & Information Officer

- Over all Incharge of the Library at CHQ.
- Procurement of Technical, Scientific, Engineering etc. books, periodicals, journals etc.
- Documentation and distribution of various reports published by the Board.
- Maintenance of the proper record/ cataloging of the different types of reports preparation by the Board or received from the other departments / organizations.

- Correspondence with other organisations/ departments for procurement of reports/journals.

Artist

- Responsible for supervision, guidance, technical and administrative control of the works of drawing and Map section at CHQ of the Board.
- Correspondence with Regional Offices to call the data required for the compilation of the maps of National Level.
- Inspection of the Drawing Instruments / Material procured at CHQ of Board.
- To draw the policy of planning, new techniques, advance methodology for preparing the maps etc.
- Supervision of Sr. Cartographers in the maintenance of the record and correspondence of classified documents aerial photographs, satellite data, topographical maps published maps etc., and compilation of national level data, its cartographic representation.
- Supervision of Asstt. Artist in design and preparation fair drawings.
- To provide assistance in organising exhibitions.

Asstt. Artist

- Supervision, guidance, technical and administrative control of the drawing section at CHQ/Regions of the Board.
- Inspection of the drawing instruments / material procured at CHQ/Region.
- Guidance to the staff in preparation of the maps, charts, exhibits and other related works.
- Design and preparation of maps required for the reporting and publication, preparation of mechanical drawings etc.
- Assistance to Artist in all related matters.

2.5 Engineering Discipline

Superintending Engineer

The responsibilities of the superintending engineer are as follow:-

- ξ Supervision and monitoring the activities related to exploratory drilling, handing over of wells, costing of wells etc.
- ξ Review the norms of costing and categorization of exploratory tube wells in consultation with Ministry from time to time.

- ζ Processing the cases for technical sanction of work estimates, boreholes loss cases etc.
- ζ Standardization of technical formats for progress reports, well completion reports etc.
- ζ Correspondences related to deposit work and contractual drilling their administrative approval and technical sanctions etc.
- ζ Replies to VIP references and Parliament Questions relating to ground water exploration and deployment of rigs in the country.
- ζ Preparation of BE & RE, review of allocation of funds and corresponding expenditure in plan and non-plan works.
- ζ Standardization of all machinery, tools and equipment required for ground water drilling and development activities through the Bureau of Indian Standards (BIS) and DGS&D so as to effect quality control.
- ζ Procurement of equipment, accessories and materials, analysis, classification and codification of store items; inventory control of all types of machines, equipment and materials and their reallocation. Procurement of different types of vehicles, indigenous, imported scientific equipment etc.
- ζ Conducting physical verification of Stores in all field formations and their follow up action for reconciliation.
- ζ Scrutiny and processing of Survey Reports of equipment and unserviceable obsolete Stores.
- ζ Fixation of reserve stock limit (RSL) of availability of Stores in Divisions identification of surplus/obsolete stores & processing of the cases of condemnation for write off sanction.

Executive Engineer

Executive Engineer is the Head of the Division office. The responsibilities of the Executive Engineer are as follows:

- ζ Execution of exploratory drilling program.
- ζ Deployment of rigs and equipment according to work programme and their suitability.
- ζ Controlling Divisions under the over all supervision of Regional Directorates
- ζ Standardization of technical formats and issue of guidelines.
- ζ Assessment, planning for the requirement in respect of machinery, equipment, accessories, pumping devices and other stores items by conducting periodical review of availability.
- ζ Planning & Procurement of equipment, accessories and materials.

- ζ Inventory control of all devices and equipment, accessories and material, their reallocation on the basis of requirement.
- ζ Survey and disposal of un-serviceable /obsolete stores
- ζ Material Management and inventory control through physical verification, reconciliation, survey and disposal.
- ζ Proper utilization, upkeep and maintenance of all machineries and equipment deployed in the division.
- ζ Keep liaison with Headquarter, Regional Director and State authorities for proper execution of operation.
- ζ Submission of periodical reports and returns.
- ζ Any other duties assigned by higher authorities from time to time.

Assistant Executive Engineer

The responsibility of the Assistant Engineer is given below:-

- ζ To assist Executive Engineer in all Technical, Administrative and Accounts matter.
- ζ Supervision of work in Divisional Workshop.
- ζ Supervision of drilling and development activities in the field.
- ζ Preparation of work estimates.
- ζ Preparation of periodic reports related to Exploratory drilling activities.
- ζ Preparation of BE & RE in respect of work, suspense stock.

Drilling In-charge

He is the overall In-charge of drilling rig unit, vehicles, equipment and staff attached with it in the field. He is responsible for the following:-

- ζ Organize and supervise transportation and placement of rig and equipments, drilling, development and testing of tube wells and allied activities.
- ζ Guiding drilling staff for successful completion of all the operations associated with ground water exploration and adopt safety measures at the work site.
- ζ Operation, maintenance and up keeping of rig, equipment and vehicles deployed under him and their efficient and economic utilization.
- ζ Scheduling drilling shift as per requirement.
- ζ Submission of periodical reports and maintenance of store accounts, log books & history sheets of equipments.

- ζ Administrative and Accounts works of the unit in the field.
- ζ Operate permanent imprest and temporary advances.
- ζ Any other duties assigned by his superiors.

Assistant Engineer

- ζ Work out requirement of machinery, equipments and vehicles and prepare proposals for obtaining sanction from Government for purchasing the same.
- ζ Processing the cases for procurements and related activities.
- ζ Preparation of Revised estimate and Budget estimate.
- ζ Conducting physical verification of stores of Regions, Divisions and State Unit Offices.
- ζ Fixation of reserve stock limits and monitoring of major stock/equipments return forwarded by the field formations.
- ζ Processing cases to declare obsolete and surplus stores.
- ζ Processing the cases for condemnation of unserviceable machinery, equipments and vehicles.
- ζ In charge of Material Management activities of Divisional Store.
- ζ Preparation of periodic reports related to Inventory control.

STA (M)

The responsibilities of the STA (Engineering) is given below

- To assist senior officers in all Technical, Administrative and Accounts matter.
- Supervision of work in Divisional Workshop.
- Assist AEE in preparation of work estimates.
- Assist AEE in preparation of periodic reports related to Exploratory drilling activities.
- Assistance in preparation of BE & RE in respect of work, suspense stock.
- Processing and Scrutiny of the cases for procurement of stores in respect of engineering stores like bit, mud, pipe etc.
- To work out the requirement of engineering stores.
- Compilation of major equipment returns.
- Compilation of reports received from Drilling and development units.
- Assist AEE in preparation of Borehole loss cases.
- Any other duty as and when assigned by the senior officers.

Foreman

The Foreman is the In-charge of the Divisional Workshop. He is responsible for all repairs, overhaul and maintenance of machinery and vehicles of the Divisional Workshop and placed in the field. His broad duties are listed below:-

- ζ Guiding and supervising staff for checking the working condition of rig, vehicles and equipment and taking preventive maintenance.
- ζ Checking of all the history sheets and log books of equipments and vehicles and maintenance of stores accounts of workshop.
- ζ Plan and submit the requirements of spares well in advance to his superior officer.
- ζ Operate permanent imprest and temporary advance.
- ζ Any other duties assigned by his superiors.

Junior Engineer

- ζ Compilation of progress reports and handing over status.
 - ζ Assistance to work out the requirements and procurement of material and machinery items, maintenance of record of related items.
 - ζ Submission of major equipment returns and major stock returns.
 - ζ Assistance in processing cases related to survey and disposal of unserviceable material.
 - ζ Assistance in processing cases related to reconciliation of discrepancies pointed out during physical verification.
 - ζ Caretaker of the office building, equipment & furniture
 - ζ Any other duty as and when assigned by the senior officers.

2.6 Ministerial Establishment

Director (Administration)

He holds the senior most position in the Administrative discipline of the Board. He is overall in-charge of the administrative matters of the Board. He is responsible for managing and monitoring of the administrative matters and acts as an advisor to the Chairman/ HOD in the matters concerning to administration of the Board. His broad duties are as follow:-

- ζ Supervision of administrative matters of the Board.
- ζ Function as Head of Office for the CHQ Faridabad.

- ζ Controlling officer for staff and officers related to administration posted at Faridabad.
- ζ Responsible for arranging payments and settlement of audit paras related to financial irregularities.
- ζ Function as the Vigilance Officer and responsible for proper monitoring of the vigilance cases of the Board. He is Liaison Officer between the Ministry and the Board for vigilance cases pertaining to Group-A Officers. He will also be responsible for submission of the periodical returns, reports and other information to the Ministry
- ζ He is the appointing and disciplinary authority for Group-C employee and Assistant Director (Official Language).
- ζ Establishment, house keeping and general administration of the CHQ and Board.
- ζ Responsible for proper planning and placement of the staff.
- ζ Responsible for initiating and convening the DPCs as and when required for filling up of vacant posts in the Board.
- ζ Responsible for quick disposal of court cases, VIP references, UPSC, Ministry's references, Parliament questions etc.
- ζ Arrange the quarterly meeting of the office council.
- ζ Any other work assigned by the Chairman/ HOD.

Finance and Accounts Officer

He holds the senior most position in the financial discipline of the Board. The Finance and Accounts Officer (F&AO) is overall responsible for monitoring and management of the financial matters of the Board. He acts as the Financial Adviser of the Board. His broad duties are listed below:-

- ζ Responsible for compilation and submission of the Budget Estimates, Revised Estimates, Performance Budget, Notes for Demands for Grants, Supplementary Grants, Annual Plan, Five year Plan proposals of the Board to the Ministry.
- ζ Responsible for allocation of budget to all the offices of the Board and to monitor and control the expenditure as per the sanctioned budget.
- ζ Responsible for compilation and submission of the expenditure returns to the Ministry and Controller of Accounts etc.
- ζ Responsible for scrutiny of the cases relating to procurement of stores, equipment, machinery etc. He is also to ensure that the proposals for purchase are approved at the appropriate level/competent authority.

- ζ Responsible to attend and settle the audit paras, audit notes, audit objection etc and to prepare a disposal sheet of outstanding paras when ever so required.
- ζ Advice and apprise the superiors in respect of financial matters of the Board from time to time.

Administrator

Administrator is having the role of coordinating various activities of CGWA under the guidance of Member Secretary. His main duties are as under

- ζ Administrator is to deal with the establishment, administration and accounts work in the secretariat of CGWA.
- ζ To organize authority meetings, preparation of agenda, minutes and follow up action to ensure implementation decisions.
- ζ To process the complaints on violations of CGWA notifications by individuals / firms and reporting the same to the concerned state authorities for necessary actions.
- ζ To coordinate with various state and central agencies in connection with the implementation of CGWA notifications.
- ζ Attending court cases, preparing affidavits on legal matters, framing and modifying Rules and Guidance transaction, etc for the Authority.

Senior Administrative Officer

He is the next senior functionary in the Administrative discipline of the Board after the Director (Administration). He is required to assist the Director (Administration) in all administrative matters. His broad duties are listed below:-

- ζ In the absence of Director (Administration), he will be responsible to exercise all sorts of supervision relating to administrative matters of the Board.
- ζ Responsible to co-ordinate the work of all the establishment sections in the CHQ and submit the same to Director (Administration)/ HOD for further action.
- ζ Responsible for preparation of materials and briefs for the meetings.
- ζ Appointing and disciplinary authority for Group-D ministerial staff in CHQ.
- ζ Responsible for prompt disposal of court cases. He will ensure preparation of para-wise comments, and filing the replies on behalf of the respondents,

- observing other formalities. He will keep a close liaison with the Ministry, Government counsels officers concerned posted at places other than CHQ.
- ζ Responsible for preparation of DPC proposals etc for filling up the vacant posts in the Board.
 - ζ Responsible for guidance to the Ministerial staff, look after general administration and ensure upkeep of the CHQ office.
 - ζ Ensure quick disposal of VIP references, UPSC/ Ministry letters, Parliament Questions and such other matters.
 - ζ Responsible for prompt compilation and consolidation of the various periodical returns/ reports on the administrative matters, for submission to the Ministry.
 - ζ Liaison with the GW Desk in the Ministry regarding administrative matters.
 - ζ Assistance in finalization of the court cases, leave cases, LTC cases, sanction of annual increment and such other routine cases at his level except the cases which require approval of HOD.
 - ζ Assistance to the Director(A) & V.O. in the vigilance matters.
 - ζ Any other work assigned to him by Director(A). HOD.

Administrative Officer

The Administrative officer provides a liaison between the staff and the Sr. A.O./ Director(Administration).

- ζ Supervise the work of establishment, accounts, budget, vigilance, purchase, maintenance of infrastructure etc.
- ζ Assist the Sr. A.O., Director(Administration) /H.O.O in the administrative matters, implementation of Govt orders, directions, austerity measures, safety and security measures, action on VIP reference.
- ζ Responsible for preparation and submission of the periodical returns and reports concerning to his section.
- ζ Responsible for preparation and submission of DPC proposals for filling up the vacant posts.
- ζ Responsible to initiate the process of filling up of the ACRs pertaining to the section.
- ζ Responsible for submission of cases relating to clearance of probation, confirmation etc.
- ζ Function as DDO when ever required. Ensure timely payments and maintenance of cash book and other relevant registers and records.
- ζ Responsible for preparation and submission of Budget Estimates, Revised Estimates.

- ζ Prepare materials and brief notes for the meetings and ensure follow up action of the decisions.
- ζ Assistance in settlement of audit paras/ objections raised by statutory audit and internal audit.
- ζ Any other work assigned to him.

Assistant Director (Official Language)

He is the only officer in his cadre. He is a sole supervisory officer in the Hindi cell of the Board. He is responsible for implementation of the Govt. policy on development and use of Hindi. His broad duties are:-

- ζ Pursuance of the Govt. policy on development and use of Hindi in official work.
- ζ Responsible for arranging Hindi weekend other similar incentive based activities/ programmer from time to time to ensure application of Hindi language.
- ζ Provide circulars, notes and technical material in bi-lingual form to promote and encourage the staff to work in Hindi.
- ζ .Supervise the staff posted in the Hindi cell at Faridabad and field offices of the Board for promotion and use of Official Language.
- ζ Responsible to arrange translation of materials from English to Hindi and Vice-versa and also to get it typed into Hindi.
- ζ Responsible for preparation of materials, briefs and circulation of minutes of the meeting.
- ζ Responsible for submission of periodical returns, reports etc. to the Superior officers.
- ζ Any other work assigned by the superiors/ HOD.

Senior Private Secretary

The secretarial assistance to chairman is provided by Senior private secretary

- ζ SPS is attached with the Chairman of the Board.
- ζ He is required to maintain a daily dairy for important meetings and engagements of the Chairman.
- ζ He is required to take dictations and type the material given.
- ζ He is required to assist in maintaining of files / reports etc.

- ζ He is required to attend telephone calls.
- ζ He will be responsible for timely disposal of VIP references and such other important cases.
- ζ He is required to arrange Chairman's tour programme by booking tickets and other travel requirements.
- ζ He is required to verify bills towards telephone calls, Fax, Photocopier etc., and required to upkeep the equipment's of Chairman's room.
- ζ Any other work assigned by the Chairman.

Private secretary

The secretarial assistance to members in the department are provided by the private secretaries

- ζ PS is attached with the Member of the Board.
- ζ He is required to maintain a daily diary for important meetings and engagements of the Member.
- ζ He is required to take dictations and type the material given.
- ζ He is required to assist in maintaining of files / reports etc.
- ζ He is required to attend telephone calls.
- ζ He will be responsible for timely disposal of VIP references and such other important cases.
- ζ He is required to arrange Member's tour programme by booking tickets and other travel requirements.
- ζ He is required to verify bills towards telephone calls, Fax, Photocopier etc., and required to upkeep the equipment's of Member's room.
- ζ Any other work assigned by the Member.

Office Superintendent

He is supervisor of the respective section. He is required to work keeping a close liaison with the staff and the Administrative Officer. His broad duties are:-

- ζ Supervise and monitor the work relating to administration, accounts, Budget, Stores, Operation etc. section.
- ζ Ensure maintaining decorum and working atmosphere in the section and to maintain attendance and punctuality of the staff posted in the section.
- ζ Responsible for maintenance of various registers prescribed under the rules and keep the information date updated relating to his section.

- ζ Responsible for taking prompt action on court cases/ VIP reference/ UPSC/ Ministry's letters.
- ζ Prepare notes and materials for the meetings, minutes of the meetings, and follow up action thereto.
- ζ Responsible for preparation and submission of DPC proposals and filling up the vacant posts, clearance of probation and confirmation cases.
- ζ Scrutiny of various documents and financial checks.
- ζ Providing reply and settlement of audit paras/ objections.
- ζ Responsible for safe custody of the confidential documents and confidentiality of the DPC proceedings.
- ζ Responsible for submission of the periodical returns concerning to this section.
- ζ Any other assignments given by the officer concerned.

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

3.1 Decision making Process:

The decisions related to various issues of the department is taken by the Board, consisting of Chairman and four members of CGWB, and Ex-officio members from Ministry of Water Resources, Ministry of Environment & Forest, Central Water Commisison and ONGC. In accordance with the National Water Policy and mandate of the Board, schemes are proposed and submitted to MOWR. Once the proposal is approved by Ministry, plan of action is drawn and given in the form of five year / annual programme. The detailed annual work programme consisting of physical targets for the various Regions are finalized in the Board meetings after deliberations in the Regional Directors meeting. The annual work programme is implemented by the Regional Directors under the supervision of concerned Members and guidance from Chairman, CGWB.

3.1.2 The decision making regarding materials management viz procurement of major equipment, vehicles on replacement basis, additional equipment and other stores required by the Board are taken by the MOWR, Chairman Members, Regional Directors and Executive Engineers as per the powers delegated to them under DFPR, GFR and by MOWR.

3.1.3 The decisions regarding the financial matters are taken by Chairman, Members, Regional Directors, Director (Admn.) and Executive Engineers as per the delegation of Financial Powers by Ministry of Water Resources.

3.1.4 The decisions regarding administrative matters including service matters are made by Chairman, Director (Admn.), Regional Directors and Executive Engineers.

3.1.5 The decision making regarding reserve stock limit is taken by the Member (ED & MM) as per CPWD Code.

3.1.6 The decision making regarding stock stacking (physical verification of stores) is taken by the Members as required under GFR.

3.2 Channels of supervision:

The channel of supervision for physical, financial and administrative matters follow different paths. The physical targets set under the annual work programme are achieved under the overall supervision of the four Members for concerned activities. They are supported by Superintending Engineers / Superintending Hydrogeologist / Superintending Hydrologist /

Superintending Geophysicist / Superintending Chemist at Headquarter level for monitoring the field activities.

- 3.2.1 The physical activities of the Board as specified in the AAP are implemented through Regional Directors. The work in scientific wing is directly implemented by the Regional Offices. The over all supervision of the field work is done by the Superintending Hydrogeologist or senior most Hydrogeologist in the Region. The immediate guidance / supervision is made by Seniors (Hydrogeologist / Geophysicist / Hydrologists etc.) in respective disciplines. The field work of all scientific disciplines is carried out by Junior / Assistant / STA level officers of various scientific disciplines in the department.
- 3.2.2 The drilling operation & material management at Division Level is supervised by the Executive Engineer. The immediate field supervision is made by Assistant Executive Engineer. The drilling operations are carried out by the Driller-in-Charge and his crew with support of Assistant Engineer, Foreman, Junior Engineer and STAs.
- 3.2.3 The overall monitoring and supervision of financial matters of department at Headquarters level is made by FAO under the guidance of the Member (ED & MM). The financial matters in regard to Divisions and Regions are supervised by the Executive Engineers and the Regional Directors respectively. It is dealt by the DDO, Accounts Officers/Divisional Accountants and Sectional heads. Similarly, in the Regional offices the financial matters are supervised by the Regional Director and dealt by DDO, Accounts Officer / Office Superintendent.
- 3.2.4 The channel of supervision regarding administrative matters including service matters is through the Chairman, Director (Admn.), Regional Directors, Executive Engineers and H.O.O. of Unit Offices.

3.3 Accountability

The accountability in work is ascertained by monitoring the progress of work assigned to individuals by the Executive Engineers, Regional Directors, Members and Chairman. Any lapses in discharging the duties including financial irregularities are dealt by the controlling officers and they issued

guidance to the individuals from time to time and if anything goes beyond limit further disciplinary proceedings are carried out as per CCA Rules. Any lapses in discharging the duties including financial irregularities are dealt by the Vigilance Officer.

IV THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

Considering the scientific nature of the work carried out by Central Ground Water Board, it is not possible to follow rigid norms for individual activities. The various functions of the Board are discharged in accordance with the assignments given in the AAP.

V THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

5.1 Rules and Regulations:

The scientific functions of the department is governed by the rules and regulations made by the Board of Members and approved by MOWR. The Fundamental Rules and Supplementary Rules (FR&SR) and General Financial Rules (GFR) issued from time to time by Government of India is used by employees of CGWB for discharging the administrative functions.

5.2 Manuals / Guidelines and records :

Results of investigations carried out by the Board are documented as technical reports, scientific papers, maps, manuals and Atlases. Based on the experiences gained through various studies and experiments in the field of ground water, Board has brought out number of manuals / guidelines which, help in further scientific studies. The list of important manuals and guidelines are given below:

Manuals :

- Rotary Drilling Handbook on Accident Prevention and Safe Operating Practices in 1971.
- Methods of Collection and Analysis of Water Samples and Interpretation of Water Analysis Data, 1974.
- Modern Methods of Ground Water Analysis, 1976.
- Evaluation of Aquifer Parameters, 1982.
- Manual on Analysis of Pumping test data of Large Diameater Wells, Faridabad, 1986.
- Manual on Artificial Regarge of Ground Water, 1994.
- Manual on "Development of Wells and Rehabilitation of Sick Wells" New Delhi, January, 1999.
- Manual on "Accident Prevention and Safe Operation Practices in Water Well Drilling" New Delhi, January, 1999.
- Manual on Hydrograph Network Stations, 1999.

- Manual on surface Geophysical surveys for ground water exploration - August-2001.
- Manual on geophysical logging of water wells - December 2004.

5.3 Besides the following manuals are also used by CGWB employes for discharging their functions.

Manuals

- CPWD Code
- CPWA Code
- Book of Forms (CPWA)
- GFR
- DFPR
- DGS&D manuals
- B.I.S. Specifications for various equipment and stores.
- Norms issued by the MOWR in respect of life of machinery & equipment
- Norms of vehicles issued by MOWR.

Guidelines

Guidelines for Reappraisal Hydrogeological studies - March 2003

Guidelines for ground water exploration - 2003

Guidelines for Artificial Recharge to Ground Water.

VI STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR ITS CONTROL

6.1 As per the mandate of Board as well as the priorities fixed by the Government from time to time, the identified activities are executed through Annual Action Plan. The data generated through various studies provide a scientific base for planning the development and management of ground water resources by the user agencies. Results of investigations carried out by the Board are documented as technical reports, scientific papers, atlases, map and manuals, which are published. In addition, the national compilations are also being published on various aspects of Ground water.

6.2 The various documents that are held by CGWB or under its possession can be broadly categorized as

- i. Documents in electronic form
- ii. Documents in printed form

6.3 Documents in electronic form: The data/ information in electronic form can be further grouped under two categories. The first category of electronic data includes the materials included in the official website of the Board which gives a brief account of the organizational structures as well as various activities and achievements of the Board. Efforts are being made to bring all the relevant data and reports in electronic/ digital form.

The details regarding the information available in electronic form is provided separately in Chapter XIV.

6.4 Documents in printed form: The documents in the printed form available with CGWB can be broadly grouped under three categories.

- i. Unpublished Technical reports
- ii. Atlases/ Maps/ Manuals/ Bhujal News etc.

6.5 Unpublished Technical reports:

Under this category, the findings of various regular studies are compiled in the form of reports as discussed below.

(i) Report on Systematic Hydrogeological Surveys

Board has completed the Systematic Hydrogeological Survey for the entire country in 1991 with an objective to provide first hand information regarding the occurrence, distribution and extent of ground water in space and time. Board has brought out reports on the surveys are brought out as unpublished reports. The reports consist of preliminary information regarding hydrogeological set up and availability of ground water in the study area. The findings are incorporated in various technical reports.

(ii) Report on Reappraisal Hydrogeological Surveys

Reappraisal Hydrogeological Surveys are carried out after every three to five years in the areas already covered under Systematic Survey. The objective of the study is to assess the changes in ground water regime in terms of quality and quantity and to provide essential information for taking up various activities related to development and management of ground water. The report consists of all aspects related to hydrogeology and ground water development potential of the area.. An area of approximately 10 lakh Sq. Km is covered in each five year plan. These reports are available in the library of respective Regions and few of them are also available in the Library of CHQ, Faridabad.

(iii) Report on Ground Water Exploration

The ground water exploration is aided by drilling of exploratory wells to decipher aquifer geometry, estimation of hydraulic parameters and their yield potential to identify area suitable for ground water development. The various procedures, methodologies and observations during the construction of exploratory wells are compiled in the form of **Basic Data Report**. Time to time Board brings out state wise compilation of exploration data in the form of reports on **Ground Water Exploration** giving details of district wise number of wells drilled, location of wells, drilled depth, zones tapped and other aquifer parameters. The basic data reports are available in the Division office records and in the Regional office library. The findings are summarised periodically for the state and made available to the State agencies, the copies are available at libraries of Regions and CHQ, Faridabad.

(iv) Report on Ground Water Monitoring:

Ground Water monitoring is being done through a network of 15000 observation wells distributed throughout the country. Water level is monitored four times a year (Jan/May/Aug/Nov) and water samples are collected once a year in the month of May for water quality analysis. The seasonal monitoring data of the States is analysed and compiled at Regional Office level. **Ground Water Year Book** for each state is compiled and published, giving details of depth to water level and maps for each measurement. The reports are made available to the State administration for suitable action. The copies are available at libraries of Regions and CHQ, Faridabad.

(v) Report on Ground Water Statistics

CGWB brings out Ground water statistics annually. It contains useful information on ground water resources at national, state and district levels, resources classification under basins, tribal & drought prone districts etc. It also contains state /district -wise status of hydrograph Network observation wells, state/district wise status of exploratory drilling and other related useful information. The copies are available at libraries of Regions and CHQ, Faridabad.

(vi) Report on Ground Water Resource Estimation

Based on the methodology for Ground Water Resource Estimation (1984,1997) ground water resources are estimated in consultation with state agencies and NABARD. The "Ground Water Resource of India" was published by the Board in 1985 and is being updated which gives a comprehensive and realistic picture of ground water resource availability in the country. The copies are available at libraries of Regions and CHQ, Faridabad.

(vii) State/ District Reports

The data/ information collected through various studies for the states / districts relating to ground water occurrence, distribution and development prospects are compiled in the form of State/ District Reports. These reports provide a scientific base for planning and management of ground water development schemes by the user agencies. The copies are available at libraries of Regions and CHQ, Faridabad.

(viii) Water Balance Study Project Reports

Between 1974 and 1985, CGWB carried out detailed water balance studies through

9 bilateral projects and 3 domestic projects. The bilateral projects were completed with the assistance of UNDP, UK, SIDA and CIDA. The State Ground Water Organizations were also associated in the completion of such projects. Voluminous data was generated through such projects and the technology developed was provided to the State Governments to help them prepare plans for scientific development and use of ground water resources for various purposes.

S.No	Projects	Report Published	Remarks/Collaboration
1	Project for Ground Water Exploration in Bihar	Project for Ground Water Exploration in Bihar (1968-71).	The Netherlands Govt.
2	Ground Water Studies in Rajasthan & Gujarat	Ground Water Studies in Rajasthan & Gujarat (1967-71, 1971-74).	UNDP
3	Narmada River Basin Project - Madhya Pradesh	Narmada River Basin Project (1971-75).	Indigenous
4	Canadian Assisted Ground Water Project- Andhra Pradesh & Karnataka	Hydrogeology of 56G (East) and 56K (West), India (1975), Andhra Pradesh & Karnataka	Canadian
5	Ground Water Studies in Upper Yamuna River basin - Haryana	Ground Water Studies in Upper Yamuna River basin (1973-77).	Indigenous
6	Water Balance Studies in Vedavati River Basin- Karnataka	Water Balance Studies in Vedavati River Basin (1974-79).	Indigenous
7	Sina-Man Ground Water Project - Maharashtra	Ground Water studies in the Sina and the Man river basins, South Maharashtra- (1975-79).	Indigenous
8	Ground Water Studies in Noyil, Amravati & Ponani River Basins - Tamil Nadu and Kerala	Ground Water Studies in Noyil, Amravati & Ponani River Basins (1975-79).	SIDA
9	Ground Water Studies	Ground Water Studies in	UNDP

	in Ghaggar River Basin Haryana & Rajasthan	Ghaggar River Basin (1975-79).	
10	Indo-British Betwa Ground Water Project- Madhya Pradesh & Uttar Pradesh	Ground Water Studies in the Upper Betwa River Basin, Madhya Pradesh and Uttar Pradesh.(1980-84)	U.K.
11	SIDA Assisted Coastal Kerala Ground Water Project -Kerala.	Ground Water Resources of the project area, Kerala (1983-88)	SIDA
12	Kasai - Subernarekha River Basin Project with UNDP Assistance (1985-90).	Bihar, West Bengal, (1985-90)	UNDP

(ix) Short Term Water Supply Investigations

Water supply investigations are carried out to solve the immediate water supply problems of urban, rural and rehabilitation centres, defence, railways and other public sector undertakings and industrial complexes and are generally confined to small areas. After completion of each investigation a report is submitted to the concerned agency recommending possible solutions for water supply problems.

(x) Report on Artificial Recharge Studies

The data/ information collated during implementation of the various area specific Artificial Recharge schemes are compiled in the form of reports giving details of feasibility studies completed and recommendations for construction of suitable artificial recharge structures. The impact assessment reports are available in the respective Regions.

(xi) Report on Feasibility studies for Conjunctive use of surface and ground water :

The feasibility studies for Conjunctive use of surface and ground water completed in thirteen irrigation command areas through out the country. These studies were completed in coordination with state Agencies and reports have been made available to concerned state agencies for implementation. The reports are also available at concerned Regional Offices and at CHQ, Faridabad.

The list of reports for various study areas is as below :

- Indira Gandhi Nahar Pariyojana (Stage I), Rajasthan
- Sarada Sahayak Command, Uttar Pradesh
- Mahi-Kadana Command, Gujarat
- Hirakud Command, Orissa
- Ghatprabha Command, Karnataka
- Tungabhadra Command, Andhra Pradesh and Tamil Nadu
- Kosi Irrigation Project, Bihar
- Gandak Canal Command, Bihar
- Indira Gandhi Nahar Pariyojana (Stage II), Rajasthan
- Nagarjunasagar Command, Andhra Pradesh
- Rasikulya Command, Orissa
- Sri Ram Sagar, Andhra Pradesh
- Western Jamuna Cannal Command, Haryana

6.6 (b) Atlases/ Maps/ Manuals

i) Hydrogeological Map of India & State Atlases

The Board has compiled the first hydrogeological map of the country in 1976 and has been revised in 1989 and 2002. The Board also published state hydrogeological Atlases which give a pictorial representation of the states total ground water scenario for use by planner. So far Board has published the Hydrogeological Atlases of Andhra Pradesh, Assam, Bihar, Karnataka, Orissa, Rajasthan, Tripura Tamil Nadu & West Bengal. These atlases are available for consultation at respective Regional offices and CHQ.

During the Fresh water Year 2003, **District Ground Water User Maps** have been prepared for nearly all the districts of the country depicting basic information regarding ground water development possibilities in pictorial form. These maps are available with the respective Regional offices.

ii) Manuals / Guidelines

Based on the experiences gained through various studies and experiments in the field of ground water and considering the related problems and issues, Board, has brought out number of manuals which serve as guidelines and reference material which are listed in Chapter V.

(iii) National Reports

- Status Of Ground Water Quality Including Pollution Aspects In India, 1997
- High Incidence Of Arsenic In Ground Water In West Bengal, 1999.
- High Fluoride Ground Water In India - Occurrences, Genesis And Remedies
- Ground Water Development Prospects In Tribal Areas Of India, 1999
- National Perspective Plan for Recharge to Ground Water by Utilising Surplus Monsoon Runoff
- Inland groundwater salinity in India
- Water logging and its remedy by conjunctive use
- Ground water in Urban Environs of India

(iv) Bhu-Jal News

The Board is regularly publishing its scientific activities since 1985 through a quarterly journal Bhu-Jal News, which includes referred scientific contributions. Besides a number of research papers based on field studies, the journal contains technical notes, news items and usual columns of recent published papers, list of unpublished report of the Board, etc. The Bhu-jal news is circulated to various state and central departments and copies are made available on demand.

(v) Proceedings of Seminars / Workshops :

The proceedings of seminars / workshop conducted / sponsored by CGWB over the years are available in the Libraries of Regional offices and CHQ, Faridabad. The important proceedings are listed below :

- Seminar on Assessment, Development & Management of Ground Water Resources- April-1983.
Abstracts

- Seminar on Assessment, Development & Management of Ground Water Resources- April-1983.
Key Note Address and Special Papers
- Seminar on Assessment, Development & Management of Ground Water Resources- April-1983.
Proceeding Vol.I
- Seminar on Assessment, Development & Management of Ground Water Resources- April-1983.
Proceeding Vol.II
- Seminar on Assessment, Development & Management of Ground Water Resources- April-1983.
Vol.II
- Seminar on Artificial Recharge of Ground Water, January 1985.
- Seminar on Conjunctive use of Surface and Ground Water Resources, Feb-1986.
- Proceedings of the Seminar on Ground Water for Rural and Urban Water Supply - 1986.
- National Workshop on Emerging Role of Cooperatives in Ground Water Development and Management - Pre Workshop Proceedings, Oct-1995.
- National Seminar on Rain Water Harvesting.
Seminar Volume - 2000
- Women & Water
Seminar Volume - 2000

**VII THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR
CONSULTATION WITH OR REPRESENTATIONS BY THE MEMBERS OF THE
PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR
IMPLEMENTATION THEREOF**

7.1 There is no direct representation of the public in formulation and implementation of departmental policies and no specific arrangement exists for consultation or representation by the public. However, suggestions and recommendations of the seminars / workshop conducted by CGWB on various aspects of ground water development and management are given due considerations while formulating work programmes. The public opinion emerging from mass awareness programme is also given cognizance. The suggestions received through State agencies / government, NGO's & VO's are also given due considerations in the policy planning.

VIII STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVISE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

8.1 CGWB is having Board of Members for policy planning and formulation of work programme. The Constitution of the Board is already given in chapter -1. The board meetings are held twice a year, with specific agenda and the minutes of the meeting is recorded for the official use. The minutes are accessible for public.

IX DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Office/Designation/Address	STD Code	Tel No (O)	Fax
Central Head Quarters Office, Faridabad, Chairman CENTRAL GROUND WATER BOARD, NH-IV, Bhujal Bhawan, Faridabad - 121001 Email: chmn-cgwb@nic.in , cgwb@nic.in , niccgwb@nic.in	0129	2419075	2412524
Central Head Quarters Office, Faridabad, Member (Exploratory Drilling & Material Management) CENTRAL GROUND WATER BOARD NH-IV Bhujal Bhawan, Faridabad - 121001 medmm-cgwb@nic.in	0129	241283	2413050
Central Head Quarters Office, Faridabad, Member (Survey Assessment and Monitoring) CENTRAL GROUND WATER BOARD, NH-IV, Bhujal Bhawan, Faridabad - 121001 PH.: -, Fax: 0129 - Email: msam-cgwb@nic.in ,	0129	2412130	2425870
Central Head Quarters Office, Faridabad, Member (SML) and Member Secretary CGWA A-2,W-3 , Curzon Road Barracks KASTURBA GANDHI MARG NEW DELHI - 110001 Email: msml-cgwb@nic.in	011	23385620	23388310
Central Head Quarters Office, Faridabad, Director (Admn.) CENTRAL GROUND WATER BOARD. NH-IV, Bhujal Bhawan, Faridabad - 121001 Email: diradm-cgwb@nic.in	0129	2419105	2418518
NORTHERN REGION , Lucknow Regional Director, CGWB Bhujal Bhawan, Sector-B. Sitapur Road Yojna, Ram Ram Bank Chauraha Lucknow - 226 021 (U.P.) Email: rdnr-cgwb@nic.in	0522	2363812, 2360494-98 23629623 2362962	2363820,
SOUTHERN REGION, Hyderabad Regional Director, CGWB3-6-291, Sadhana building 1st floor Hyderguda, Hyderabad - 500029 Email: rdsr-cgwb@nic.in	040	23228955 23225400 23228955	23222873
EASTERN REGION, Kolkata Regional Director,	033	23673081, 23673132	23673080,

CGWB Bhujalika,C P Block-6 Sector-V, Bidhan nagar Kolkata - 700 091 (West Bengal) E-mail: rder-cgwb@nic.in		(Gr.Floor) 23673131, 23673133	
WESTERN REGION, JAIPUR Regional Director, 6-A, Jhalna Doongri, Jaipur - 302 004 (Raj) Email: rdwr-cgwb@nic.in	0141	2706338-RD 2706991, 2707284 2707689-lab 2706686-AO	2706971 (Estt.)
CENTRAL REGION, NAGPUR Regional Director, N.S. Building, Civil Lines Nagpur - 440001 (Maharashtra) Email: rdcr-cgwb@nic.in	0712	2534314, 2534415	2534391
NORTH CENTRAL REGION, Bhopal Regional Director, CGWB Block -1, 4th Floor, Paryawas Bhawan Area Hills, Jail Road Bhopal - 462011 (MP) Email: rdncr- cgwb@nic.in	0755	2557639 ,2553986 - AO 2558717 2761256	2760090
NORTH EASTERN REGION GUWAHATI Regional Director, C.G.W.B, Tarun Nagar, Bye Lane 1 near Rajiv Bhawan, Guwahat i- 781005 (Assam) Email: rdner-cgwb@nic.in	0361	2456298 Telefax 2456276	2455497- Telefax
NORTH WESTERN REGION, CHANDIGARH Regional Director, C.G.W.B.,Bhujal Bhawan, Plot No. 3A, Sector 27-B, Chandigarh - 160019 Email: rdnwr-cgwb@nic.in	0172	2640143, 2638214, 2640144, 2638505	2638217 2638214
SOUTH WESTERN REGION BANGALORE Regional Director, CGWB 31st cross, 11th Main, Block 4 ,Jayanagar Bangalore - 560 011(Karnataka) Email: rdswr-cgwb@nic.in	080	26631336 ,26630489	26348442
SOUTH EASTERN REGION BHUBNESHWAR Regional Director, C.G.W.B. BHUBNESHWAR - 751001 (Orissa) Email: rdser-cgwb@nic.in	0674	2350342- 2350357 2350351 2350346 2350129	2350332
WEST CENTRAL REGION AHMEDABAD Regional Director, C.G.W.B.,Swami Narain College Build. Shah Alam Tolnaka, Ahmedabad - 380 022 (Gujarat) Email: rdwcr-cgwb@nic.in	079	25320476, 25394464 ,25396007	5329379
KERELA REGION, TRIVENDRUM Regional Director, C.G.W.B. Kedaram Kesavadasapuram, Trivendrum -	0471	2442191- 2442175, 2440688	2442191

695004 (Kerala) Email: rdkr-cgwb@nic.in			
NORTH WEST HIMALAYAN REGION JAMMU Regional Director, CGWB F-56-A, Sashtri Nagar Jammu-180004 (J&K) Email: rdnwhr-cgwb@nic.in	0191	2452441 ,2431429 2459757	2451626
MIDDLE EAST REGION, PATNA Regional Director, CGWB 6th & 7th Floor, Lok Nayak Jai Prakash Bhawan, Frazer Road, Dak Banglow, Patna—800011 Email: rdmer-cgwb@nic.in	0612	2205435 22131785	2231020
SOUTH EAST COASTAL REGION, CHENNAI Regional Director, CGWB E-Wing,G-Block, Rajaji Bhavan, CGO Complex Besant Nagar, CHENNAI - 600 090 (Tamil Nadu) Email: rdsecc-cgwb@nic.in	044	24914494 24912941, 24913014 24914334 24914334	24914334
NORTH CENTRAL CHHATISGARH REGION, RAIPUR Regional Director, CGWB Reena Apartment, 2nd Floor, NH 43, Dhantari Road, Packpedi Naka, Raipu r- 492007 (Chattisgarh) Email: rdncrr-cgwb@nic.in	0771	2413903- 2413687	2413687
NORTH-HIMALAYAN REGION, Dharamsala Regional Director, Central Ground Water Board, Jhikli Barol, Dari P.O Dharamshala (Kangra) (Himachal Pradesh) Email: rdnhr-cgwb@nic.in	01892	227160, 227171	223535
UTTRANCHAL REGION, Dehradun Regional Director, Central Ground Water Board, 2, Ankit Puram, G.M.S. Road, DEHRADUN - 248 006 (UTTRANCHAL) Email: rdur-cgwb@nic.in	0135	2729533 2621298 2721672	2729525
C.G.W.B., Division-I, Ahmedabad Executive Engineer, 34, Sona Mahal, Chapaner Society, Usmanpura, Ashram Road, Ahmedabad – 380013 (Gujarat) Email: eediv1-cgwb@nic.in	079	25394637 25395616 25323847	25323847
C.G.W.B., Division-II, Ambala City Executive Engineer 11,G.T. Road, Model Town Ambala City , (Haryana) Email: eediv2-cgwb@nic.in	0171	2520589 2520685	2520589
C.G.W.B, Division. III, Varanasi Executive Engineer, S-18/35, Patel Nagar, Varanasi (U.P.)	0542	2507687 2502423	2500830

Email: eediv3-cgwb@nic.in			
C.G.W.B., Div. IV, Executive Engineer, 35, Vijayaraghavan Road T.Nagar, CHENNAI (Tamil Nadu) Email: eediv4-cgwb@nic.in	044	24461822 24463171 22642077	24461822
C.G.W.B Division-V, Executive Engineer, Balbir Villa, Randhawa Mansion, KADRU-ARGORA Road, Ashok Nagar RANCHI - 834002 (BIHAR) Email: eediv5-cgwb@nic.in	0651	2246398 2243142 2240456	2246398
C.G.W.B., Division—VI Executive Engineer, East Wing, 2nd Floor, New Sect. Building, Civil ines, NAGPUR - 440001 (MS) Email: eediv6-cgwb@nic.in	0712	2531395 2582316	2549150
C.G.W.B., Division VII, Executive Engineer, R.G. Barua Road, Zoo Road, GUWAHATI - 781024 (Assam) Email: eediv7-cgwb@nic.in	0361	2451571 2202290	2457025 2456722
C.G.W.B., Division-VIII, Executive Engineer, H.No.9, Sector 2, Triakuta Nagar Extn., Jammu- 180 012 (J&K) Email: eediv8-cgwb@nic.in	0191	2472556 2454497 2476173	2472303
C.G.W.B., Division-IX, Executive Engineer, 13-6-446,Gudimalkapur Hyderabad-500 028 Email: eediv9-cgwb@nic.in	040	23517968 23513996	23523881
C.G.W.B., Division-X Executive Engineer, Bhujal Bhawan, Khadagiri Chhake NHS, Bhubneshwar - 751 030 (Orissa) Email: eediv10-cgwb@nic.in	0674	2350154 2350506	2350506
C.G.W.B., Division-XI, Executive Engineer C-8 Saraswati Nagar, Pali Road, Jodhpur - 343005 (Raj.) Email: eediv11-cgwb@nic.in	0291	2654130 2654131	2722576
C.G.W.B., Division-XII	0755	2554805	2554805

Executive Engineer, Plot No.186,Zone-I, M.P. Nagar, Bhopal (MP) Email: eediv12-cgwb@nic.in		2578651 2578428	
C.G.W.B, Division-XIII, Executive Engineer, G.E.Road,Teibandha Naka, Raipur - 492006 (Chhattisgarh) Email: eediv13-cgwb@nic.in	0771	2443119 2443126	5010100
C.G.W.B., Division-XIV, Executive Engineer, 705,14 th Cross, 24 th Main Street Sarakki II, I.P. Nagar, Bangalore - 560078 (Karnataka) Email: eediv14-cgwb@nic.in	080	26591763 26596082 26661841	26580465
C.G.W.B. Division-XV, Executive Engineer, 5/1, KC Road Cossipore , Kolkata - 700 002 (W.B.) Email: eediv15-cgwb@nic.in	033	25570857 25283600	25286053
C.G.W.B., Division-XVI, Executive Engineer, Near Coral Motor, Rly Junction, Bareilly-243001 (U.P.) Email: eediv16-cgwb@nic.in	0581	2553668 2476537	2428642
CGWB, Division XVII, Executive Engineer, Barol (Jhikli) Dari, Dharamsala (HP) Email: eediv17-cgwb@nic.in	01892	227171	262467
State Unit Office, New Delhi Officer Incharge, C.G.W.B., Jamnagar House, Mansingh Road, New Delhi - 110 011	011	23384355	
State Unit Office , Belgaum Officer Incharge C.G.W.B. North Karnataka Unit, 4642,B-16 2 nd Main, 2-A Cross Sadashiv Nagar, Belgaum-590001 (Maharashtra)	0831	2473160	2485818
State Unit Office Pune Officer Incharge, C.G.W.B., 217/11, Deccan College Road, Yarvada	020	26693905	26613921

PUNE-411 006 (MS)			
State Unit Office, Shillong Officer Incharge CGWB, 1 Keating Road, Opposite Assam Secretariat Building Shillong (Meghalaya)	0364	2223348	2223348
State Unit Office, Jodhpur Officer Incharge CGWB, 64 Polo-I Paota, Jodhpur-342006 (Raj.)	0291	2547404 2547614	5101433

Email Directory of the Officers of Central Ground Water Board

Officers Designation	Email address
CHQ, Faridabad/New Delhi	
Chairman	chmn-cgwb@nic.in
Member (ED&MM)	medmm- cgwb@nic.in
Member (SAM)	msam-cgwb@nic.in
Member (SML)	msml-cgwb@nic.in
Director Administration, CHQ Faridabad	diradm-cgwb@nic.in
FAO, CHQ Faridabad	fao-cgwb@nic.in
TS to Chairman	tschmn-cgwb@nic.in
TS to Member (ED&MM)	tsmedmm- cgwb@nic.in
TS to Member SAM	tsmsam- cgwb@nic.in
TS to Member SML	tsmsml-cgwb@nic.in
PS to Chairman	pschmn-cgwb@nic.in
PS to Member (ED&MM)	psmedmm- cgwb@nic.in
PS to Member SML	psmsml-cgwb@nic.in
PS to Member SAM	psmsam- cgwb@nic.in
PS to FAO ,CHQ Faridabad	psfao-cgwb@nic.in
Superintending Geophysicist	suptdgp- cgwb@nic.in
Superintending Chemist	suptdchemist- cgwb@nic.in

Officers Designation	Email address
Superintending Hydrologist	suptdhydrologist-cgwb@nic.in
Superintending Engineer, CHQ Faridabad	sehq-cgwb@nic.in
OIC, NDC, Faridabad	oicndcfbd-cgwb@nic.in
Ground Water Monitoring, CHQ Faridabad	gwmndc-cgwb@nic.in
Programmer, NDC, CHQ Faridabad	pgmmrndc-cgwb@nic.in
Systems Analyst, NDC, CHQ Faridabad	sandc-cgwb@nic.in
GIS Cell, NDC, CHQ Faridabad	gisndc-cgwb@nic.in
ISRS Cell, CHQ Faridabad	isrs-cgwb@nic.in
WQEM Cell, CHQ Faridabad	wqem-cgwb@nic.in
PTC Cell, CHQ Faridabad	ptc-cgwb@nic.in
GWDM Cell, CHQ Faridabad	gwdm-cgwb@nic.in
Materials Management Cell, CHQ Faridabad	mm-cgwb@nic.in
Senior Administrative Officer, CHQ Faridabad	srao-cgwb@nic.in
PAO, Faridabad	
PAO, CHQ Faridabad	pao-cgwb@nic.in
AOPAO, CHQ Faridabad	aopao-cgwb@nic.in

Regional Offices

Ahmedabad	
Regional Director, WCR, Ahmedabad	rdwcr-cgwb@nic.in
TS to Regional Director, WCR, Ahmedabad	tswcr-cgwb@nic.in
Regional Office Data Centre, WCR, Ahmedabad	rodwcr-cgwb@nic.in
DDO, WCR, Ahmedabad	ddowcr-cgwb@nic.in
Bangalore	
Regional Director, SWR, Bangalore	rdswr-cgwb@nic.in
TS to Regional Director, SWR, Bangalore	tsswr-cgwb@nic.in
Regional Office Data Centre, SWR, Bangalore	rodswr-cgwb@nic.in
DDO, SR, Hyderabad	ddosr-cgwb@nic.in
DDO, SWR, Bangalore	ddoswr-cgwb@nic.in

Officers Designation	Email address
Superintending Engineer, Bangalore	sebangalore-cgwb@nic.in
Bhopal	
Regional Director, NCR, Bhopal	rdncr-cgwb@nic.in
TS to Regional Director, NCR, Bhopal	tsncr-cgwb@nic.in
Regional Office Data Centre, NCR, Bhopal	rodncr-cgwb@nic.in
DDO, NCR, Bhopal	ddoncr-cgwb@nic.in
Bhubaneshwar	
Regional Director, SER, Bhubaneshwar	rdser-cgwb@nic.in
TS to Regional Director, SER, Bhubaneshwar	tsser-cgwb@nic.in
Regional Office Data Centre, SER, Bhubaneshwar	rodcsr-cgwb@nic.in
DDO, SER, Bhubaneshwar	ddoser-cgwb@nic.in
Chandigarh	
Regional Director, NWR, Chandigarh	rdnwr-cgwb@nic.in
TS to Regional Director, NWR, Chandigarh	tsnwr-cgwb@nic.in
Regional Office Data Centre, NWR, Chandigarh	rodnwr-cgwb@nic.in
DDO, NWR, Chandigarh	ddonwr-cgwb@nic.in
Chennai	
Regional Director, SECR, Chennai	rdsecr-cgwb@nic.in
TS to Regional Director, SECR, Chennai	tssecr-cgwb@nic.in
Regional Office Data Centre, SECR, Chennai	rodsecr-cgwb@nic.in
DDO, SECR, Chennai	ddosecr-cgwb@nic.in
Dehradun	
Regional Director, UR, Dehradun	rdur-cgwb@nic.in
TS to Regional Director, UR, Dehradun	tsur-cgwb@nic.in
Regional Office Data Centre, UR, Dehradun	rodcur-cgwb@nic.in
DDO, UR, Dehradun	ddour-cgwb@nic.in
Dharamshala	
Regional Director, NHR, Dharamshala	rdnhr-cgwb@nic.in
TS to Regional Director, NHR, Dharamshala	tsnhr-cgwb@nic.in

Officers Designation	Email address
Regional Office Data Centre, NHR, Dharamshala	rodcnhr-cgwb@nic.in
DDO, NHR, Dharamshala	ddonhr-cgwb@nic.in
Guwahati	
Regional Director, NER, Guwahati	rdner-cgwb@nic.in
TS to Regional Director, NER, Guwahati	tsner-cgwb@nic.in
Regional Office Data Centre, NER, Guwahati	rodcnr-cgwb@nic.in
DDO, NER, Guwahati	ddoner-cgwb@nic.in
Hyderabad	
Regional Director, SR, Hyderabad	rdsr-cgwb@nic.in
TS to Regional Director, SR, Hyderabad	tssr-cgwb@nic.in
Regional Office Data Centre, SR, Hyderabad	rodcsr-cgwb@nic.in
Jaipur	
Regional Director, WR, Jaipur	rdwr-cgwb@nic.in
TS to Regional Director, WR, Jaipur	tswr-cgwb@nic.in
Regional Office Data Centre, WR, Jaipur	rodcsr-cgwb@nic.in
DDO, WR, Jaipur	ddowr-cgwb@nic.in
Jammu	
Regional Director, NWHR, Jammu	rdnwhr-cgwb@nic.in
TS to Regional Director, NWHR, Jammu	tsnwhr-cgwb@nic.in
Regional Office Data Centre, NWHR, Jammu	rodcnwhr-cgwb@nic.in
DDO, NWHR, Jammu	ddonwahr-cgwb@nic.in
Kolkata	
Regional Director, ER, Kolkata	rder-cgwb@nic.in
TS to Regional Director, ER, Kolkata	tser-cgwb@nic.in
Regional Office Data Centre, ER, Kolkata	rodcer-cgwb@nic.in
DDO, ER, Kolkata	ddoer-cgwb@nic.in
Lucknow	
Regional Director, NR, Lucknow	rdnr-cgwb@nic.in
TS to Regional Director, NR, Lucknow	tsnr-cgwb@nic.in
Regional Office Data Centre, NR, Lucknow	rodcnr-cgwb@nic.in
DDO, NR, Lucknow	ddonr-cgwb@nic.in
Nagpur	

Officers Designation	Email address
Regional Director, CR, Nagpur	rdcr-cgwb@nic.in
TS to Regional Director, CR, Nagpur	tscr-cgwb@nic.in
Regional Office Data Centre, CR, Nagpur	rodccr-cgwb@nic.in
DDO, CR, Nagpur	ddocr-cgwb@nic.in
Superintending Engineer, Nagpur	senagpur-cgwb@nic.in
Patna	
Regional Director, MER, Patna	rdmer-cgwb@nic.in
TS to Regional Director, MER, Patna	tsmer-cgwb@nic.in
Regional Office Data Centre, MER, Patna	rodcmr-cgwb@nic.in
DDO, MER, Patna	ddomer-cgwb@nic.in
Raipur	
Regional Director, NCCR, Raipur	rdnccr-cgwb@nic.in
TS to Regional Director, NCCR, Raipur	tsnccr-cgwb@nic.in
Regional Office Data Centre, NCCR, Raipur	rodncr-cgwb@nic.in
DDO, NCCR, Raipur	ddonccr-cgwb@nic.in
Trivendrum	
Regional Director, KR, Trivendrum	rdkr-cgwb@nic.in
TS to Regional Director, KR, Trivendrum	tskr-cgwb@nic.in
Regional Office Data Centre, KR, Trivendrum	rodckr-cgwb@nic.in
DDO, KR, Trivendrum	ddokr-cgwb@nic.in

State Unit Offices

OIC, New Delhi	oicnd-cgwb@nic.in
OIC, Vishakhapatnam	oicvishak-cgwb@nic.in
OIC, Itanagar	oic-itanagar-cgwb@nic.in
OIC, Shillong	oicshillong-cgwb@nic.in

Officers Designation	Email address
OIC, Agartala	oicagartala-cgwb@nic.in
OIC, Pune	oicpune-cgwb@nic.in
OIC, Belgaon	oicbelgaon-cgwb@nic.in
OIC, Allahabad	oicallahabad-cgwb@nic.in
OIC, Ranchi	oicbareilly-cgwb@nic.in
OIC, Jodhpur	oicjodhpur-cgwb@nic.in

Drilling Division, CGWB

Executive Engineer, Division I, Ahmedabad	eediv1-cgwb@nic.in
Executive Engineer, Division II, Ambala	eediv2-cgwb@nic.in
Executive Engineer, Division III, Varanasi	eediv3-cgwb@nic.in
Executive Engineer, Division IV, Chennai	eediv4-cgwb@nic.in
Executive Engineer, Division V, Ranchi	eediv5-cgwb@nic.in
Executive Engineer, Division VI, Nagpur	eediv6-cgwb@nic.in
Executive Engineer, Division VII, Guwahati	eediv7-cgwb@nic.in
Executive Engineer, Division VIII, Jammu	eediv8-cgwb@nic.in
Executive Engineer, Division IX, Hyderabad	eediv9-cgwb@nic.in
Executive Engineer, Division X, Bhubaneswar	eediv10-cgwb@nic.in
Executive Engineer, Division XI, Jodhpur	eediv11-cgwb@nic.in
Executive Engineer, Division XII, Bhopal	eediv12-cgwb@nic.in
Executive Engineer, Division XIII, Raipur	eediv13-cgwb@nic.in
Executive Engineer, Division XIV, Bangalore	eediv14-cgwb@nic.in
Executive Engineer, Division XV, Kolkata	eediv15-cgwb@nic.in
Executive Engineer, Division XVI, Bareilly	eediv16-

Officers Designation	Email address
	cgwb@nic.in
Executive Engineer, Division XVII, Dharamshala	eediv17- cgwb@nic.in

X MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

10.1 officers and employees of CGWB receives monthly remuneration as per the fifth central Pay commission. The monthly remuneration in respect of three disciplines along with the categories up-to the Section Officer level is summarized below :

Scientific Discipline

S. No.	Category	Designation of Post	V Pay Commission scale of Pay	VI pay Commission Pay Band + G. Pay	Monthly Gross Remuneration (Rs. In lacs)
1.	Gr-A	Chairman	22400-525-24500	37400-67000+12000	1.08
2.	Gr-A	Member	18400-500-22400	37400-67000+10000	0.85
3.	Gr-A	Regional Director	14300-400-18300	37400-67000+8700	0.76
4.	Gr-A	Dy Commissioner (Stat)	14300-400-18300	37400-67000+8700	0.78
5.	Gr-A	Deputy Director (Stat)	10000-325-15200	15600-39100+6600	0.65
6.	Gr-A	Supdt. Hydrologist	12000-375-16500	15600-39100+7600	0.66
7.	Gr-A	Sr. Hydrologist	10000-325-15200	15600-39100+6600	0.65
8.	Gr-A	Junior Hydrologist	8000-275-13500	15600-39100+5400	0.38
9.	Gr-A	Suptdg. Hydrologist	12000-375-16500	15600-39100+7600	0.68
10.	Gr-A	Sr. Hydrogeologist	10000-325-15200	15600-39100+6600	0.67
11.	Gr-A	Junior Hydrogeologist	8000-275-13500	15600-39100+5400	0.49
12.	Gr-A	Supdt. Chemist/Chemist (Sc-D)	12000-375-16500	15600-39100+7600	0.66
13.	Gr-A	Chemist (Sc-C)	10000-325-15200	15600-39100+6600	0.45
14.	Gr-A	Chemist (Sc-B)	8000-275-13500	15600-39100+5400	0.38
15.	Gr-A	Supdt. Geophysicist	12000-375-16500	15600-39100+7600	0.67
16.	Gr-A	Sr. Geophysicist	10000-325-15200	15600-39100+6600	0.68
17.	Gr-A	Junior Geophysicist	8000-275-13500	15600-39100+5400	0.44
18.	Gr-A	Hydromet (Sc-D)	12000-375-16500	15600-39100+7600	0.66
19.	Gr-A	Hydromet (Sc-C)	10000-325-15200	15600-39100+6600	0.44
20.	Gr-A	Hydrometeorologist (Sc-B)	8000-275-13500	15600-39100+5400	0.38
21.	Gr-A	Library & Information Officer	10000-200-10500	15600-39100+6600	0.39
22.	Gr-A	System Analyst	8000-275-13500	15600-39100+5400	0.55
23.	Gr-A	Programmer	8000-275-13500	15600-39100+5400	0.53
24.	Gr-A	Artist	8000-275-13500	15600-39100+5400	0.42
25.	Gr-B(Gaztt.)	Asstt. Hydrologist	7500-250-12000	9300-34800+4800	0.38
26.	Gr-B(Gaztt.)	Asstt. Hydrometeorologist	7500-250-12000	9300-34800+4800	0.39
27.	Gr-B(Gaztt.)	Asstt. Geophysicist	7500-250-12000	9300-34800+4800	0.38
28.	Gr-B(Gaztt.)	Asstt. Hydrogeologist	7500-250-12000	9300-34800+4800	0.38
29.	Gr-B(Gaztt.)	Asstt. Chemist	7500-250-12000	9300-34800+4800	0.38
30.	Gr-B(Gaztt.)	Senior Cartographer	6500-200-10500	9300-34800+4200	0.38
31.	Gr-B(Gaztt.)	Officer Surveyor	6500-200-10500	9300-34800+4800	0.38
32.	Gr-B(Gaztt.)	Assistant Artist	6500-200-10500	9300-34800+4800	0.38

33.	Gr-B(Gaztt.)	Chief Draftsman	6500-200-10500	9300-34800+4800	0.37
34.	Gr-B(N.Gaztt.)	STA (Hydrogeology)	6500-200-10500	9300-34800+4800	0.36
35.	Gr-B(N.Gaztt.)	STA (Hydrology)	6500-200-10500	9300-34800+4800	0.36
36.	Gr-B(N.Gaztt.)	STA (Hydromet)	6500-200-10500	9300-34800+4800	0.36
37.	Gr-B(N.Gaztt.)	STA (Chemistry)	6500-200-10500	9300-34800+4800	0.36
38.	Gr-B(N.Gaztt.)	STA (Geophysics)	6500-200-10500	9300-34800+4800	0.37

Ministerial Discipline

S. No.	Category	Designation of Post	V Pay Commission scale of Pay	VI pay Commission scale of Pay	Monthly Gross Remuneration (Rs. In lacs)
1.	Gr-A	Director (Administration)	14300-400-18300	37400-67000+8700	0.92
2.	Gr-A	Finance & Accounts Officer	14300-400-18300	37400-67000+8700	0.85
3.	Gr-A	Administrator	10000-325-15200	15600-39100+6600	0.45
4.	Gr-A	Senior Administrative Officer	10000-325-15200	15600-39100+6600	0.43
5.	Gr-A	Deputy Director (OL)	10000-325-15200	15600-39100+6600	0.38
6.	Gr-B(Gaztt.)	Administrative Officer	7500-250-12000	9300-34800+4800	0.37
7.	Gr-B(Gaztt.)	Senior Private Secretary	7500-250-12000	9300-34800+4800	0.37
8.	Gr-B(Gaztt.)	Private Secretary	6500-200-10500	9300-34800+4200	0.35
9.	Gr-B(Gaztt.)	Assistant Director (OL)	6500-200-10500	9300-34800+4200	0.40
10.	Gr-B(N.Gaztt.)	Office Superintendent	5500-9000	9300-34800+4200	0.32

Engineering Discipline

S. No.	Category	Designation of Post	V Pay Commission scale of Pay	VI pay Commission scale of Pay	Monthly Gross Remuneration (Rs. In lacs)
1.	Gr-A	SE	12000-16500	15600-39100+7600	0.62
2.	Gr-A	EE	10000-15200	15600-39100+6600	0.55
3.	Gr-A	AEE	8000-13500	15600-39100+5400	0.46
4.	Gr-B(Gaztt.)	AE	7500-12000	9300-34800+4800	0.40
5.	Gr-B(Gaztt.)	DIC	7500-12000	9300-34800+4800	0.40
6.	Gr-B(N.Gaztt.)	Foreman	5500-9000	9300-34800+4200	0.39
7.		STA (M)	6500-10500	9300-34800+4200	0.39

Note: The position is as on 1-7-2009 and excluding CCA, HRA, Transport Allowance, which varies from city to city as per rules.

XI BUDGET ALLOCATED TO EACH OF ITS AGENCY , INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE

11.1 The Board is having annual Budget allocation from Government of India. The budget estimate is prepared by the Board well in advance by consulting all the field establishments and different sections considering the expenditure incurred in the previous year, cost escalation and the activities proposed for the year. Based on the budget estimate submitted to the Ministry which is duly vetted and approved by government and allotment under various heads for all the Plan and Non-plan schemes are made. The over all Eleventh five year plan outlay is kept in mind at various stage of budget estimate of a year, revised estimate and final expenditure. The eleventh plan outlay is given in table below.

XI Plan Outlays (April 2007 to March 2012)

(Rs. In Cores)

Name of Scheme/Activity	X Plan Outlay	Actual Expenditure 2002-05 Plan	B.E. 2005-06 Plan	XI Plan Outlay	Actual Expenditure 2007-09 Plan	B.E. 2009-10 Plan	Remarks
PLAN SCHEMES							
1. Ground Water surveys, Exploration & Investigation	277.00	186.33	66.00				Schemes merged in Schemes No. 4
2. Central Ground Water Authority	5.00	4.73	1.86				-do-
3. Artificial Recharge of G/W	142.00	10.02	-				-do-
4. Ground Water Management & Regulation Activities				460.00	123.32	82.00	
5. Conjunctive use of Ground Water & Surface Water	2.00	0.69	-	-		-	Closed
6. RGNT & RI	5.00	2.92	1.00	24.38 (14.18 Revised)	1.12	2.00	
7. Acquisition of Land & Building	21.86	7.16	5.00	41.00	4.00	4.50	
8. Hyd. Project-II	18.75	18.24	2.78	27.96 (32.72 Revised)	3.31	5.66	
9. Research & Development	2.00	1.17	1.00	-		-	Closed
NON-PLAN							
1. Ground Water (Sub Major Head) Investigation (Minor Head) Non-Plan	-	143.92	49.51	-	145.05	95.00	

**XII THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES,
INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF
BENEFICIARIES PROGRAMMES EXECUTION OF SUBSIDY
PROGRAMMES**

The Board is not having any activity having subsidy and hence there is no information in this item.

XIII PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT

13.1 CGWB is not having any scheme which involves concessions ,permits or authorizations. However, as, part of mandated activity, CGWA undertakes the following measures

1. Regulation of ground water development and management in severely overexploited notified areas of CGWA. In these notified areas, in view of acute water scarcity, limited permissions are accorded to government water supply agencies, schools, hospitals etc on case to case basis to meet the water requirement.
2. In such notified areas permission is also accorded for ground water recharge structures accorded on case to case basis based on scientific design considerations.
3. Regulation of ground water development by industries/projects in dark and over exploited non Notified Areas
4. Registration of drilling agencies.

To implement the directives of CGWA, the Deputy Commissioners/District Collectors of the concerned Notified areas have been directed under Section 5 of EPA, 1986 to take necessary action in case of violation of directives of CGWA.

XIV DETAILS IN RESPECT OF INFORMATION AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM

14.1 The information available in electronic form includes the materials included in the official website of the Board and the computerized scientific data available with Data Storage centers of Regional Offices and National Data Center (NDC) at Faridabad.

14.2 Web Site : The address of web site is www.cgwb.gov.in.. The information / data related to organizational structure, various activities and achievements of the Board , as well as ground water profile of the States is posted in web site in electronic form which is periodically updated. The personnel information of the employees (Seniority list as on January) is also included in the web site and is updated periodically. The information on the web site is broadly classified into following categories

- Organizational Structure
- CGWA
- Training Institute
- Ground water Exploration
- Ground water Monitoring
- Ground water Resources
- Water balance study Projects
- Artificial Recharge
- Conjunctive Use
- Publications
- Hydrology Project
- About GEMS
- Contact Addresses and About CGWB
- Ground water Profile of States
- Tender and other important Notices

14.3 The scientific data related to ground water, such as details of wells monitored, time series of water level as well as historical data on ground water quality is available in electronic form in user friendly format. The scientific reports published in last few years are also available in electronic form in soft copies. Efforts are being made to computerize various historical data and reports.

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

15.1 The information in respect of CGWB can be obtained in electronic form through the Official web site and Dedicated data dissemination programme i.e Water Informations and Data Online Management (WISDOM) . In addition , the published data can be consulted through scientific reports / Publications from the Library located at CHQ, Faridabad and Regional offices located through out the country. The details of facilities are discussed below :

15.2 **Web Site** : CGWB is having its official website hoisted by NIC with links to various CGWB Regional Offices. The address of web site is www.cgwb.gov.in . The site gives a brief account of the organizational structure, various activities and achievements of the Board as well as ground water profile of the States. The site is accessible freely by the citizens.

15.3 Library : Central Ground Water Board has a library and reading room at its Headquarters, Faridabad and in other Regional offices. These libraries have the collection of Scientific and Technical books mainly related to ground water. They also have unpublished technical reports from various Regional /other offices, selective National and International journals related to ground water. In addition to scientific and technical books, library is having collection of administrative books and selected Hindi books to promote use of Hindi in the official work.

15.4 Presently the Library facility is available to authorized users from various state and central organizations, research scholars of various universities and institutions and VOs/ NGOs, besides its own officers and officials during office hours. The facility is extended to the public with proper approval from the competent authority.

15.4 Working Hours : The Library located at CHQ, Faridabad functions during the official hours, between 8.45 to 17.15 hours. The timings of Libraries at other Regional offices are variable from 9.00 to 17.30 hrs to 9.30 to 18.00 hrs with 30 minutes lunch break.

15.5 Procedure of obtaining data : The data / information available in the web site are freely accessible . The WSDOM software is accessible to authorized users , which provides the catalogue of ground water related data available with CGWB. The user has to make a formal request of data using built-in online facility, which will be processed and authenticated at National Data Center, Faridabad for onward transmission to concerned data centers for dissemination .

15.6 The dissemination of scientific data / documents / publications to the public will be made as per the provisions in the Right to Information Act - 2005, through concerned Public Information officers and Asstt. Public Information Officers with proper request. The request will be analyzed by respective Information/Asstt. Public Information Officers and a formal letter intimating the processing and reproduction cost , if any, with details of mode of payment shall be intimated . On receipt of the same, the data/ information will be provided subject to the restrictions imposed by the Department and Government from time to time.

XVI THE NAMES AND DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Please click the link for the name of Public Information Officers / Asstt. Public Information Officers of
<http://cgwb.gov.in/rtiact/pio.htm>

XVII SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

No information