

**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, Department of Water Resources, River Development & Ganga Rejuvenation, Ministry of Jal Shakti , 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:

Central Ground Water Board (CGWB) is a scientific department under Department of Water Resources, RD & GR, Ministry of Jal Shakti, Government of India and national apex organization for 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.

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."

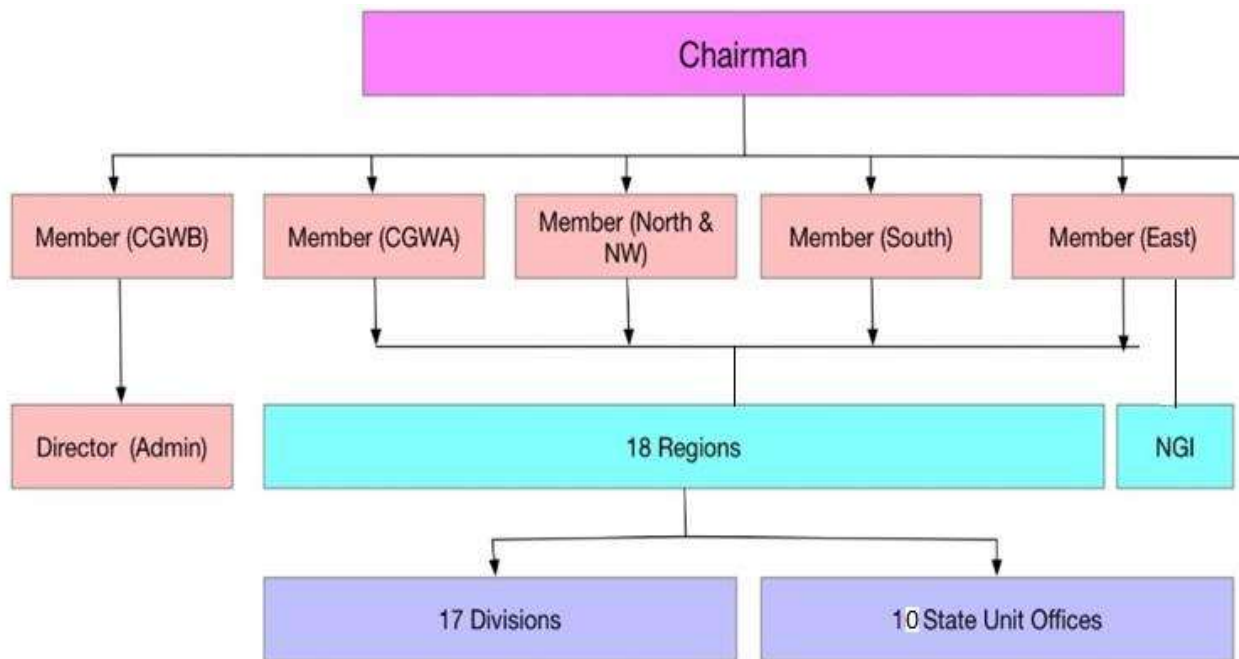
The Central Ground Water Board was formed in 1970 by renaming erstwhile Exploratory Tube well Organization. Subsequently, Ground Water Division of Geological Survey of India got merged with it in 1972. The Board was placed under various ministries in the past and since 1982, it is an organization under Department of Water Resources, River Development and Ganga Rejuvenation, Ministry of Jal Shakti, Government of India.

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

All the policy decision related to the functioning of the CGWB and CGWA is taken by a governing body, "Board", constituted by Department of Water Resources, River Development and Ganga Rejuvenation, Ministry of Jal Shakti.

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, DoWR, RD & GR
Joint Secretary & FA	Ex-officio Member, DoWR, RD & GR
Joint Secretary	Ex-officio Member, MoEF&CC
Chief Engineer, IMO (WP&P),	Ex-officio Member, CWC
Director/GM (Exploration)	Ex-officio Member, ONGC

The Central Head Quarter of CGWB is located at Faridabad, Haryana. Organizational set up of the Board showing major organizational wings is given below.



CGWB executes its function through 18 Regions, 10 State Unit Offices and 17 divisions located throughout 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 and Ladakh
3.2	Division-VII	Jammu	Jammu & Kashmir and Ladakh
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 & 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	Uttrakhand
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	West Bengal, Sikkim, U.T. of Andaman & Nicobar Islands

SI 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	Guwahati	Assam, Arunachal Pradesh, Nagaland, Manipur, Mizoram, Meghalaya, Tripura
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	Ahmedabad	Gujarat Daman & Diu and Dadra & Nagar haveli
12.2	Division I	Ahmedabad	Gujarat Daman & Diu and Dadra & Nagar haveli
13.0 North Central Region			
13.1	North Central Region	Bhopal	Madhya Pradesh
13.2	Division-XII,	Bhopal	Madhya Pradesh
14.0 North Central Chhattisgarh			
14.1	North Central Chhattisgarh	Raipur	Chhattisgarh
14.2	Division-XIII	Raipur	Chhattisgarh
15.0 South Eastern Region			
15.1	South Eastern Region	Bhubaneswar	Odisha
15.2	Division-X	Bhubaneswar	Odisha
16.0 Central Region			
16.1	Central Region	Nagpur	Maharashtra
16.2	Division-VI	Nagpur	Maharashtra
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

SI 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 Lakshadweep.

Scientific discipline comprises Hydrogeological, Hydrological, Chemical, Geophysical, Meteorological, Survey and Statistical sub- disciplines. All the scientific works are taken up by the Regional Offices along with the respective State Unit Offices under the overall control of the Regional Director.

All the activities related to drilling and related procurement are executed by the Drilling Divisions under the control of the Executive Engineer.

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.

The Central Head Quarters formulates various work programs, provides required guidelines for their implementation, and monitors various activities including the centralized procurement.

1.1.1. Central Ground Water Authority

Central Ground Water Board was subsequently constituted as an Authority in compliance to directions of Hon'ble Supreme Court of India dt 10.12.96 with mandate to regulate and control the development and managements of ground water resources in the country. Chairman, CGWB is also the Chairman, CGWA. One of the Members of CGWB functions as the Member Secretary, CGWA.

1.2. Functions and Duties:

Aligned with the vision and mission, as outlined in the earlier sections of this document, major functions of CGWB include but not restricted to ground water exploration, aquifer mapping, ground water regime monitoring, regulation, training, capacity building etc. Most of the activities of the Board are undertaken as a part of the Central Sector Scheme titled 'Ground Water Management and Regulation (GWMR) scheme'. In addition to above, CGWB also is an implementing agency of National Hydrology Project (NHP). CGWB also implements specific components of other schemes of DoWR, RD & GR like

Ground Water component of the PMKSY – HKKP scheme and provides technical support in implementation of Atal Bhujal Yojana. Major functions of CGWB are outlined below.

1.2.1. Ground Water Management & Regulation Scheme

Government of India is implementing the Ground Water management and Regulation scheme. It is a Central Sector Scheme, which deals exclusively with ground water and is being implemented by CGWB, DoWR, RD and GR, Ministry of Jal Shakti. The GWM&R Scheme is being continued since 2007-08 and has been approved for continuation during the period 2021-2026.

Activities like preparation of aquifer maps and management plans, monitoring of ground water levels; assessment of ground water quality; estimation of dynamic ground water resources; innovative projects on aquifer rejuvenation and springshed mapping; regulation and control of ground water extraction, organization of workshops, seminars, providing technical assistance to State and Central Government organisations on groundwater issues and other related activities are being taken up under this scheme in various parts of the country.

National Aquifer Mapping and Management Program (NAQUIM): NAQUIM which is being implemented by CGWB, envisages mapping of aquifers (water bearing formations), their characterization and development of Aquifer Management Plans to facilitate sustainable management of Ground Water Resources. NAQUIM was initiated in 2012 as a part of the Ground Water Management and Regulation plan scheme. Out of ~33 lakh km² of the entire country, a mappable area of ~25 lakh km² has been identified to be covered under this programme by March 2023.

Ground water level monitoring: Ground water level monitoring is one of the key activities of Central Ground Water Board. The primary objective of ground water monitoring is to record the response of various natural and anthropogenic stresses on the groundwater regime which impacts the recharge and discharge parameters. At present, CGWB has a network of nearly 23000 ground water observation wells throughout the country. Ground water levels are measured four times a year during the months of January, March/April/May, August and November.

Groundwater quality studies: Central Ground Water Board has 16 Regional Chemical Laboratories to carry out chemical analysis of water samples. The Chemical laboratories are well equipped with sophisticated instruments like ICP-MS, Atomic Absorption Spectrophotometer (AAS) etc. Ground water sampling for quality monitoring is done once a year during the premonsoon period. In addition to it ground water samples are also collected and analysed as a part of other scientific studies. CGWB has also taken up sampling and analysis of ground water samples for URANIUM content across the country. So far nearly 20000 groundwater samples have been collected and analysed by CGWB. As a part of the NAQUIM studies, CGWB has constructed more than 500 wells in ARSENIC affected areas with innovative designs to tap deeper arsenic safe aquifers avoiding contamination from shallow aquifers. The technique has been replicated by the states and nearly 1500 such wells have been constructed by the state governments of Uttar Pradesh and West Bengal catering to safe drinking water requirements of nearly 70 lakh persons.

Geophysical Studies: Geophysical studies are non-invasive techniques and provide indirect information about disposition and characteristics of aquifers. CGWB has inhouse facility for various geophysical studies. Outputs of geophysical studies are used mostly in aquifer mapping studies and other case specific investigations.

High Resolution mapping of Aquifer through Heli-borne Geophysical Studies: Helib-borne Transient Electromagnetic (Heli-TEM) studies in conjunction with the classical ground water surveys and exploration have the advantage of faster spatial coverage. An area of nearly 4 lakh square km has been identified for coverage through heliborne surveys in the arid regions of North Western India. Under Phase-I of the project, Central Ground Water Board, Ministry of Jal Shakti and CSIR-NGRI, Hyderabad have signed an agreement for use of advanced heli-borne geophysical survey and other scientific studies in parts of the States of Rajasthan, Gujarat and Haryana under the Aquifer Mapping Programme.

Exploratory Drilling: Ground Water Exploration is one of the core activities of Central Ground Water Board. Drilling aided ground water exploration provides direct information about disposition and characteristics of the aquifers. Every year around 650 wells are drilled by CGWB for ground water exploration through in-house resources. CGWB has a fleet of 78 operational drilling rigs and has capability to construct wells in various types of terrain in the country. In view of enhanced requirements of ground water exploration under the NAQUIM programme, CGWB has also taken up exploratory drilling through outsourcing. After conducting necessary tests and chemical quality assessment, successful wells are handed over to the state user agencies.

Aquifer Rejuvenation and Water Conservation: CGWB implemented innovative Aquifer Rejuvenation interventions in three aspirational districts of Maharashtra, Telangana and Andhra Pradesh. Construction of innovative Bridge-cum-Bandhara was undertaken at five sites in the State of Maharashtra to Conserve surface water & base flows available in the stream channel. Existing bridges were improvised as water retaining structure.

Assessment of Dynamic Ground Water Resources of India: Periodic Assessment of dynamic ground water resources is done jointly by CGWB and the respective state governments. The latest assessment for the year 2020 has been carried out jointly by the Central Ground Water Board and State/UT Nodal/Ground Water Departments based on the methodology recommended by Ground Water Estimation Committee -2015 (GEC-2015). For the first time, the entire assessment has been done using the GIS based web portal 'India- Groundwater Resource Estimation System (IN-GRES) that has been developed by CGWB in association with IIT-Hyderabad. IN-GRES provides a common and standardized platform for GW Resource Assessment for the entire country (Central and State Governments). High Resolution mapping of Aquifer through Heli-borne Geophysical Studies: Helib-borne Transient Electromagnetic (Heli-TEM) studies in conjunction with the classical ground water surveys and exploration have the advantage of faster spatial coverage. An area of nearly 4 lakh square km has been identified for coverage through heliborne surveys in the arid regions of North Western India. Under Phase-I of the project, Central Ground Water Board, Ministry of Jal Shakti and CSIR-NGRI, Hyderabad have signed an agreement for use of advanced heli-borne geophysical survey and other scientific studies in parts of the States of Rajasthan, Gujarat and Haryana under the Aquifer Mapping Programme.

Outreach Programs: Public Interaction programs (PIPs) were initiated in the year 2018 as a medium to disseminate findings of NAQUIM studies at grassroots level. The participants are sensitized on various aspects of water conservation, ground water management and findings of the NAQUIM study.

CGWA- Regulation and Control of Ground Water Extraction: Central Ground Water Authority (CGWA) has been constituted under Section 3(3) of the Environment Protection Act, 1986. CGWA has been entrusted with the responsibility of regulating and controlling ground water development and management in the country and issuing necessary directives for the purpose. To promote ease of doing

business, CGWA has put in place a web-based system NOCAP for processing of applications and issuance of NOCs. New Guidelines for regulation and control of ground water extraction have been issued in September 2020 by Central Ground Water Authority.

1.2.2. Other Schemes and Activities

Rajiv Gandhi National Ground Water Training & Research Institute: The institute caters to training and research in the field of ground water in the country. Since 2012 (XII Plan) RGNGWTRI has been implementing a three tiered (Tier I- National Level, Tier II- State/ District Tier -III: Block Level) training programme. It also occasionally carries out training programmes related to ground water management for foreign nationals and institutes. Other important activities of RGI include conducting exams for accreditation of ground water consultants and conducting research on various aspects of ground water. RGI is in the process of conducting a course for accreditation of water auditors. The course is being designed to comprehensively cover the aspects of industry water auditing and create the capacity of water auditor to cater to the demand of industries for water audit as per CGWA notification

PMKSY- Har Khet Ko Pani- Ground Water: It is a centrally sponsored scheme launched by Department of Water Resources, River Development and Ganga Rejuvenation, Ministry of Jal Shakti, which envisages to provide irrigation facility for Small and Marginal Farmers in areas having sufficient potential for future development of ground water. The Scheme is being implemented with an objective to support goal of Hon'ble Prime Minister of India, for doubling the farmer incomes. The scheme was approved for 2015-20, but keeping in view various requirements to implement the scheme, guidelines were revised during May 2019 and scheme has been re-launched in July 2019. Thirteen projects amounting Rs. 1020.54 crore are at various stage of implementation in the States of Assam, Arunachal Pradesh, Gujarat, Nagaland, Manipur, Mizoram, Tripura, Tamil Nadu, Uttar Pradesh, and Uttarakhand.

National Hydrology Project (NHP): CGWB is one of the implementing agencies of the NHP. Major activity taken up under NHP in CGWB include installation of Digital Water Level Recorders with telemetry systems. A Centre of Excellence for CGWB has been established with its headquarters in Faridabad and four regional Hubs each at NR, Lucknow/ SECR, Chennai/ SER, Bhubaneswar/ WCR, Ahmedabad. Major role of CoE is to coordinate the activities related to Ground Water Modelling and organize regular presentations for sharing of knowledge through Ground Water Modeling Talk Series.

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

2.1 Duties of Officers and Employees

The total strength of the Board is 4017, out of which 882 posts are scientific, 1868 posts are engineering and 1267 posts are ministerial disciplines. 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 DoWR, MoJSto 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:-

2.1.1 CHAIRMAN:

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

2.1.2 MEMBERS:

There are five Members in the Board responsible for planning and coordinating different activities: i) MEMBER (SAM-Survey Assessment and Monitoring)/ Member (HQ or CGWB); ii) . MEMBER (EDMM-Exploratory Drilling & Material Management)/ Member (North West); iii) MEMBER (SML-Sustainable Management & Liaison)/ Member (CGWA); iv) MEMBER(RGI)/ Member (East) and Member (South). Major responsibilities of Members are given in the Annexure I

2.1.3 Regional Director:

There are total 21 posts of Regional Directors in CGWB. 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:-

- Administrative control, Coordination and supervision of activities in Regional Office, Drilling Division and State Unit Office.
- Preparation of Annual Action Plan in consultation with Central Headquarter, its implementation and periodical reporting of progress of work.
- Monitoring of Ground Water Regime through observation wells.
- 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 .
- Establishment of Regional Level Data Centers for creation of data repository at state level.
- Procurement of equipments, instruments as per requirements.
- Human Resource Need Assessment and preparing region specific training plan
- Publication of technical reports, atlases, maps etc, based on the scientific studies carried out at the field level.

- Providing material to CHQ/ Ministry for Parliamentary matters VIP references etc to handle the matters related to Media – Press, Radio & TV.
- Coordination, liaison and linkage with the State and Central Agencies in the field of ground water and related activities
- Providing technical support to the state government in crisis management for the issues related to ground water.

2.1.4 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.

Hydrogeological Discipline

Scientist E/ Scientist D

- Providing technical assistance to Regional Director in planning and implementation of the AAP and assessing constrain, if any.
- To coordinate scientific and technical activities of the Region involving various disciplines.
- To establish a rapport amongst the supervisory officers and sectional heads.
- 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.
- Submission of periodic reports to CHQ like monthly highlights, monthly progress report, etc.

Scientist C

- Guide and supervise the officers in respect of the field assignments
- Ensure achievements of targets in the field, both in terms of quantity and quality.
- Impart knowledge and technical know how to the junior officers.
- Provide guidelines and action plan for implementation.
- Processing and preparation of briefs, notes and material and appraising the same to the concerned authority.
- Reconciliation and periodic assessment of ground water resources for different states.
- Development of Mathematical Model for aquifer simulation.
- Scrutiny of Hydrogeological Maps, State Hydrogeological Atlases, Master plan, etc.
- Remote sensing & GIS studies for areas taken up under special study projects.
- Digital Data Processing and Interpretation.
- Scrutiny of various schemes and proposals.
- Evaluation of the Project submitted by State Agencies/Academic Institutions.

Scientist B

- Undertake Reappraisal Hydrogeological Surveys to achieve the aims and objectives of the surveys.
- Site selection and supervision of ground water exploratory drilling

operations, designing well assembly and conducting hydrological test.

- Undertake Hydrograph Network Monitoring and storage of data generated after the verification.
- 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.
- Undertake mathematical modeling studies.
- Periodic Ground Water Resource assessment as per prevalent methodology for the watershed/block/taluka/district/State.
- Data collection, analysis and preparation of relevant note and report
- Preparation of hydrogeological maps, atlases etc.
- Report writing pertaining to the work program carried out in the field.
- Maintenance and updating of technical record and data in Technical Section
- Assistance in organizing workshops/seminars/exhibitions, etc.
- Computerization of ground water related data.
- Assistance to Sr. Officers in all technical matters.
- Any other work assigned.

Asst. Hydrogeologist

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

Senior Technical Assistant (Hydrogeology)

- 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.
- Computerization of data
- Data collection and processing for specific studies.

- Assistance in preparation of maps and reports.
- Compilation of technical reports and assistance for issuance of reports including monitoring of progress of report, preparation for various technical report/maps/atlasses etc.
- Maintenance and updating of technical record and data.
- Any other work assigned.

Geophysical Discipline

Scientist E/Scientist D

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

Scientist C

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

Scientist B

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

Assistant Geophysicist

- Generation of data by vertical electrical sounding, Magnetic /EM profiling, and well logging and other geophysical techniques.
- Computerization of Data in Data Bank, assisting in preparation of maps and reports.
- Compilation of technical reports and arranging for issuance of reports.

- Data collection and processing of scientific data for special studies.
- Maintenance and updating of technical record and data in Technical Section.
- Any other work assigned.

STA (Geophysics)

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

Hydrological Discipline

Scientist E/ Scientist D

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

Scientist C

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

Assistant Hydrologist

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

- Any other work assigned

S.T.A. (Hydrology)

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

Scientist E/ Scientist D/ Scientist C/ Scientist B

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

Asstt. Hydrometeorologist

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

S.T.A. (HM)

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

Chemistry Discipline

Scientist E/ Scientist D

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

Scientist C

- Supervise the work in the water quality labs.
- Test check of chemical analytical results of water samples.
- Compilation and computerization of chemical data.
- Analysis of trace elements, heavy metals and organic compounds.
- Preparation of water quality reports, submission of progress reports and planning field chemical analysis as per requirement for specific studies.
- Taking up special studies.
- Any other work assigned

Scientist B

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

Assist. Chemist

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

STA (Chemical)

- Carry out chemical analysis of water sample

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

Statistical Discipline

Deputy Commissioner

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

Deputy Director

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

Information Technology

System Analyst

- Maintenance of the software and hardware of the CHQ.
- Development of various Information Systems for the Board.
- Taking regular Data Backup and storage of data.
- Safe custody of Software procured.
- Implementation of the IT plan of MOWR in Board.
- Collection of relevant literature and software details of ground water related work.
- 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.
- Development of software for cataloguing various activities of the CGWB.
- Any other item of work entrusted.

Programmer

- Develop programmes for analyzing and interpreting the collected data.
- Taking regular Data Backup and storage of data.
- Implementation of the IT plan of MOWR in Board.
- Collection of relevant literature and software details of ground water related work.
- 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.
- Development of software for cataloguing various activities of the CGWB.
- Any other item of work entrusted.

Computer Operator (Data Processing Assistant)

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

2.1.5 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.

2.1.6 Engineering Discipline

Superintending Engineer

- Supervision and monitoring the activities related to exploratory drilling, handing over of wells, costing of wells etc.
- Review the norms of costing and categorization of exploratory tube wells in consultation with Ministry from time to time.
- Processing the cases for technical sanction of work estimates, boreholes loss cases etc.
- Standardization of technical formats for progress reports, well completion reports etc.
- Correspondences related to deposit work and contractual drilling their administrative approval and technical sanctions etc.
- Replies to VIP references and Parliament Questions relating to ground water exploration and deployment of rigs in the country.
- Preparation of BE & RE, review of allocation of funds and corresponding expenditure in plan and non-plan works.
- 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.
- 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.
- Conducting physical verification of Stores in all field formations and their follow up action for reconciliation.
- Scrutiny and processing of Survey Reports of equipment and unserviceable obsolete Stores.
- 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:
- Execution of exploratory drilling program.
- Deployment of rigs and equipment according to work programme and their suitability.
- Controlling Divisions under the over all supervision of Regional Directorates
- Standardization of technical formats and issue of guidelines.
- Assessment, planning for the requirement in respect of machinery, equipment, accessories, pumping devices and other stores items by conducting periodical review of availability.
- Planning & Procurement of equipment, accessories and materials.
- Inventory control of all devices and equipment, accessories and material, their reallocation on the basis of requirement.
- Survey and disposal of un-serviceable /obsolete stores
- Material Management and inventory control through physical verification, reconciliation, survey and disposal.
- Proper utilization, upkeep and maintenance of all machineries and equipment deployed in the division.
- Keep liaison with Headquarter, Regional Director and State authorities for proper execution of operation.
- Submission of periodical reports and returns.
- Any other duties assigned by higher authorities from time to time.

Assistant Executive Engineer

- To assist Executive Engineer in all Technical, Administrative and Accounts matter.
- Supervision of work in Divisional Workshop.
- Supervision of drilling and development activities in the field.
- Preparation of work estimates.
- Preparation of periodic reports related to Exploratory drilling activities.
- 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:-
- Organize and supervise transportation and placement of rig and equipment, drilling, development and testing of tube wells and allied activities.
- Guiding drilling staff for successful completion of all the operations associated with ground water exploration and adopt safety measures at the work site.
- Operation, maintenance and up keeping of rig, equipment and vehicles deployed under him and their efficient and economic utilization.
- Scheduling drilling shift as per requirement.
- Submission of periodical reports and maintenance of store accounts, log books & history sheets of equipment.
- Administrative and Accounts works of the unit in the field.
- Operate permanent imprest and temporary advances.
- Any other duties assigned by his superiors.

Assistant Engineer

- Work out requirement of machinery, equipment and vehicles and prepare proposals for obtaining sanction from Government for purchasing the same.
- Processing the cases for procurements and related activities.
- Preparation of Revised estimate and Budget estimate.
- Conducting physical verification of stores of Regions, Divisions and State Unit Offices.
- Fixation of reserve stock limits and monitoring of major stock/equipment return forwarded by the field formations.
- Processing cases to declare obsolete and surplus stores.
- Processing the cases for condemnation of unserviceable machinery, equipment and vehicles.
- In charge of Material Management activities of Divisional Store.
- 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:-
- Guiding and supervising staff for checking the working condition of rig, vehicles and equipment and taking preventive maintenance.
-
- Checking of all the history sheets and log books of equipment and vehicles and maintenance of stores accounts of workshop.
- Plan and submit the requirements of spares well in advance to his superior officer.
- Operate permanent imprest and temporary advance.
- Any other duties assigned by his superiors.

Junior Engineer

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

2.1.7 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:-
- Supervision of administrative matters of the Board.
- Function as Head of Office for the CHQ Faridabad.
- Controlling officer for staff and officers related to administration posted at Faridabad.
- Responsible for arranging payments and settlement of audit paras related to financial irregularities.

- 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
- He is the appointing and disciplinary authority for Group-C employee and Assistant Director (Official Language).
- Establishment, house keeping and general administration of the CHQ and Board.
- Responsible for proper planning and placement of the staff.
- Responsible for initiating and convening the DPCs as and when required for filling up of vacant posts in the Board.
- Responsible for quick disposal of court cases, VIP references, UPSC, Ministry's references, Parliament questions etc.
- Arrange the quarterly meeting of the office council.
- 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:-
- 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.
- Responsible for allocation of budget to all the offices of the Board and to monitor and control the expenditure as per the sanctioned budget.
- Responsible for compilation and submission of the expenditure returns to the Ministry and Controller of Accounts etc.
- 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.
- 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.
- 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
-
- Administrator is to deal with the establishment, administration and accounts work in the secretariat of CGWA.
- To organize authority meetings, preparation of agenda, minutes and follow up action to ensure implementation decisions.
- To process the complaints on violations of CGWA notifications by individuals
- / firms and reporting the same to the concerned state authorities for necessary actions.
- To coordinate with various state and central agencies in connection with the implementation of CGWA notifications.
- 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:-
- In the absence of Director (Administration), he will be responsible to exercise all sorts of supervision relating to administrative matters of the Board.
- 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.
- Responsible for preparation of materials and briefs for the meetings.
- Appointing and disciplinary authority for Group-D ministerial staff in CHQ.
- 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.
- Responsible for preparation of DPC proposals etc for filling up the vacant posts in the Board.
- Responsible for guidance to the Ministerial staff, look after general administration and ensure upkeep of the CHQ office.
- Ensure quick disposal of VIP references, UPSC/ Ministry letters, Parliament Questions and such other matters.
- Responsible for prompt compilation and consolidation of the various periodical returns/ reports on the administrative matters, for submission to the Ministry.
- Liaison with the GW Desk in the Ministry regarding administrative matters.
- 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.
- Assistance to the Director(A) & V.O. in the vigilance matters.
- 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).
- Supervise the work of establishment, accounts, budget, vigilance, purchase, maintenance of infrastructure etc.
- 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.
- Responsible for preparation and submission of the periodical returns and reports concerning to his section.
- Responsible for preparation and submission of DPC proposals for filling up the vacant posts.
- Responsible to initiate the process of filling up of the ACRs pertaining to the section.
- Responsible for submission of cases relating to clearance of probation, confirmation etc.
- Function as DDO when ever required. Ensure timely payments and maintenance of cash book and other relevant registers and records.
- Responsible for preparation and submission of Budget Estimates, Revised Estimates.
- Prepare materials and brief notes for the meetings and ensure follow up action of the decisions.
- Assistance in settlement of audit paras/ objections raised by statutory audit and internal audit.
- Any other work assigned to him.

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

Senior Private Secretary

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

Private secretary

- The secretarial assistance to members in the department are provided by the private secretaries
-
- PS is attached with the Member of the Board.
- He is required to maintain a daily dairy for important meetings and engagements of the Member.
- He is required to take dictations and type the material given.
- He is required to assist in maintaining of files / reports etc.
- He is required to attend telephone calls.
- He will be responsible for timely disposal of VIP references and such other important cases.
- He is required to arrange Member's tour programme by booking tickets and other travel requirements.
- He is required to verify bills towards telephone calls, Fax, Photocopier etc.,
- and required to upkeep the equipment's of Member's room.
- 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:-
- Supervise and monitor the work relating to administration, accounts, Budget, Stores, Operation etc. section.
- Ensure maintaining decorum and working atmosphere in the section and to maintain attendance and punctuality of the staff posted in the section.
- Responsible for maintenance of various registers prescribed under the rules and keep the information date updated relating to his section.
- Responsible for taking prompt action on court cases/ VIP reference/ UPSC/Ministry's letters.
- Prepare notes and materials for the meetings, minutes of the meetings, and follow up action thereto.
- Responsible for preparation and submission of DPC proposals and filling up the vacant posts, clearance of probation and confirmation cases.
- Scrutiny of various documents and financial checks.
- Providing reply and settlement of audit paras/ objections.
- Responsible for safe custody of the confidential documents and confidentiality of the DPC proceedings.
- Responsible for submission of the periodical returns concerning to this section.
- Any other assignments given by the officer concerned.

2.1.8 Financial Powers

Delegation of Financial powers are given in Annexure II

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 are 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 Commission 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.

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 DoWR, Chairman, Members, Regional Directors and Executive Engineers as per the powers delegated to them under Delegation of Financial Powers Rules (DFPR).

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

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 other senior officers at Headquarter level for monitoring the field activities.

The physical activities of the Board as specified in the AAP are implemented/supervised through Regional Directors. Regional Directors are supported by other senior offices in the Region Offices and Unit Offices.

The drilling operations at Division Level are 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. The overall monitoring and supervision of financial matters of department at Headquarters level is made by Chairman, Members, Director (Admn.), FAO, Regional Directors, Executive Engineers and H.O.O. of Unit Offices.

The channel of supervision regarding administrative matters including service matters is through the Chairman, Members, 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 along with a designated Vigilance Officer as per CCA Rules.

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

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. General Financial Rules (GFR) and other orders/memos used by the govt are followed in CGWB.

Standard methods and procedures are used for various scientific investigations. SOPs and manuals have also been developed for specific scientific activities, which are followed in the Board. Central Ground Water Authority has developed Standard Operating Procedures (SOP) that are used for granting NOCs.

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

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.

Document Category	Description
Manuals and guidelines	Manuals and guidelines for resource assessment, artificial recharge etc.
Maps	Water level maps, categorization of assessment units, Distribution of Uranium, Principal Aquifers, Major Aquifers etc.
Aquifer atlas	National Aquifer Atlas and state wise aquifer atlases in respect of select states.
Pilot Project on aquifer mapping	Reports of the pilot projects carried out by CGWB
NAQUIM reports	District/Taluka wise Reports of National Aquifer Mapping and Management Programme.
Artificial recharge project	Reports on the artificial recharge projects carried out by CGWB
Ground Water Resource Assessment	Methodologies for assessment, Assessment Results, Review of international practices etc. Dynamic ground water resources of river basins of India
Water quality reports	Various reports on ground water quality published from time to time.
Ground Water Profiles and Brochures	State wise ground water profiles and District ground water brochures that are updated from time to time
GW Year book	Prepared based on the ground water monitoring carried out by CGWB. The yearbooks in respect of the country as a whole and in respect of States in which CGWB carries out ground water monitoring are prepared on an annual basis

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

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 received through various public representatives, other organizations, State agencies / government 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 periodically with specific agenda and the minutes of the meeting is recorded for the official use. The minutes are accessible to the public.

IX. DIRECTORY OF EMPLOYEES OF CGWB

9.1 Office-wise contact details of senior officers are placed on the website of CGWB under the tabs *Who's Who* (<http://cgwb.gov.in/whoswho.html>) and *Contact us* (http://cgwb.gov.in/contact_us.html)

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 seventh central Pay commission. The monthly remuneration in respect of three disciplines along with the categories up-to the Section Officer level is summarized in Anexure III

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

Scheme	Budget Allocated	Expenditure as on 30th June 2022
Ground Water Management and Regulation Scheme	371.5 cr	35.95 cr
Ground Water Management and Regulation Scheme- Tribal Sub Plan	18.5 cr	1.55 cr
CGWB Non-scheme	282 cr	87.8 cr
RGI Non-Scheme	3.5 cr	0.5 cr
NHP	31 cr.	0.01 cr

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

The Board does not carry out any 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

CGWB is not having any scheme which involves concessions ,permits or authorizations. However, as, part of mandated activity, CGWA provides No Objection Certificates (NOC) to eligible project proponents for extraction of ground water

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

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.

Following information are available in electronic format in public domain

www.cgwb.gov.in	The information / data related to organizational structure, various activities and achievements of the Board, ground water profile of the States, technical reports etc are placed on the website in electronic form which is periodically updated.
Aims-cgwb.org	Outputs of NAQUIM studies are placed on this website
IndiaWRIS (Indawris.gov.in)	The website is maintained by National Water Informatics Centre (NWIC). Ground water level, ground water quality, exploration data etc are disseminated through this website
INGRES (ingres.iith.ac.in)	The portal is used for assessment of ground water resources. Results of ground water resource assessment are disseminated through this web application.

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

The information in respect of CGWB can be obtained in electronic form through the websites discussed in the preceding paragraphs. In addition, the published data can be consulted through scientific reports / Publications from the Library located at CHQ, Faridabad and Regional offices

15.4 Working Hours : The Library located at CHQ, Faridabad functions during the official hours, between 09 to 17.30 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.

Further citizens can also request for data that are generated by CGWB, but are not available in public domain. Such requests are to be sent by email to gwmndc-cgwb@nic.in. Data will be provided as per the extant data dissemination policy of DoWR, RD & GR.

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.

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

Annexure I

No. 14-4/2018-Sci.Estt. — 249
Government of India,
Ministry of Jal Shakti,
Department of Water Resources,
River Development & Ganga Rejuvenation
Central Ground Water Board
Bhujal Bhawan,
NH-4, Faridabad – 121 001.

Date:

14 AUG 2020

Order

Subject: Duties / Responsibilities of Members in CGWB.

Please refer to Ministry's Office Order issued vide letter No. 7/26/2012-GWE dated 18/10/2017 (copy enclosed) regarding the duties and responsibilities of Members in CGWB. In order to ensure smooth and effective functioning, some additional duties and responsibilities, as enumerated below, are assigned to respective Member:-

Sr.No.	Member Designation	Assigned Additional Duties / Responsibilities
1.	Member (South)	<ul style="list-style-type: none">• Ground Water Resources Estimation and all related activities.• Atal Bhujal Yojana and related activities.
2.	Member (East)	<ul style="list-style-type: none">• Artificial Recharge & Water Conservation and related activities.• Spring related activities.• National Hydrology Project (NHP) activities and coordination.
3.	Member (N&W)	<ul style="list-style-type: none">• Matter related to seminar / conferences / workshops /conventions/Symposia. National/ International Training/ Awards/ Fellowships.• All activities related to Water Quality and Geophysical activities including planning and coordination• PMKSY-HKPP-GW and related activities
4.	Member (CGWA)	<ul style="list-style-type: none">• IEC and all related activities• Administrative and technical supervision of the activities of SUO, Delhi.

This issues with approval of the Chairman, CGWB.

14/08/2020
(C. Balasubramanian)
Administrative Officer

Distribution:

1. Member (South/East/North & West/CGWA), CGWB, Faridabad/New Delhi.
2. The Under Secretary (GW), Ministry of Jal Shakti, Department of Water Resources, RD & GR, Shram Shakti, New Delhi.
3. The Under Secretary (GWE), Ministry of Jal Shakti, Department of Water Resources, RD & GR, Shram Shakti, New Delhi.
4. All Sectional Head of CGWB, CHQ, Faridabad.
5. The Superintending Engineer (Operational/MMS), CGWB, CHQ, Faridabad.
6. The Programmer, CGWB, CHQ, Faridabad. He is requested to kindly upload the above order on the official website of CGWB.
7. P.A. to Chairman, CGWB, CHQ, Faridabad.
8. P.S. to Director (Admn.), CGWB, CHQ, Faridabad.
9. Office Order File.
10. Guard file.

F.No.7/26/2012-GWE
Government of India
Ministry of Water Resources, RD & GR
GWE Desk

Shram Shakti Bhawan
New Delhi Dated: 18th October, 2017

Office Order

With a view to improve the functioning and performance of the Central Ground Water Board (CGWB) and also to facilitate the much needed focused attention on important matters relating to policy, planning & coordination, intensive monitoring and effective implementation of the core activities in the field formations, the duties and responsibilities of the Members of CGWB are hereby revised as below in supersession of all previous orders in this regard

2. Member (CGWB):

- a. Policy planning and Coordination of various activities of CGWB at CHQ, Faridabad.
- b. Coordination with other Members of the Board for Overall Implementation of Annual Action Plan.
- c. The work pertaining to Procurements, Material Management and Operations
- d. Progress Monitoring of all schemes, Documentations and Publications
- e. Research, Innovation with various Institutions and Bilateral Cooperation
- f. Activities related to NHP, NWM
- g. Monitoring of Zonal & Compilation of National GW Resources Assessment
- h. Application of advanced techniques including RS/ GIS, Database Management e-Governance
- i. Monitoring of zonal activities related to Water conservation, Artificial Recharge, IEC activities and training
- j. Administration and Human Resources Management
- k. Administrative and technical supervision of the Activities of SUO, Delhi

3. Member (South):

- a. Implementation of all the activities pertaining to the Region under their jurisdiction including Implementation of Annual Action Plan, Physical and Financial Achievements Administrative, Technical supervision of the Regional Directorates and Divisional offices of CR/ SR/ SWR/SECR/KR
- b. Planning and execution of all outsourcing Activities
- c. GW Monitoring and Resources Assessment, Documentations and Publications.
- d. Material Management and Operations
- e. Water conservation and Artificial Recharge, IEC activities
- f. Coordination with respective State Govt.

4. Member (North & West):

- a. Implementation of all the activities pertaining to the Region under their Jurisdiction including Implementation of Annual Action Plan, Physical and Financial Achievements

Administrative, Technical supervision of the Regional Directorates and Divisional offices of WCR/ NWR/ NWHR/NHR/NCR/WR

- b. Planning and execution of all outsourcing Activities
- c. GW Monitoring and Resources Assessment, Documentations and Publications
- d. Material Management and Operations
- e. Water conservation and Artificial Recharge, IEC activities
- f. Coordination with respective State Govt.

5. Member (East):

- a. Implementation of all the activities pertaining to the Region under their Jurisdiction including Implementation of Annual Action Plan, Physical and Financial Achievements Administrative, Technical supervision of the Regional Directorates and Divisional offices of NER/ MER/ SER/ ER/ NCCR
- b. Planning and execution of all outsourcing Activities
- c. GW Monitoring and Resources Assessment, Documentations and Publications.
- d. Material Management and Operations
- e. Water conservation and Artificial Recharge, IEC activities
- f. Coordination with respective State Govt.
- g. All matters pertaining to NGI

6. Member (CGWA)

All matters relating to CGWA including

- a. Policy planning and Implementation.
- b. Regulation of Ground water Development and Management
- c. Clearance for Ground water withdrawal
- d. Legal matters pertaining to CGWA.
- e. Implementation of all the activities pertaining to the Region under their Jurisdiction including Implementation of Annual Action Plan, Physical and Financial Achievements Administrative, Technical supervision of the Regional Directorates and Divisional offices of NR/ UR
- f. Planning and execution of all outsourcing Activities
- g. GW Monitoring and Resources Assessment, Documentations and Publications.
- h. Material Management and Operations
- i. Water conservation and Artificial Recharge, IEC activities
- j. Coordination with respective State Govt.
- k. Parliamentary matters and VIP references

7. Member (Finance)

All matters relating to financial discipline of the Board including

- a. Financial monitoring of Schemes implemented by CGWB
- b. All matters pertaining to Budget Estimates, Revised Estimates, Demand for Grants, Supplementary Grants
- c. Liaisoning with Ministry on all Financial and Budgetary matters
- d. Submission of Expenditure returns to Ministry and Controller of Accounts.

- e. Scrutiny of cases relating to procurement of stores, equipment, machinery etc.
- f. Disposal of Audit Paras, Audit Notes and Audit Objections.
- g. Advice and appraise the superiors on financial matters of the Board from time to time
8. This issues with the approval of competent authority.

R. N. Dixit
13/11/17
(R. N. Dixit)

Under Secretary to the Govt. of India

Distribution:

1. All concerned
2. Chairman CGWB
3. All Head of Organisations under the Ministry of Water Resources. RD&GR
4. All Wing Heads in the Ministry of Water Resources. RD&GR.
5. Director (Admn.), CGWB, Faridabad
6. PAO, CGWB, Faridabad
7. All Regional / Divisional Offices of CGWB through Director (CGWB)
8. All Sections/Desks/Cells of the Ministry of Water Resources, RD&GR

Copy for information to:

1. PS to Minister (WR, RD & GR)/ PS to MoS (WR, RD & GR)
2. PPS to Secretary (WR, RD&GR)
3. PPS to Joint Secretary (A&GW)/ JS(RD&PP) / JS&FA, MoWR. RD & GR

Annexure II

No. T-15017/1/2015-GW

Government of India

Ministry of Water Resources, River Development & Ganga Rejuvenation

Sharam Shakti Bhawan, Rafi Marg
New Delhi, Dated: 24th October, 2017

ORDER

Sub: Delegation of financial powers to Chairman, Members, Regional Directors and Executive Engineers of CGWB under the 'Delegation of Financial Powers Rule (DFPR), 1978'.

In supersession to all previous letters/ orders issued by the Ministry of Water Resources, River Development and Ganga Rejuvenation in relation to the delegation of financial powers to the functionaries of CGWB, sanction of the Competent Authority is conveyed to the delegation of enhanced financial powers to the Chairman, Members, Regional Directors & Executive Engineers of CGWB, in respect of items indicated in Annexure I to IV, respectively, under the 'Delegation of Financial Powers Rule (DFPR), 1978' as amended, subject to quantum of delegation and conditions thereto indicated in respective Annexure.

2) These powers should be exercised by the officers subject to exercise thereof in conformity with (1) Delegation of Financial powers Rules, 1978 and amendments thereto; (2) General Financial Rules, 2017 (3) 'Manual for Procurement of Good, 2017' and 'Manual for Procurement of Consultancy and other Services, 2017' (4) CPWD Works Manual, 2014 (or latest) and (5) Instructions of Ministry of Finance including austerity directions issued from time to time, CVC directions, Fiscal codes and procedures and ceilings of budgetary allocations approved.

3) The authority exercising the delegated powers has to ensure that the proposals have not been split up as to avoid the necessity of obtaining the sanction of higher authority.

4) In absence of Member (Finance) the proposals may be referred to Ministry for concurrence of JS&FA, MoWR, RD&GR.

5) Finance Officer will be posted by the Controller General of Accounts (CGA) in each Regional and Divisional Office of CGWB. Wherever they are co-located one Finance officer shall be posted. Till the posting of Civil Account officers in the Regional /Divisional office, in the first instance, the Finance officers of Central Water Commission or other MoWR, RD & GR organisations in the same locations may be designated as Finance officers. In absence of MoWR, RD & GR organisations in those locations, the existing practice will continue.

6) The powers are effective from the date of issue of this Order.

7) This issues with the concurrence of Integrated Finance Division, MoWR, RD & GR vide diary No. 227/IFD/2017 dated 24.10.2017.

Encl: Annexure I to IV
(Pages 3-12)



(Ashish Kumar)
Director (GW)
Tele-phone- 23766907
e-mail: gwdesk-mowr@nic.in

Contd..2..

Copy to:

- 1) CA, MoWR, RD&GR, Shastri Bhawan, New Delhi.
- 2) Department of Expenditure, Ministry of Finance, North Block, New Delhi.
- 3) Controller General of Accounts, Mahalekha Niyantak Bhawan, Ministry of Finance, GPO Complex, Block E, Aviation colony, INA colony, New Delhi-110023
- 4) Chairman, CWC, New Delhi.
- 5) Chairman, CGWB, Faridabad.
- 6) All Members of CGWB, Faridabad/ New Delhi.
- 7) Pay and Accounts Officer (Secretariat), MoWR , RD & GR, Shastri Bhawan, New Delhi.
- 8) Pay and Accounts Officer, CGWB, Faridabad
- 9) FAO, CGWB, Faridabad
- 10) IFD, MoWR, RD&GR
- 11) Sanction folder.

A handwritten signature in blue ink, consisting of a stylized 'S' followed by 'hastri' and a horizontal line underneath.

Annexure I**Delegation of Financial powers to Chairman, Central Ground Water Board**

Sl. No.	Item of expenditure/ type of expenditure	Financial limit	Competent Authority	Remarks/ Appraisal Forum
Plan Schemes/ Projects				
1)	Indents, Contacts and Purchases:- Administrative Approval, Expenditure Sanction for Provisioning based on scales/ authorization and procurement/ conclusion of contracts, for approved schemes/ projects components:-			<ul style="list-style-type: none"> For Schemes projects already approved by the Competent Authority as per Rule 18 & 21 of Delegation of Financial Powers Rules, 1978 as amended from time to time (DFPR). Subject to the provisions of General Financial Rules 2017.
a)	For Open and Limited tender contracts	Up to Rs. 5 Crore	Chairman, CGWB in consultation with Member (Finance)	
b)	Single tender including resultant single offer or proprietary contracts	Up to Rs. 1.25 Crore	Chairman, CGWB in consultation with Member (Finance)	
c)	Agreements or Contracts for Technical Collaborations and consultancy services	Up to Rs. 1 crore	Chairman, CGWB in consultation with Member (Finance)	
Procurement of Works / Services				
2)	To sanction original/repair/ minor works and issue Administrative approval for office and residential accommodation for approved schemes/ projects components	Up to Rs. 5 Crore	Chairman, CGWB in consultation with Member (Finance)	Subject to the provisions of GFR, 2017
3)	To sanction, procure/ provision and contract of stores including maintenance spares			<ul style="list-style-type: none"> For Schemes projects already approved by the Competent Authority as per Rule 18 & 21 of Delegation of Financial Powers Rules, 1978 as amended from time to time (DFPR). Subject to the provisions of General Financial
a)	For Open and Limited tender contracts	Up to Rs. 5 Crore	Chairman, CGWB in consultation with Member (Finance)	
b)	Single tender including resultant single offer or proprietary contracts	Up to Rs. 1.25 Crore	Chairman, CGWB in consultation with Member (Finance)	
c)	Agreements or Contracts for Technical Collaborations and consultancy services	Up to Rs. 1 crore	Chairman, CGWB in consultation with Member (Finance)	

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Financial *of*

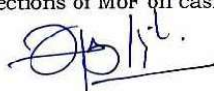
				Rules 2017.
4)	To sanction original works and issue Administrative approval for revenue maintenance works (Ordinary)	Up to Rs. 75 lakh	Chairman, CGWB in consultation with Member (Finance)	Subject to the provisions of General Financial Rules 2017.
5)	To sanction original works and issue Administrative approval for revenue maintenance works (Special)	Up to Rs. 25 lakh	Chairman, CGWB in consultation with Member (Finance)	Subject to the provisions of General Financial Rules 2017.
6)	Making advance payments in terms of Rule 172 of GFR, 2017, to:			<ul style="list-style-type: none"> • Subject to the provisions of General Financial Rules 2017. • The cases where relaxation of prescribed ceilings is required, the proposals shall be referred to Ministry.
	a) State or Central Govt. Organization / agency, Lab etc. or PSU/Institutes like IIM, IIT, IISc, NIH and NIT	Maximum of 40% of the contract amount	Chairman, CGWB in consultation with Member (Fin), CGWB	
	b) Private Firms	Maximum of 30% of the contract value when included in the contract	Chairman, CGWB in consultation with Member (Fin), CGWB	
7)	Conveyance: Outsourcing of services transportation services i.e. ad-hoc hiring of commercial vehicles	Rs. 25 lakh per annum	Chairman, CGWB in consultation with Member (Finance)	<ul style="list-style-type: none"> • To be exercised if specific provision has been made in the budget and has been approved by Finance Ministry at the pre-budget stage and subject to availability of funds. • Subject to the provisions of General Financial Rules 2017.
8)	Powers to sanction and procure Computers including Personal computers peripherals and cost towards networking, AMC and purchase of accessories	Rs. 75 lakhs per annum	Chairman, CGWB in consultation with Member (Finance)	<ul style="list-style-type: none"> • Through DGS&D /GeM • Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time



9	Hiring of Building: Ordinary Office Accommodation, where the accommodation is entirely utilized for the office	Classes of city: • X-Rs.1.25 lakh • Y -Rs. 75,000 • Z- Rs. 55,000	Chairman, CGWB in consultation with Member (Finance)	• Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time
10)	(a) Grant of extension of time for completion of supply or work for which Chairman sanctioning authority (b) Grant of extension of time for completion of supply or work for which Regional Director/EE sanctioning authority	up to 50% of initial time period Full powers	Chairman, CGWB in consultation with Member (Finance)	Subject to the provisions of DFPR, 1978 and General Financial Rules 2017.
11)	Registration fees for attending national Seminar / conference/ Symposia/ workshop	Rs. 25000 per person up to max limit of 10 lakh per annum.	Chairman, CGWB in consultation with Member (Finance)	Subject to the instructions of Ministry of Finance/DoP&T.
12)	Training Fees for attending training courses in India from Govt. approved Institutions	Rs. 50,000 per person up to max limit of 10 lakh per annum.	Chairman, CGWB in consultation with Member (Finance)	
13)	Sponsoring/ cosponsoring of conferences / Symposia/ Seminars/Workshops in India	Rs 1 Lakh per case up to maximum of 10 lakhs in a year	Chairman, CGWB in consultation with Member (Finance)	Subject to availability of fund in respective budget head.
14)	Printing and Binding	Full powers	Chairman, CGWB in consultation with Member (Finance)	Subject to availability of fund in respective budget head.
15	Placement of Permanent imprest to a Subordinate Officer of CHQ.	Rs. 10,000/-	Chairman, CGWB in consultation with Member (Finance)	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time

Note:

- (i). While using the above delegated power, the delegated authority shall ensure that all relevant provisions of GFR, 2017; DFPR, 1978 (as amended) and instructions of Ministry of Finance, from time to time are strictly complied.
- (ii). For purchase of diesel, petrol/ lubricant, gases under HSD/ petrol against cash, it is mentioned that Government of India is emphasizing on Digital payment procedures, in view of which the limit to purchase of diesel, petrol/ lubricant and gases may be done through cheque/ digital payment modes. Further the matter is administrative in nature which is to be governed as per directions of MoF on cash management.



Annexure II**Delegation of Financial powers to Members, Central Ground Water Board**

Sl. No.	Item of expenditure/ type of expenditure	Financial limit	Competent Authority	Remarks/ Appraisal Forum
1.	Printing and binding Granting approvals for proposals from Regional Directors for printing and binding	Rs. 20,000/- per case up to maximum of Rs 2 lakh per annum. Rs. 2.00 lakhs per annum	Members, CGWB in consultation with FAO, CGWB	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time
2.	To sanction upkeep and maintenance of office equipments	Rs. 50,000/- at a time with a ceiling limit of Rs. 2 lakh per annum	Members, CGWB in consultation with FAO, CGWB	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time
3	Light refreshments / Lunch for official meetings	Ceiling of Rs. 1 (one) lakh per annum	Members, CGWB in consultation with FAO, CGWB	• Subject to compliance of provisions of GFR, 2017 and DFPR, 1978, as amended from time to time and instructions of Ministry of Finance.
4	Placement of Permanent imprest to a Subordinate Officer	Rs. 10,000/-	Members, CGWB in consultation with FAO, CGWB	• Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time

Note:

While using the above delegated power, the delegated authority shall ensure that all relevant provisions of GFR, 2017; DFPR, 1978 (as amended) and instructions of Ministry of Finance, from time to time are strictly complied.



Annexure III**Delegation of Financial powers to
Regional Directors, Central Ground Water Board**

Sr. No.	Item of Expenditure / Type of Expenditure	Financial Limit	Competent authority	Remarks/ Appraisal forum
Procurement of Works / Services				
1.	To sanction Repair works and issue Administrative approval for approved plan schemes / projects components	Up to Rs. 20 lakh Up to Rs. 50 lakhs with the prior approval of Member	Regional Director, CGWB in consultation with designated Finance Officer	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time.
Local Purchase				
2.	Procurement of Goods & Services	Rs. 2.5 lakh Rs. 5.0 lakh with the prior approval of Member	Regional Director, CGWB in consultation with designated Finance Officer	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time.
3.	Grant of extension of time for completion of supply or work for which RD is sanctioning authority	Up to 50% of initial time period Up to 75% of initial time period with prior approval of Member.	Regional Director, CGWB in consultation with designated Finance Officer	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time.
4.	Grant of extension of time for completion of supply or work for which Exe. Engineer is sanctioning authority/Contract accepted by Exe. Engg	Up to 50% of initial time period	Regional Director, CGWB in consultation with designated Finance Officer	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time.
5.	Conveyance: Outsourcing of Services, Transportation services i.e. ad-hoc hiring of Commercial vehicles	Rs. 2 lakh per annum Rs. 5 lakh per annum with the prior approval of Member	Regional Director, CGWB in consultation with designated Finance Officer	<ul style="list-style-type: none"> • Subject to availability of funds. • Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time.
6.	Powers to sanction and procure Computers including personal computers, peripherals and cost towards networking, AMC and purchase of	Upto Rs. 2 lakh per annum. Upto Rs. 3.0 lakh per annum with	Regional Director, CGWB in consultation with designated Finance Officer	<ul style="list-style-type: none"> • Through DGS&D / GeM. • Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time.

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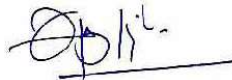
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	laptop, tablet etc.)	approval of Member		
7.	To sanction upkeep and maintenance of office equipments	Rs. 10,000/- at a time subject to a ceiling of Rs. 1 lakh per annum Rs. 25,000/- at a time subject to a ceiling of Rs. 2 lakh per annum with the prior approval of Member	Regional Director, CGWB in consultation with designated Finance Officer	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time
8.	To sanction repair charges of departmental vehicles including upkeep and maintenance	Rs. 40,000/- per order subject to a limit of Rs. 1.50 lakh per annum for all vehicles Rs. 40,000/- per order subject to a limit of Rs. 2.50 lakh per annum for all vehicles with the prior approval of Member.	Regional Director, CGWB in consultation with designated Finance Officer	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time
9.	Fixtures and furniture purchase and repairs:			
	(a) Item borne on DGS&D / GeM	Rs. 25,000/- at a time subject to a limit of Rs. 1 lakh per annum. Up to Rs. 2 lakhs per annum with the prior approval of Member.	Regional Director, CGWB in consultation with designated Finance Officer	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time
	(b) Repairs	Rs. 5,000/- per order subject to a limit of Rs. 25000/- per	Regional Director, CGWB in consultation with designated Finance Officer	

of 25000/- per officer of

of 1/16.

		annum Up to Rs. 50,000 per annum with the prior approval of Member.	Officer	
10.	To sanction light refreshment in connection with formal inter-state and other meetings and conferences:			
	(a) Recurring	Rs. 5,000/- per occasion up to max of Rs 50,000 per annum Rs. 10,000/- per occasion up to max of Rs 1 lakh per annum with the prior approval of Member	Regional Director, CGWB in consultation with designated Finance Officer	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time.
	(b) Non-recurring	Rs. 50,000/- per annum. Rs. 1 lakh/- per annum with the prior approval of Member.	Regional Director, CGWB in consultation with designated Finance Officer	
11.	Printing and binding	Rs. 50,000/- per annum for petty printing and binding jobs executed locally Rs. 1 lakh/- per annum for petty printing and binding jobs executed locally for RD, NGI only Rs.2 lakh per annum with the prior approval of Member.	Regional Director, CGWB in consultation with designated Finance Officer	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time.
12	Grant of Rolling Contingent Advance (RCA)	Rs 25,000 per person	Regional Director, CGWB in consultation with designated Finance	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time



			Officer	
13	Placement of Permanent imprest to a Subordinate Officer	Rs. 10,000/- subject to purchase powers Rs. 5000 per item	Regional Director in consultation with designated Finance Officer	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time.
14	Payment of Legal Fees to Central Govt. Standing Counsels / ASGs appointed by the Ministry of Law	As per Govt. approved rates	Regional Director in consultation with designated Finance Officer	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time.

Note:

- (i). Finance Officer shall be posted by the Controller General of Accounts (CGA) in every Regional Office of CGWB.
- (ii). Wherever Regional and Divisional offices are co-located, only one Finance Officer shall be posted by CGA.
- (iii). Till the posting of Civil Account officers in the Regional /Divisional office, in the first instance, the Finance officers of Central Water Commission or other MoWR,RD&GR organisations in the same locations may be designated as Finance officers. In absence of MoWR,RD&GR organisations in those locations, the nearby officers of CGA may be designated as finance officers.
- (iv). These powers shall be utilized by Regional Director working in field formation/ unit offices.
- (v). While using the above delegated power, the delegated authority shall ensure that all relevant provisions of GFR, 2017; DFPR, 1978 (as amended) and instructions of Ministry of Finance, from time to time are strictly complied.



Annexure IV**Delegation of Financial / Administrative powers to Executive Engineers
Central Ground Water Board**

Sr. No.	Item of Expenditure / Type of Expenditure	Financial Limit	Competent authority	Remarks/ Appraisal forum
1.	Acceptance of Lowest Tenders for Procurement of Goods / Services	Rs. 15,00,000 per tender	Executive Engineers in consultation with Finance Officer	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time with the prior approval of concerned Regional Director.
2.	Local Purchase of Goods, Works & Services	Rs. 50,000 in each case and Rs. 3lakh per annum	Executive Engineers in Consultation with designated Finance Officer	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time
3.	Powers to incur expenditure for:			
	(i) HSD/ Petrol Against Supply order	Rs. 1 lakh in each case	Executive Engineer in consultation with designated Finance Officer and with prior approval of concerned Regional Director.	<ul style="list-style-type: none"> • Only in case of extra urgency and non availability of material on credit terms; and • Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time
	(ii) HSD/Petrol for Drilling equipment like Rig, Compressor etc.	Rs. 1 lakh per annum	Executive Engineer in consultation with designated Finance Officer and with prior approval of concerned Regional Director.	
4.	Placement of Permanent imprest to Subordinate Officers	Rs. 10,000/- subject to purchase powers Rs. 5000 per item	Executive Engineer in consultation with designated Finance Officer	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time
5.	Grant of extension of time for completion of supply or work	Up to 50% of the initial time in case contracts within the power of EE	Executive Engineer in consultation with designated Finance Officer	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time
6.	Hiring of private vehicles in emergency situation only	Rs. 10000 in each case subject to Rs. 50,000 per annum	Executive Engineer in consultation with designated Finance Officer	<ul style="list-style-type: none"> • Subject to the condition that private vehicles are to be hired during emergency conditions with the prior approval of concerned Regional Director.

				provisions of GFR, 2017 and DFPR 1978, as amended from time to time
7.	Electric, Gas and Water charges	Full powers	Executive Engineer in consultation with designated Finance Officer and with prior approval of concerned Regional Director.	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time
8.	Purchase of tools and plants	Rs. 1 lakh per annum	Executive Engineer in consultation with designated Finance Officer and with prior approval of concerned Regional Director.	Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time.
9.	Printing and binding	Rs. 5,000/- per annum	Executive Engineers in consultation with Finance Officer	<ul style="list-style-type: none"> • For emergent and unforeseen petty printing and binding jobs executed locally. • Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time
10	Hiring land for camping/ drilling purpose in the field	Rs. 5,000/- per month in each case subject to maximum 12 cases in a year	Regional Director, CGWB in consultation with designated Finance Officer	<ul style="list-style-type: none"> • Subject to relevant provisions of GFR, 2017 and DFPR 1978, as amended from time to time.

Note:

- (i). Finance Officer shall be posted by the Controller General of Accounts (CGA) in every Divisional Office of CGWB.
- (ii). Wherever Regional and Divisional offices are co-located, only one Finance Officer shall be posted by CGA.
- (iii). Till the posting of Civil Account officers in the Regional /Divisional office, in the first instance, the Finance officers of Central Water Commission or other MoWR,RD&GR organisations in the same locations may be designated as Finance officers. In absence of MoWR,RD&GR organisations in those locations, the nearby officers of CGA may be designated as finance officers.
- (iv). These powers shall be utilized by Executive Engineers working in field formation/ unit offices.
- (v). While using the above delegated power, the delegated authority shall ensure that all relevant provisions of GFR, 2017; DFPR, 1978 (as amended) and instructions of Ministry of Finance, from time to time are strictly compiled
- (vi). For purchase of diesel, petrol/ lubricant, gases under HSD/ petrol against cash, it is mentioned that Government of India is emphasizing on Digital payment procedures, in view of which the limit to purchase of diesel, petrol/ lubricant and gases may be done through cheque/ digital payment modes. Further the matter is administrative in nature which is to be governed as per directions of MoF on cash management.



Annexure-III

Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulations

S.No.	Category	Designation of Post	Monthly Mid Point of the Pay (Rs.Inlacs)
Scientific Discipline			
1.	Gr-A	Chairman	2.03
2.	Gr-A	Member	1.81
3.	Gr-A	Regional Director	1.70
4.	Gr-A	Dy Commissioner (Stat)	1.38
5.	Gr-A	Deputy Director (Stat)	1.38
6.	Gr-A	Scientist E	1.70
7.	Gr-A	Scientist D	1.44
8.	Gr-A	Scientist C	1.38
9.	Gr-A	Scientist B	1.17
21.	Gr-A	Library & Information Officer	1.38
22.	Gr-A	System Analyst	1.17
23.	Gr-A	Programmer	1.17
24.	Gr-A	Artist	1.17
25.	Gr-B (Gaztt.)	Asstt. Hydrologist	0.99
26.	Gr-B (Gaztt.)	Asstt. Hydrometeorologist	0.99
27.	Gr-B (Gaztt.)	Asstt. Geophysicist	0.99
28.	Gr-B (Gaztt.)	Asstt. Hydrogeologist	0.99
29.	Gr-B (Gaztt.)	Asstt. Chemist	0.99
30.	Gr-B (Gaztt.)	Senior Cartographer	0.74
31.	Gr-B (Gaztt.)	Officer Surveyor	0.94
32.	Gr-B (Gaztt.)	Assistant Artist	0.94
33.	Gr-B (Gaztt.)	Chief Draftsman	0.94
34.	Gr-B (N. Gaztt.)	STA (Hydrogeology)	0.94
35.	Gr-B (N. Gaztt.)	STA (Hydrology)	0.94
36.	Gr-B (N. Gaztt.)	STA (Hydromet)	0.94
37.	Gr-B (N. Gaztt.)	STA (Chemistry)	0.94
38.	Gr-B (N. Gaztt.)	STA (Geophysics)	0.94
Ministerial Discipline			
1.	Gr-A	Director (Administration)	1.70
2.	Gr-A	Finance & Accounts Officer	1.70
3.	Gr-A	Administrator	1.38
4.	Gr-A	Senior Administrative Officer	1.38
5.	Gr-A	Deputy Director (OL)	1.38
6.	Gr-B (Gaztt.)	Administrative Officer	0.99
7.	Gr-B (Gaztt.)	Senior Private Secretary	0.99
8.	Gr-B (Gaztt.)	Private Secretary	0.94
9.	Gr-B (Gaztt.)	Assistant Director (OL)	1.17
10.	Gr-B (N. Gaztt.)	Office Superintendent	0.74
Engineering Discipline			
1.	Gr-A	SE	1.44
2.	Gr-A	EE	1.38
3.	Gr-A	AEE	1.17
4.	Gr-B (Gaztt.)	AE	0.99
5.	Gr-B (Gaztt.)	DIC	0.99
6.	Gr-B (N. Gaztt.)	Foreman	0.74
7.	Gr-B (N. Gaztt.)	STA (M)	0.94

NB: The pay mentioned are the mid points of the pay level as on 1-8-2022 and excluding CCA, HRA, Transport Allowance and other allowance which may vary based on specific cases.