

## Chapter-2 (MANUAL –1 ) **Particulars of Organization , Functions and Duties**

### **2.1. Objective/purpose of the public authority**

The aim & objectives of the organisation is to develop mission, goals and to actuate them for the Department of Water Resources. This organisation aims at planning, developing and managing the state's water resources for irrigation, bulk water supply, drainage and flood-control with direct responsibility of construction, operation and management of major and medium irrigation projects.

Develop the water resources available within the category of utilizable resource to the maximum possible extent for the economic development of the state of Orissa.

### **2.2. Mission / Vision Statement of the public authority**

The mission and vision of this organization are listed below.

- Establish policies necessary for effective and efficient organization
- Establish effective management information system
- Establish a system to periodically review organisational performance.
- Ensure that environmental, land acquisition and economic rehabilitation, and farmers organisations turnover concerns are resolved.
- Delegate authority and assign responsibility to the EIC, Planning & Design, Chief Engineers, and others, as appropriate, all consistent with the DoWR code.
- Establish and continually review systems to develop, improve and maintain employee morale.
- Issue policies, procedures and standards developed both within DoWR and by the Government.
- Establish advisory committees, as appropriate, to advise and assist in deciding issues.
- Ensure that establishment of field offices in the basins under administrative control of a functional Chief Engineer is minimized.

### **2.3 Brief History of the public authority and context of its formation**

The Department of Water Resources came in to existence as an independent organization in 1958 with Chief Engineer, Irrigation as its technical head. Subsequently the post of Chief Engineer, Irrigation was renamed as Engineer-in-Chief, Irrigation in 1982.

Further, in 1995, the post of Engineer-in-Chief, Irrigation was renamed as Engineer-in-Chief, Water Resources vide resolution no 25990 dt.25.10.1995 and notification no. 25995 dt.25.10.1995.

## **2.4 Duties of the public authority**

### **Engineer-in-Chief, Water Resources :**

Overall charge of all activities of the department; Developing mission, goals and objectives for the department; Establishing and issuing policies, procedures and standards for efficient organizational performance; Delegation of authority and assigning responsibility to Chief Engineers and others; periodical review of organizational performance; Establishing Advisory committee if and when necessary.

### **Engineer-in-Chief, Planning & Design :**

Responsible for functional activities of Basin Planning, Plan Formulation, Design & Research; Providing effective communication between functional Chief Engineers and Line Managers, ensuring appropriate inter-state water planning and technical support, ensuring coordination of planning and design with Energy department, WALMI and other departments, exercising control over functional Chief Engineers regarding policies and standards.

### **Director, Personnel :**

Responsible for human resources development activities such as recruitment, training, posting, transfer, promotion, retirement, removal; Establishing, reviewing and updating establishment policies and rules; Developing and maintaining official records of all personnel; Maintaining public information and relations; preparation of speeches and arranging for public meeting for departmental management.

### **Director, Monitoring and Evaluation, Programme, Budget and Accounts :**

Responsible for monitoring and evaluation of all projects; Sending reports to the EIC and Govt. regarding certification of ayacut, creation of additional irrigation potential; Physical and financial progress monitoring, status report; Land acquisition; Reviewing and reporting on organizational functions of DoWR; Financial management such as preparation of annual budget, management reports and allocation of funds to DoWR organizational units; Developing Management Information System, effective communication system, effective information technology services; Providing financial information to appropriate managers.

### **Director, Water Planning :**

Preparation of basin plans of water resources development for all uses for individual basins and the State Water Resources master plan, environmental impact assessment of water development in the river basins, providing technical advice / assistance to the State Water Resources Board, providing technical support to Engineer-in-Chief and the state government in interstate water discussions and drafting proposed agreements.

### **Director, Water Services :**

Responsible for determining standards for operation and maintenance, establishing policies and procedures for effective operation and maintenance of irrigation and flood protection works and for flood forecasting and flood mitigation activities. Responsible for assisting the Water Rates Cost

Recovery Committee to establish and update the water rates, setting standards for irrigation extension services, supporting OFD works, farmers participation and providing guidance and technical assistance to the Basin Managers.

## **2.5. Main activities / functions of the public authority**

### **Engineer-in-Chief, Water Resources :**

- Responsible for exercising full technical, supervisory and administrative control over the whole department
- Responsible to ensure transfer and posting of technical staff
- To report to the Government about all the activities of the department and to advice on all matters of importance related to Water Resources policy and on technical adequacy of all existing and proposed programmes.
- To ensure all queries of the funding agencies and the Govt. are answered expeditiously.
- To take appropriate action at the Govt. level for any problems that cannot be handled within the organization.
- To be responsible for projecting a favorable image of the department to the donor/funding agencies.
- Responsible for assembling the budget estimates, allocation of funds, approval/recommendation of funds transfer, monitoring funds expenditure and for procurement leading to award of contract.
- To give concurrence during transfer of machineries and purchases of equipments etc. by Chief Engineer, Mechanical
- To ensure that the Department is effective and efficient in carrying out legislative mandate, Govt. orders and other objectives and programmes.
- He will be the clearing house and will provide his approval for all actions forwarded by the Department to the Govt.. However, technical proposals already sanctioned by a Chief Engineer will pass through the Engineer-in-Chief only for purpose of budget and environment compliance and any other administrative reason.

### **Engineer-in-Chief, Planning & Design :**

- Responsible for exercising full technical, supervisory and administrative control over his subordinates.

- To inform EIC, Water Resources about the activities in the Planning, Design, Research and Training.
- To ensure that the estimates are sanctioned properly according to the delegation of powers.
- Responsible for environmental and forest clearance of the projects
- To ensure that the policies, procedures, goals and objectives of the Govt. and the EIC, Water Resources are implemented
- To delegate authority and assign responsibility to sub-ordinate officers.

**Director, Personnel :**

- Responsible for assisting the Engineer-in-Chief, Water Resources in establishment and administrative matters.

**Director, Monitoring and Evaluation, Programme, Budget and Accounts :**

- Responsible for assisting the Engineer-in-Chief, Water Resources in all matters related to programme and progress of projects, budget and accounts etc.

**Director, Water Planning :**

- Responsible for assisting the Engineer-in-Chief, Water Resources to provide technical support in interstate water discussions and drafting proposed agreements.

**Director, Water Services :**

- Responsible for assisting the Water Rates Cost Recovery Committee to establish and update the water rates and provide guidance and technical assistance to the Basin Managers.

**2.6. LIST OF SERVICES BEING PROVIDED BY THE PUBLIC AUTHORITY**

**(A) Monitoring & Evaluation, Programme, Budget & Accounts**

- Review and report on organizational functions of DoWR and their effectiveness.
- Provide adequate information on macro level progress and benefits of ongoing and complete projects.
- Examine DoWR Records as necessary to ensure compliance with established standards.

- Judging effectiveness of expenditure.
- Determining and reviewing the total cost of an item of work of service provided.
- Monitoring and evaluation works of all projects and sending the reports to the EIC and Govt. regarding certification of ayacut, creation of additional irrigation potential, physical and financial progress report, status reports and land acquisition matters.
- Examination of physical and financial programmes and achievement of each irrigation project as necessary and recommend follow up actions.
- Examining the construction schedule for various major components of the projects and see if it is consistent with the budgetary provision made for that purpose.

### **(B) Personnel**

- Establish, review and update establishment policies and rules.
- Develop and maintain official records of all personnel.
- Develop and improve system for recruitment, posting, transfer, promotion, removal, retirement etc.
- Establish a training cell to formulate training policies, organize training programs to fulfill organization needs.

### **(C) Water Services**

- Ensure the integration of system improvements with farmer's participation in irrigation management including operation and maintenance.
- Establish and update necessary legal and policy criteria in support of the FOT programme.
- Prepare implementation schedule for FOT programme.
- Ensure, through WALMI, that training needs for FOT programme are met.
- Ensure linkage between DoWR and other NGOs to meet needs of manpower, training and FOT programme implementation
- Collection of data on daily water operation from basin managers.

## **2.7 ORGANISATIONAL STRUCTURE DIAGRAM**

Organisational Structure Diagram available separately

## **2.8. EXPECTATION OF THE PUBLIC AUTHORITY FROM THE PUBLIC FOR**

## **ENHANCING ITS EFFECTIVENESS AND EFFICIENCY**

Nil

### **2.9. ARRANGEMENTS AND METHODS MADE FOR SEEKING PUBLIC PARTICIPATION / CONTRIBUTION**

- Environmental Clearance – Public hearing
- Rehabilitation and Resettlement of Major Projects

### **2.10. MECHANISM AVAILABLE FOR MONITORING THE SERVICE DELIVERY AND PUBLIC GRIEVANCE RESOLUTION**

Any person can personally meet EIC, WR and redress his/her grievances between 3:30pm to 4:30pm on every working day subject to his availability at the Office at Bhubaneswar.

### **2.11.ADDRESSES OF THE MAIN OFFICE AND OTHER OFFICES AT DIFFERENT LEVELS.**

#### **Main office:**

Secha Sadan, Keshari Nagar, Bhubaneswar-751001

### **2.12.MORNING HOURS OF THE OFFICE**

Morning Hours : 10 Hrs- 13.30 Hrs

Afternoon Hours : 14 Hrs-17.00 Hrs

Closing Hours : 17 Hrs-Morning Hrs of Next Day

Holidays : Closed