

Chapter-2 (MANUAL –1)

Particulars of Organization , Functions and Duties

2.1. Objective/purpose of the public authority

The aim & objectives of the O/o the Chief Engineer & Basin Manager, RVN Basin, Berhampur is to develop mission, goals and to actuate them for the Department of Water Resources. This organisation aims at planning, developing and managing the water resources in RVN Basin for irrigation, bulk water supply 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 Superintending Engineer, Southern Irrigation Circle, Berhampur & Western Irrigation Circle, Bhawanipatna and EEs under their control as appropriate, all consistent with the DoWR code.
- Establish and continually review systems to develop, improve and maintain employee morale.
- Establish advisory committees, as appropriate, to advise and assist in deciding issues.

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

This office came in to existence as an independent organization in 1-11-1995 with Chief Engineer, Medium Irrigation-II as it's technical head. Subsequently the post of Chief Engineer, Medium Irrigation-II was renamed as Chief Engineer & Basin Manager, RVN Basin, Berhampur in 1996.

2.4 Duties of the public authority

Chief Engineer & Basin Manager, RVN Basin, Berhampur

Overall charge of all developmental and construction activities of the projects under RVN Basin.

Asst to Chief Engineer & Basin Manager RVN Basin, Berhampur

To assist the Chief Engineer & Basin Manager, RVN Basin, Berhampur in his official functioning and in overall charges of office administration of the Chief Engineer & Basin Manager, RVN Basin, Berhampur. He is also the Public Information Officer of the O/o the Chief Engineer & Basin Manager, RVN Basin.

2.5. Main activities / functions of the public authority

Chief Engineer & Basin Manager, RVN Basin, Berhampur :

- Responsible for exercising full technical, supervisory and administrative control over the circles and divisions under his control.
- To report to the Government about all the activities of the RVN Basin 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 ensure that the Department is effective and efficient in carrying out legislative mandate, Govt. orders and other objectives and programmes.
- The technical proposals already sanctioned by a Superintending Engineer will pass through the Chief Engineer only for purpose of budget and environment compliance and any other administrative reason.

Asst. to Chief Engineer & Basin Manager ,RVN Basin, Berhampur:

- He will assist the Chief Engineer in exercising full technical, supervisory and administrative control over his subordinates.
- He will assist the Chief Engineer in ensuring that the estimates are sanctioned properly according to the delegation of powers.
- He will assist the Chief Engineer in exercising responsibility in environmental and forest clearance of the projects.
- He will assist the Chief Engineer that the policies, procedures, goals and objectives of the Govt. and the EIC, Water Resources are implemented properly.
- To assign responsibility to sub-ordinate officers.

2.6. LIST OF SERVICES BEING PROVIDED BY THE PUBLIC AUTHORITY

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

- Provide adequate information on macro level progress and benefits of ongoing and complete projects.
- 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) Water Services

- Ensure the integration of system improvements with farmers 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.
- Collection of data on daily water operation within the Basin.

2.7 ORGANISATIONAL STRUCTURE DIAGRAM

. Organizational Structure Diagram is available in the website.

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

- Issues relating to Rehabilitation and Resettlement of Medium Irrigation Projects under RVN Basin are being settled through RPDAC.

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

Any person can personally meet Chief Engineer & Basin Manager, RVN Basin, Berhampur and redress his/her grievances during office hours subject to his availability at the Office at Berhampur.

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

Main office:

Courtpeta, Berhampur-760004.

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 to Morning Hrs of Next Day
 Holidays : Closed