

**F. No. 93011/1/2017-NWM**  
**Government of India**  
**National Water Mission**  
**Ministry of Water Resources, RD & GR**

2<sup>nd</sup> Floor, Block-3, CGO Complex  
Lodhi Road, New Delhi  
Dated : 28<sup>th</sup> August 2018

**Office Order**

**Subject : Work distribution in NWM-reg.**

In supersession to earlier orders and consequent upon joining of Consultants/Young Professionals vide Ministry Office Orders issued vide F. No. A 12034/1/2015-Admin, the revised work distribution in National Water Mission is as follows:

S.N.	Name	Designation	Items of work
1	Dr. Sunil Kumar	Scientist 'D'	<ol style="list-style-type: none"> <li>1. Quarterly progress Reports</li> <li>2. Budget and Internal coordination</li> <li>3. Monthly Progress report to Cabinet/Group of Secretaries and Monthly inputs on note to Cabinet Secretary</li> <li>4. All CGWB and CWC matters including SSAP and aquifer mapping</li> <li>5. Public Grievances</li> </ol>
2	-	Director	<ol style="list-style-type: none"> <li>1. NBWUE</li> <li>2. Coordination with MoEFCC &amp; Its various attached and autonomous institutions/Ministries</li> <li>3. Attend meetings of EFC, MOEF</li> <li>4. Attend meetings of DST and Niti Ayog</li> <li>5. Servicing of NWM Advisory Board, High level Committee, ISAG Advisory group, Cells, Committees</li> </ol>
3.	Shri Banarsi Ram	Consultant	<ol style="list-style-type: none"> <li>1. Parliament questions/ assurances</li> <li>2. MoWR Weekly meetings &amp; Action taken, e-Samiksha</li> <li>3. All General Administration work/Reports/Return</li> <li>4. Revision of Mission Document</li> <li>5. Training and capacity Building including all training institutes including NWA</li> </ol>
4	Dr. A. P. Singh	Consultant	<ol style="list-style-type: none"> <li>1. Organising meetings, presentations, minutes of meeting</li> <li>2. Servicing of NWM Advisory Board, High level Committee, ISAG Advisory group, Cells, Committees</li> <li>3. All work relating to Standing Committee, Estimates committee and other parliamentary committees and processing of action taken reports</li> <li>4. Pending Audit Paras/ATR on audit report</li> <li>5. Coordination and compilation of comments from other consultants on EFC's/ Committee reports etc.,</li> </ol>
5	Dr. Subash Prasad	Consultant (Goal 1 + Goal 5)	<ol style="list-style-type: none"> <li>1. SSAP of Maharashtra, Gujarat, Chhattisgarh, Rajasthan, Goa, A &amp; N Island, Diu &amp; Daman, Dadra &amp; Nagar Haveli, Tripura and Mizoram</li> <li>2. Baseline studies of respective states</li> <li>3. National Action Plan on Climate Change and Coordination with other Missions.</li> <li>4. Climate change cells</li> <li>5. TISS</li> <li>6. Studies on impact of climate change on water and Comprehensive Data management</li> </ol>
6	Dr. Harinarayan Tiwari	Consultant (Goal 3 + Goal 5)	<ol style="list-style-type: none"> <li>1. SSAP of Bihar, Odisha, Madhya Pradesh, West Bengal, Jharkhand, Arunachal Pradesh, Uttarakhand and Sikkim</li> <li>2. Baseline studies of respective states</li> <li>3. National Adaptation fund for Climate Change.</li> </ol>

			<ol style="list-style-type: none"> <li>4. Inter-Ministerial Committee (IMC) for coordinating National Action plan to Combat Desertification &amp; Land Degradation and achieving Land Degradation.</li> <li>5. Projects in vulnerable and overexploited areas of GW</li> <li>6. FICCI/ Phd chamber of commerce/CII/ASCHOM etc.,</li> </ol>
7	Ms. Charu Upadhyay	Consultant (Goal 2 + Goal 5)	<ol style="list-style-type: none"> <li>1. SSAP of Uttar Pradesh, Jammu &amp; Kashmir, Himachal Pradesh, Punjab, Haryana, Delhi, Chandigarh, Manipur and Nagaland</li> <li>2. Baseline studies of respective states</li> <li>3. Demonstration Projects</li> <li>4. Innovation water efficient technologies/Partnership with BIS</li> <li>5. TERI and Industrial Water Audit</li> <li>6. Revision of National Water Policy</li> <li>7. Promotion of citizen and state actions for water conservation, augmentation and preservation.</li> </ol>
8	Ms. Pradnya Mathur	Consultant (Goal 4 + Goal 5)	<ol style="list-style-type: none"> <li>1. SSAP Andhra Pradesh, Tamil Nadu, Telangana, Kerala, Karnataka, Pondicherry, Assam, Lakshadweep and Meghalaya</li> <li>2. Baseline studies of respective states</li> <li>3. NBWUE</li> <li>4. All projects related to Water use efficiency</li> <li>5. Sustainable Development Goals (SDGs)</li> <li>6. Triveni Academy</li> <li>7. Springs, Lakes and other water bodies</li> </ol>
9	Shri Brij Lal Meena	Under Secretary	<ol style="list-style-type: none"> <li>1. RTI</li> <li>2. Court Cases</li> <li>3. DBT</li> <li>4. Parliament questions</li> <li>5. Processing of bills, Signing of Sanction orders &amp; PFMS</li> </ol>
	Shri M. D. Naseem	Asst. Section officer (ASO)	<ol style="list-style-type: none"> <li>1. All parliament matters</li> <li>2. All Establishment matters</li> <li>3. Hiring of Interns</li> <li>4. All TA/DA bills</li> <li>5. Functioning maintenance of all office equipment and furniture and fixtures</li> <li>6. VIP references</li> </ol>
11	Mohd Waqqar Azam	Senior programmer	<ol style="list-style-type: none"> <li>1. Website update and maintenance</li> <li>2. All IT related matters including Apps</li> <li>3. Water data base</li> <li>4. India -WRIS</li> </ol>
12	Ms. Kim	Data Entry Operator	<ol style="list-style-type: none"> <li>1. Maintenance and update of list participants in SSAP workshops, meetings, conferences etc.,</li> <li>2. All diary and dispatch of letters and files</li> <li>3. Maintenance of File Movement register</li> <li>4. All matters related to typing scanning etc.,</li> </ol>
13	Shri Kasim	Data Entry Operator	<ol style="list-style-type: none"> <li>1. Maintenance and update of list of Principal Secretaries in State Governments</li> <li>2. Maintenance and update of list of Nodal organizations, nodal officers of SSAP including telephone numbers and e-mails</li> </ol>

S. Kumar <sup>28/11/18</sup>  
(Dr. Sunil Kumar)  
Scientist-D, NWM

To : 1. All Concerned  
2. PPS to Mission Director, NWM  
3. PS to Adviser (C&M), NWM