



Ministry of Water Resources
Central Water and Power Research Station, Pune

Manual under clause 4 (1) (b) of
Right to Information Act 2005

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December 2011

The particulars of its organisation, functions and duties:

The Central Water and Power Research Station (CWPRS), Pune, as the institution is known today, was established in 1916 by the then Bombay Presidency as a *Special Irrigation Division* with the limited mandate to modify irrigation practices to meet agricultural requirements and alter prevalent methods to counter irrigation limitations. Recognising its role in the systematic study of various phases of water flow including floods, the institution was taken over by the Government of India in 1936.

With the dawn of independence and launching of planned development of the water resources of the nation, CWPRS became the principal central agency to cater to the research and development (R&D) needs of projects in the fields of water and energy resources development and water-borne transport. Today, as a part of the Ministry of Water Resources (MoWR), CWPRS is increasingly called upon to advise on projects in fields as diverse as river training and flood control, hydraulic design of bridges, design of hydroelectric structures, harbours, waterways and coastal protection, structural design, foundation engineering, pumps and turbines, ship hydrodynamics, earth sciences, reservoir competency, cooling water intakes, cooling pond efficiency, discharge of industrial effluents and hydraulic instrumentation.

The current mandate of the institution encompasses undertaking specific research studies supported by necessary basic research. Comprehensive R&D support is offered to a variety of projects dealing with water resources, power and water-borne transport. Consultancy and advisory services are offered to the government within the sphere of its activities. Disseminating expertise and research findings amongst hydraulic research fraternity, and promoting research activities at other institutions by imparting training to their research manpower, are also undertaken.

The solutions offered by CWPRS are based on the investigations from physical and mathematical models, field investigations coupled with desk studies or from a combination of these. The institution also carries out collection and analysis of field/prototype data on a variety of engineering, hydraulic and environmental parameters. The requirement of accurate and reliable instrumentation, data acquisition and control systems for physical model studies and prototype measurements are met by in-house developments. CWPRS has been recognised as the regional laboratory of the Economic and Social Commission for Asia and the Pacific (ESCAP) since 1971. The institution, with an inter-disciplinary approach in its activities, thus represents unique services available to the country and the ESCAP region. The major disciplines/ groups of CWPRS are listed below.

- River Engineering
- Reservoir & Appurtenant Structures
- Coastal Engineering including Mathematical Modelling Centre
- Applied Earth Sciences/ Foundation & Structures
- Instrumentation and Control Engineering including Calibration & Testing

Major Clientele of CWPRS:

- Central Government Departments/ Agencies
- State Government Departments/ Agencies
- State Research Institutes
- Port Trusts/ State Port Organisations
- Public/ Private Sector Undertakings
- Municipal Corporations

Staffing:

The total sanctioned staff strength of CWPRS, as of now, is 1,181. The Director is the *Head of Department (HoD)*. The Chief Administrative Officer is designated as the *Head of Office*. The research cadre, comprising a sanctioned strength of 358 personnel in different categories, is supported by technical, auxiliary technical, administration, accounts and ancillary services. [For further details, see sections 4(1) (b) ii-iii & viii-x].

CWPRS Campus:

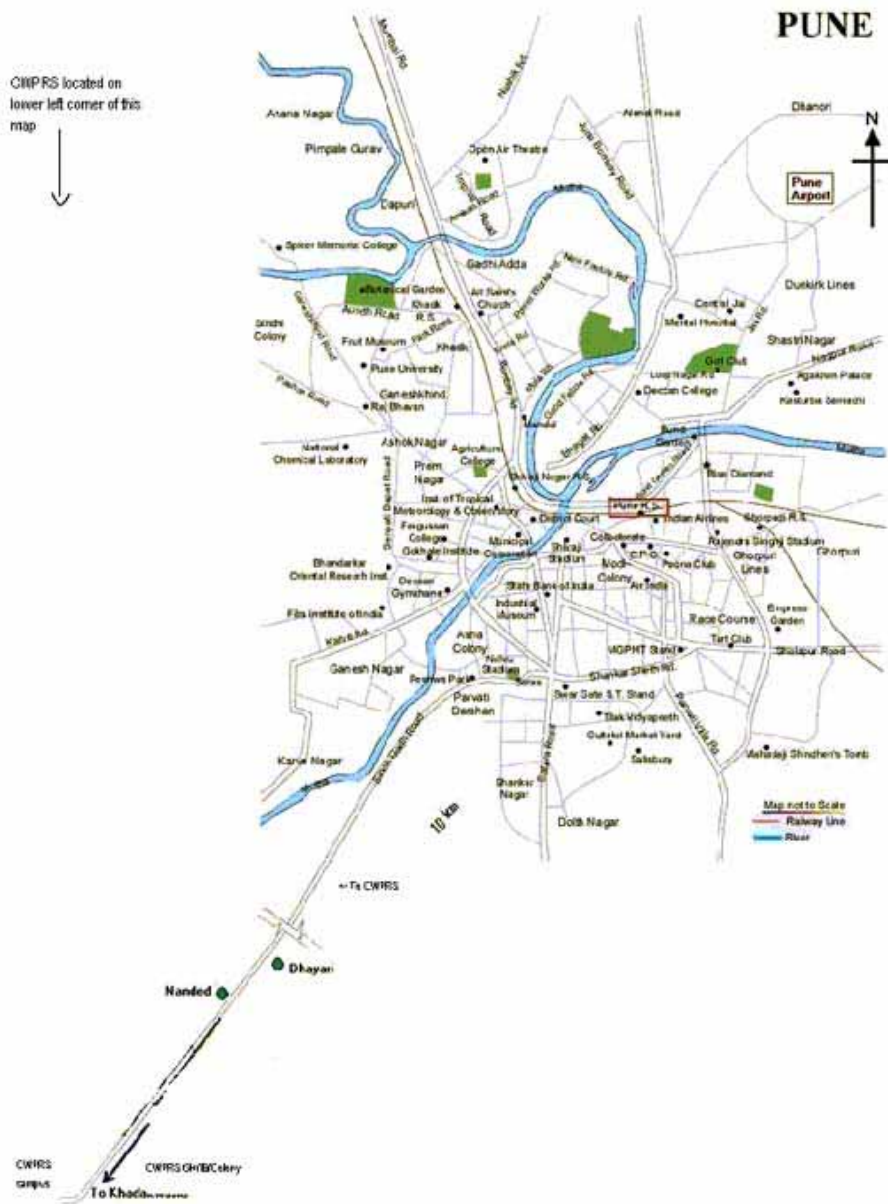
The CWPRS campus, situated downstream of Khadakwasla dam and about 15 km south of Pune city, occupies an area of about 180 ha. Research infrastructure available at CWPRS includes water re-circulation system for physical models, remote sensing centre, library, workshop, an auditorium and housing facilities. A full-fledged Computer Centre provides necessary infrastructure for mathematical modelling work. The location and campus maps are appended. Postal address and other contact details such as telephone and fax numbers are given below.

Central Water & Power Research Station, Khadakwasla, Pune, Maharashtra 411024

Tel.:020-24103400

Fax: 020-24381004

Website: www.cwprs.gov.in



CWPRS located on lower left corner of this map



Location Map of CWPRS, Pune



Campus Map of CWPRS

The powers and duties of its officers and employees:

The Director, CWPRS, exercises the powers of Head of Department (HoD), as delegated under Government of India Delegation of Financial Power Rules. In addition, the Director has been delegated additional financial powers vide MoWR letters under Annexure 1-1 to 1-6.

Annexure 2 gives the duties of officers up to the level of Research Officers of CWPRS.

Annexure 1-1

No. 11 (28)/ 62-Coord
Government of India
Ministry of Irrigation and Power

New Delhi, the 12th March 1964

To:

The Chairman
Central Water & Power Commission
New Delhi

Sub: Delegation of powers to the Director, CWPRS, Poona, in the re-organisation set up

Sir,

I am directed to refer to your letter No. 6 (18) 62. Adm. IV dated the 23rd May 1962, on the subject mentioned above and to say that the President is pleased to delegate the same powers to the Director, CWPRS Poona; as exercised by the Chief Engineer under CPWD and CPWA codes.

This issue with the concurrence of the Ministry of Finance (Department of Expenditure – I&P Branch) vide their DO No. 898-I&P/ 64 dated the 29th February 1964.

Yours faithfully,

Sd/-
(M.H. Zinjani)
Under Secretary to the Govt. of India

Copy together with 3 spare copies forwarded for information to

- 1) Accountant General, Commerce, Works & Misc., AGCR Building, New Delhi
- 2) Accountant General, Bombay

Copy also forwarded for information:

- 1) Adm. I/ Adm. IV/ Policy/ IF Section
- 2) Ministry of Finance (Dept. of Expenditure - I&P Branch)

Sd/-
(M.H. Zinjani)
Under Secretary to the Govt. of India

Annexure 1-2

No. 4/ 11/ 72-I.F
Bharat Sarkar
Government of India
Sinchai Air Vidyut Mantralaya
Ministry of Irrigation & Power

New Delhi, the 7th June 1972

The Chairman
Central water & Power Commission
New Delhi

Subject: Delegation of powers to Director/ Administrative Officer, CWPRS, Poona

Sir,

I am directed to convey the sanction of the President the delegation of powers, as in the Annexure A, to the Director/ Administrative Officer, Central water & Power Research station, Poona.

Office Order Nos. 6/ (5)/67-Adm.IV dated the 20th May 1970, A. 33016/3/ 71-Adm. IV dated 2nd August 1971 and any other orders issued by the Central Water and Power Commission this behalf will stand cancelled from the date of issue this letter.

This issue with the concurrence of the Ministry of Finance (vide their UO No. 199-I&P/72, dated 18.5.1972).

Encl: Annexure (10 copies)

Yours faithfully

Sd/-
(R.L. Mohan)
Under Secretary to the Government of India
Tel. No. 381459

Copy with Annexure A forwarded to:

- 1) Ministry of Finance (I&P Branch), New Delhi
 - 2) The Director, CWPRS, Poona 24
 - 3) The Accountant General, Maharashtra, 101 Maharshi Karve Road, Bombay 1
 - 4) US (E)/ Adm. IV Section, Ministry of Irrigation & Power (10 copies)
- Spare copies (20)

Sd/-
(R.L. Mohan)
Under Secretary to the Government of India
Tel. No. 381459

Annexure 1-2-1

Powers Delegated to Director/ Administrative Officer, CWPRS, Pune
(Copy of annexure under MoWR letter No. 4/11/72-I.F dated 7/6/1972)

No.	Rule/ letter	Nature of power	Authority to which delegated	Extent of power delegated
1	2	3	4	5
1	GFR 79	Alteration of date of birth	Director	Full powers in r/o Class III and Class IV personnel
2	GFR 83	Investigation of arrear claims	1. Director 2. Administrative Officer	1. Full powers in r/o gazetted and non-gazetted Cass II personnel 2. Full powers in r/o Cass III and Cass IV personnel
3	GFRs 180, 184, 191, 205, 206, 215	Advances for purchase of conveyances and all matters connected therewith	Director	Full powers
4	GFR 275	To accept security deposit from a Govt. servant or contractor under Rule 274	Director	Full powers
5	Appendix 13 (Para 3) of GFRs 1963	Destruction of office record connected with accounts	Director	Full powers
6	GPF 12 (2)	Advance from fund where special reasons are required	1. Director 2. Administrative Officer 3. Executive Engineer	1. Full powers in respect of non-gazetted Class II and Class III personnel 2. Full powers in respect of Class IV personnel on regular establishment 3. Full powers in respect of Class IV personnel on work-charged establishment
7	GPF 15	Withdrawal from Fund	-Do-	-Do-
8	CPF 13 (2)	Advance from fund where special reasons are required	1. Director 2. Executive Engineer	1. Full powers in respect of employees other than Class IV personnel 2. Full powers in respect of Class IV personnel
9	GPF 16	Withdrawal from Fund	-Do-	-Do-
10	GFR 25	1. Grant of special pay to cashiers 2. Grant of special pay of Rs 6 per month to Class IV staff for operating duplicating machine	Director	Full powers
11	GFR 46 (b)	To sanction the undertaking of work for which honorarium is offered and the grant of acceptance of honorarium	Director	Full powers in respect of CRO (Grade II) and below

12	SR 31	To allow mileage allowance by a route other than shortest and cheapest	Director	Full powers in respect of CRO (Grade II) and below
<i>Miscellaneous</i>				
13	MF OM No.F.9 (11) – E.II (B)/64 dated 2/3/65	Grant of cash compensation in the form OTA for duty on Sundays and second Saturdays	Director	Full powers
14	MHA OM No. 43/ /55-st (A) pt. II dated 11.10.1956	To accept changes in home town declaration	1. Director	1. Full powers in respect of gazetted, non-gazetted Class II & Class III personnel
			2. Administrative Officer	2. Full powers in respect of Class IV personnel
15	MF OM No. E.11 (11) – E II A/68 dated 20.12.1968	Advance payment to private firms for supply of stores/ services and maintenance of machines	Director	Up to Rs 5,000/-

Sd/-
(R.L. Mohan)
Under Secretary to the Government of India

No. 34 (1)/ 78 - Coord
Government of India
Ministry of Agriculture & Irrigation
Department of Irrigation

New Delhi, the 17th April 1978

ORDER

Subject: Delegation of enhanced Financial Powers to the subordinate formations under Department of Irrigation

In supersession of all previous orders issued from time to time on the above subject and in pursuance of the instructions contained in the Ministry of Finance (Department of Expenditure) OM No. F. 10 (28)/ E (Coord)/ dated the 20th January 1978, sanction of the President is conveyed to the declaration of the following Heads of Organisations under the Department of Irrigation as Head of Department under the Delegation of Financial Powers Rules 1958, as amended from time to time and under Supplementary Rules 2(10) and Government of India orders, there under in the compilation of the fundamental and supplementary Rules:

- 1) Chairman, Central Water Commission (CWC)
- 2) Chairman, Ganga Flood Control Commission
- 3) General Manager, Farakka Barrage Project
- 4) Financial Adviser & Chief Accounts Officer, Farakka Barrage Project
- 5) Director, CWPRS
- 6) Deputy Chief Engineer, Ganga Basin Water Resources Organisation
- 7) Secretary, Godavari Water Disputes Tribunal
- 8) Secretary, Narmada Water Disputes Tribunal
- 9) Secretary, Mahi Control Board
- 10) Financial Adviser, Mahi Control Board
- 11) Secretary, Farakka Barrage Control Board
- 12) Member-Secretary, Rashtriya Barh Ayog

The above officers will exercise all the powers of the Head Department, under General Financial Rules, 1963 as amended from time to time.

2. In the exercise of powers available as the Head of Department under the Delegation of Financial Powers Rules, as amended from time to time, the Heads of Department may, at their discretion, consult the Department's Accounts Officer for financial advice. Such advice, however, does not bind the Head of the Department.

3. The President is also pleased to delegate the powers vested in a Ministry of a Department of the Govt. to the following officers:

- i) Chairman, CWC
- ii) Chairman, Ganga Flood Control Commission
- iii) General Manager, Farakka Barrage Project
- iv) Director, Central Water & Power Research Station

The above authorities shall not exercise such powers in respect of the following matters:

- i) Creation of posts
- ii) Write off losses
- iii) Re-appropriation exceeding 10 % of the original budget provision

4. In the exercise of these powers, these officers have to utilise the department of Accounts Organisation (i.e. Pay & Accounts Officer attached to their Organisations) for financial Advice. In the case of General Manger, Farakka Barrage Project, the consultation should be done with Financial Adviser & Chief Accounts Officer of Farakka Barrage Project. It is necessary that the sanctions issued in respect of these powers should clearly indicate that these have been issued after consultation with the Accounts Officer. In cases where the Accounts Office disagrees with the proposal of the above-

mentioned officers, the matter should be referred to this Department who shall show it to Financial Adviser for his advice in the case.

5. The above powers will be exercised subject to the limitations, restrictions and scales mentioned in the delegation of Financial powers Rules, 1958, as amended from time to time, read with Ministry of Finance (Department of Expenditure) OM No. 10(13)-E (Coord)/ 75 dated 10/4/1975 and F10 (26) E (Coord)/ 75 dated 4/5 /1978 F10 (13) E (Coord)/ 75 dated 8/3/1976, General Financial Rules 1963 Fundamental Rules & Supplementary Rules and other relevant orders issued by Government/ Competent authority from time to time. It may also be added that the authorities who are delegated other powers have to observe the procedures/ checks and other instructions issued by the Govt. from time to time as laid down in Para 6 of Finance Ministry's OM dated 10.4.1975, while exercising delegated powers.

6. These delegations will, however, subject to the condition that important matter like Cadre Management, appointment, etc., which are at present centralised in this Department will continue to remain so.

7. These orders will take effect from the date of issue.

8. This issues in consultation with the Financial Adviser in the Department of Irrigation.

Sd/-
(Smt R.M. Shroff)
Joint Secretary to the Govt. of India

CWPRS, Pune

No. 636/5/78-Adm

Dated: 25.4.1978

Copy to:

- 1) PAO, CWPRS
- 2) JD/ CROs (Gr. I & II)
- 3) Bill Section
- 4) Senior Project Assistant
- 5) EE(C)/ EE (M)

Annexure 1-4

No. 19/25/89-Estt.II
Government of India
Ministry of Water Resources

New Delhi, dated 15 Dec 1989

To,

The Director
CW&PRS, PO Khadakwasla
Pune-24

Subject: Delegation of powers to the Joint Director, CWPRS, Pune

Sir,

I am directed to refer to your letter No. 636/5/89-Adm dated 26.6.1989 on the subject mentioned above and to convey the sanction of the President to the delegation of powers, as in the Annexure, at present being exercised by the Director, CWPRS, Pune, to the Joint Director, in the same station.

The delegation of the above powers is subject to the condition that Director, CWPRS will remain responsible for the proper use of such powers.

Yours faithfully

Encl.: As above

Sd/-
(A.S. CHAUHAN)
Under Secretary to the Government of India

Copy to: The pay & Accounts Officer, CWPRS, Pune

Sd/-
(A.S. CHAUHAN)
Under Secretary to the Government of India

Delegation of powers to the Joint Director, CWPRS, Pune

No.	Rules	Nature of Power	Extent of power Delegated
1	General Provident Fund (Central Services) Rules 1960	Advance from GPF under Rule 12 (1) of GPF (CS) Rules 1960	Full powers in respect of Group A, B & C officers
2	---Do---	Advance and withdrawals from GPF under rules 12 (2) and 15 of the GPF (CS) Rules 1960	Full powers in respect of Group A, B & C officers (up to CROs)
3	GFR 222	Advance of pay & TA on transfer	Full powers in respect of Group A, B & C (up to CROs)
4	GFR 231	Advance of TA on Tour	Do
5.	GFR 259	Grant of leave salary advance	Do
6	GFR 275	Acceptance of security deposit for a Govt. servant or a contractor under Rule 274	Do
7	SR 191	Controlling Officer for the purpose of TA	Full powers in respect of Group A and B officers (up to CRO)
8	AMA. Rules 1944	Reimbursement of medical expenses	Full powers in respect of Group A and B Officers
9	GFR 191	Advance for purchase of conveyance	Full powers in respect of Group A, B and C (up to CROs)
10	Govt. of India, Ministry of A & I (Dept. of Irrigation) 34/(1) 78-Coord dated 17/4/1978 Rule 5 sub-items 5 and 6 of HBA Rules	Advance of House Building purposes	Full powers for group B, C and D officers and up to CRO for group A officers
11	M/o Home OM No. 43/1/55-ESH (A) dated 10/10/1956 in the capacity of Controlling Officer	LTC (including Advance for the purposes)	Full powers

Sd/
(A.S. CHAUHAN)
Under Secretary to the Government of India

No. 17/4/2002-E II
GOVERNMENT OF INDIA
MINISTRY OF WATER RESOURCES

Shram Shakti Bhavan, Rafi Marg
New Delhi, the 9th September 2002

OFFICE MEMORANDUM

Subject: Delegation of additional financial powers to the Director, CWPRS

The undersigned is directed to refer to CWPRS's letter No. 10/ 4/ (misc) 2001-TC dated 23rd Jan 2001 & 7th May 2002 on the above subject and to say that the proposal for enhancement of the Financial Powers delegated to Director, CWPRS has been under consideration of the Ministry for quite some time. Attention is also invited to CWPRS's letter No. 6/(1)/ 2002-TC/ 377 dated 23.3.2002 and this Ministry's letter No. 7/ 38/ 2002-E-II dated 26.6.2002 wherein additional powers were delegated to Director, CWPRS for nomination of staff/ officers for participation in conference/seminars, etc. After examination of the entire proposal in this regard in consultation with the Integrated Finance Division, the undersigned is directed to convey the approval of the Competent Authority for delegation of additional powers to Director, CWPRS as per details given in the Annexure. The CWPRS may, however, ensure that in spite of the enhanced powers now delegated, the expenditure under various Heads should be within the approved budget provisions.

This issue in concurrence with the Integrated Finance vides JS & FA Diary No. 950 dated 19.6.2002.

Encl: As above

(GOPAL DASS)
Under Secretary to the Government of India
Tel. No. 3716928

To,
The Director, CWPRS, Pune

Copy to:

- 1) Controller of accounts, MoWR, New Delhi
- 2) Pay and Accounts officer, CWPRS, Pune
- 3) Finance Desk, MoWR, New Delhi.
- 4) Budget Section, MoWR, New Delhi
- 5) Sanction Folder, E-II Section

Delegation of additional powers to the Director, CWPRS

(Copy of annexure received under MoWR letter No. 17/4/2002. E II dated 09/09/2002)

Sl. No.	Item	Present powers of Director, CWPRS	Powers Delegated	Remarks
1	2	3	4	5
1	Purchase of Stores i) Deposit Works ii) Plan/ Non-Plan	Rs 5 lakh Rs 5 lakh	Full powers for purchase of all kinds of stores/ equipments including purchase under any plan or non-plan up to Rs 20.00 lakh (Rs Twenty lakh only) subject to the approval of the Purchase and Disposal Committee to be constituted under the Chairmanship of the Director, CWPRS including an officer of Internal Finance Wing of this Ministry and the SMD not below the rank of Deputy Secretary	This power will be used by the Director, CWPRS only after constitution of said new Purchase and Disposal Committee and amending the Purchase Manual of CWPRS with the approval of the Ministry.
2	Nomination of staff for participation in Conference/ Seminar/ Workshops, etc.	A) No. of participants per event – 5 B) Registration Fee: Per Individual – Up to Rs 2,000/- only C) Total Expenditure on Registration Fee – Rs 50,000/- per annum D) Duration of training courses –4 months with no registration fee	A) Participation in seminars/ symposia, courses, Registration Fee – Full Powers subject to Rs 75,000/- (Rs Seventy Five Thousand only) per annum B) Participation in training course – Duration up to 4 months with the ceiling up to Rs 50,000/- (Rs Fifty thousand per annum)	
3	Organisation and co-sponsoring seminars, conference, etc. at CWPRS, Pune	NIL	Up to Rs 15,000/- (Rs Fifteen thousand only) subject to the approval of FA in the Ministry of Water Resources	

4	Printing of reports and purchase of stationery	Rs 50,000/- (Rs Fifty thousand only)	Rs 1.00 lakh (Rs one lakh only)	As per the GoI, Ministry of Finance Notification No. 1(20)/E.II (A)/ 2000 dated 23.10.2001 under Item No. 14 of the Annexure to Schedule V of DFPR, the powers of the Head of Departments (HoDs) for printing and binding have been increased up to Rs 1.00 lakh (Rs One lakh only). Item 21 (B) of same notification enhances the powers of the HoDs up to Rs 1.00 lakh (One Lakh Rupees only)
5	Honarium and TA/ DA to outside lectures	Nil	Full powers at the prescribed Government rates subject to the provisions of SR 190 and also the condition that the proposals for air travel shall be sent to the Ministry for approval	

No. 8/3/2004-IWSU-327
Government of India
Ministry of Water Resources

New Delhi, the 11th July 2006

ORDER

Subject: Delegation of Financial Powers to HoDs under Ministry of Water Resources under DFPR 1978

- 1) Sanction of the President is conveyed for delegation of powers to HoDs under the MoWR and Ministry (Proper) in the matter of contingent expenditure under Schedule V, subject to the rules, orders, restrictions or scales mentioned in Column 3 for the items specified in Column 1 of the Annexure to Schedule V of DFPR 1978 and miscellaneous expenditure under Schedule VI of DFPR 1978 as per details given in Annexure 1-6-1 to 1-6-3.
- 2) Sanction of the President is also conveyed to the delegation of powers to HoDs for certain specific items as per details given in Annexure 1-6-4
- 3) These powers are further subject to the financial limit being in accordance with the provisions of General Financial Rules, economy instructions issued by Finance Ministry, Fiscal Codes and Procedures and the limits being within the budgetary allocation for the year.
- 4) These orders will take effect from the date of issue.

This issue with the approval of Secretary (WR), in consultation with JS&FA, MoWR

(PRADEEP KR. BERWAH)
Controller of Accounts
Tel. No. 23386644

To:

- 1) All Heads of Attached and Subordinate Organizations of the Ministry (List enclosed)
- 2) All Wing Heads of the Ministry
- 3) Director (F), MoWR
- 4) Director (C&GA) and HoD of the Ministry
- 5) Pay and Accounts Officers concerned of all the Attached and Subordinate Offices
- 6) Pay and Accounts officer (Secretariat), MOWR

Copy along with a copy of enclosures forwarded to Director (E II) (A), Ministry of Finance, Department of Expenditure, with reference to their Notification F. No. 1 (II) E II (A)/03 dated 16/9/2003.

(Pradeep Kr. Berwah)
Controller of Accounts

- 1) Chairman, Central Water Commission, Sewa Bhawan, RK Puram, New Delhi
- 2) Chairman, Central Ground Water Board, New CGO Complex, NH IV, Faridabad 121001
- 3) Secretary, SSCAC, 4th Floor, A Block, Narmada Bhawan, Indira Avenue, Vadodara 390001
- 4) Secretary, Bansagar Control Board, Rewa, Madhya Pradesh
- 5) Chairman, GFCC, Sinchai Bhawan, Old Secretariat, Third Floor, Patna 800015
- 6) General Manager, Farakka Barrage Project, PO Farakka BP, Dist. Murshidabad 742212
- 7) Director, Central Water & Power Research Station, Khadakwasla, Pune 411024
- 8) Member-Secretary, Upper Yamuna River Board, Sewa Bhawan, RK Puram New Delhi
- 9) Director, CSMRS, Hauz Khas, New Delhi

SCHEDULE V (Contingent Expenditure)

<i>Recurring:</i>		
<i>Sl. No.</i>	<i>Name of the Organizations</i>	<i>Extent of Powers Delegated</i>
1.	Chairman, CWC; Chairman, CGWB; Director, CWPRS & GM, FBP	Rs 1 lakh per annum
2.	Other Organizations	Rs 35,000 per annum
<i>Non-Recurring:</i>		
<i>Sl. No.</i>	<i>Name of the Organizations</i>	<i>Extent of Powers Delegated</i>
1.	Chairman, CWC; Chairman, CGWB; Director, CWPRS & GM, FBP	Rs 1.50 lakh per annum
2.	Other Organizations	Rs 80,000 per annum
<i>Note: The Above limits will be applicable to the items of contingent expenditure, which are not covered in Annexure to Schedule V</i>		

ANNEXURE TO SCHEDULE V (Contingent Expenditure)

<i>Sl. No.</i>	<i>Item of Expenditure</i>	<i>Extent of Powers Delegated</i>
1.	Bicycle	Full Powers
2.	Charges for remittance of treasure	After departmentalization of pay and accounting system, the functions of treasure and sub-treasure are no more relevant. As such Nil powers have been delegated.
3.	<u>Conveyance hire</u> i) Reimbursement to Employees ii) For hiring private vehicles	Full Powers
4.	Electric gas and water charges	Full Powers
5.	Fixtures and furniture purchase and repairs	Full Powers
6.	Freight and demurrage wharfage charges: i) Freight charges ii) Demurrage/ wharfage charges	Full Powers
7.	Hire of office furniture, electric fans, heaters, coolers and call bells	Full Powers
8.	Land	Nil
9.	Legal charges: i) Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires ii) Other Legal charges	Full Powers a) Law suits or prosecution cases - Full powers in case of authorities vested with powers to sanction the institution of suit or prosecution; otherwise Rs 15,000 in each case b) Arbitration Cases - Full powers in case of authorities vested with powers to refer cases to arbitration; otherwise Rs 30,000 in each case
	iii) Reimbursement of legal expenses incurred by Government Servants in case arising out of their official duties	a) Chairman, CWC; Chairman, CGWB; Director, CWPRS & GM, FBP – Rs 1 lakh per annum Other Organizations – Rs 35,000 per annum
10.	Motor Vehicles: i) Purchase ii) Replacement iii) Maintenance, upkeep and repairs	Nil Nil Full Powers
11.	Municipal rates and taxes	Full Powers

12.	Petty works and repairs: i) Execution of petty works and special repairs to Government owned buildings, including sanitary fittings, water supply and electric installations in such buildings and repairs to such installations. ii) Ordinary repairs to Government Buildings iii) Repairs and alterations to hired and requisitioned buildings	Rs 30,000 in each case Full Powers Rs 30,000 per annum for non-recurring and Rs 6,000 per annum for recurring								
13.	Postal and Telegraphs Charges: i) Charges for issue of letters, telegrams, etc. ii) Commission on Money Orders	Full Powers Rs 25,000 per annum								
14.	Printing and Binding	i) Full powers where the printing is executed through or with the approval of Director of Printing. In case of emergent and unforeseen petty printing and binding jobs executed locally/ through private agencies ii) CWPRS & CSMRS – Rs 1 lakh per annum with condition that the rates do not exceed those admissible under the schedule of rates maintained by the Director of Printing. This condition would be applicable beyond printing of Rs 20,000; which is the power otherwise, enjoyed by all HoDs								
15.	Publication: i) Official Publications ii) Non-official Publications	Full Powers								
16.	Rent: (i) Ordinary office accommodation (a) Where the accommodation is entirely utilized for the office	Ordinary Office accommodation – Where an accommodation is entirely utilized for the office								
		<table border="1"> <thead> <tr> <th>Classes of City</th> <th>Monetary limit per month</th> </tr> </thead> <tbody> <tr> <td>A1</td> <td>Rs 50,000</td> </tr> <tr> <td>A, B1 & B2</td> <td>Rs 30,000</td> </tr> <tr> <td>C & Unclassified</td> <td>Rs 22,000</td> </tr> </tbody> </table>	Classes of City	Monetary limit per month	A1	Rs 50,000	A, B1 & B2	Rs 30,000	C & Unclassified	Rs 22,000
		Classes of City	Monetary limit per month							
		A1	Rs 50,000							
		A, B1 & B2	Rs 30,000							
C & Unclassified	Rs 22,000									
Note: 1) One restriction as mentioned in DFPR is specifically repeated as under “No accommodation may be hired under these powers at Delhi, Mumbai, Simla and Kolkata for any office which is entitled to general pool accommodation provided in these places by the works and House Ministry”. 2) The organizations may also enhance rates on their own subject to following of prescribed procedure if the rent fixed after enhancement is within the delegated powers.										
(b) Where the accommodation is used partly as office and partly as residence	Nil									
ii) For residential and other purposes	Nil									
17.	Repairs to and removal of machinery (where the expenditure is not of a capital nature)	Full Powers								
18.	Rewards, fees, bonus, etc. (other than fees or honoraria granted to Government servants under the Service Rules)	Nil								
19.	Special charges relating to a particular Departments	Nil								
20.	Staff paid from contingencies	Full Powers								

21.	(B) Local Purchase of petty stationery stores	Organizations (including field formations, if there)
		CWC Rs 35 lakh
		CGWB & Ministry (proper) Rs 25 lakh Other Organizations Rs 3 lakh
	Note: An organization should send its proposal to the Ministry for approval if it exceeds the powers delegated to respective HoDs	
	(C) Local purchase of rubber stamps and office seals	Full Powers
22.	Stores:	Full Powers
	i) Stores required for works	Full Powers
	ii) Other stores, i.e. stores required for the working of an establishment, instruments, equipments and apparatus	Full Powers
23.	Supply of uniforms, badges and other articles of clothing, etc. and washing allowance	Full powers
24.	Telephone charges	Full powers
25.	Tents and camp furniture	Recurring – Rs 25,000 per annum Non-recurring – Rs 60,000 in each case
26.	(a) (i) All office equipments including typewriters, electronic typewriters, dedicated word processors, intercom equipments, calculators, electronic stencil cutters, Dictaphones, tape recorders, photo copiers, copying machines, franking machines, addressographs, filing and indexing systems etc. (excluding computers of all kinds).	Full powers
	(a) (ii) Computers (including personal computers)	Rs 10 lakh per annum subject to the condition that cost per computer does not exceed Rs 75,000
	(b) Hire & Maintenance of computers of all kinds	Full powers

Annex 1-6-3

**SCHEDULE VI
(Miscellaneous Expenditure)**

<i>Recurring</i>		
<i>Sl. No.</i>	<i>Name of the Organization</i>	<i>Extent of powers delegated</i>
1.	All HoDs	i) CWC, CGWB, CWPRS FBP & Ministry (Proper) – Rs 50,000 per annum ii) CSMRS & GFCC – Rs 25,000 per annum iii) UYRB, SSCAC, Bansagar Control Board & Accounting organizations of the Ministry – Rs 15,000 per annum
<i>Non-Recurring</i>		
<i>Sl. No.</i>	<i>Name of the Organization</i>	<i>Extent of powers delegated</i>
1.	All HoDs	Rs 50,000 in each case

Note:

- i) The above limits will be applicable to the items of miscellaneous expenditure, which are not covered under the items on which specific powers are being delegated.
- ii) HoDs may sanction expenditure on formal inter-departmental and other meetings/ conferences up to the limit of Rs 30 (Rs thirty only) per head per meeting on light refreshment up to Rs 100 (Rs one hundred only) per head on refreshment/ working lunch during the meetings/ seminars conferences which starts in the forenoon and continues beyond lunch time. However, they will not be competent to sanction expenditure on this account if meetings /conferences/ seminars/ workshops, etc. are held in hotels.
- iii) Proposals regarding laying foundation stones and opening ceremonies of government buildings, etc. will continue to be sent to the Ministry for approval.

Powers on Certain Specific Items

No.	Item of Expenditure	Extent of Powers Delegated
1.	Sponsoring/ Co-sponsoring of Conferences/ Symposium/ Seminars/ Workshops	CWC, CGWB, CWPRS, CSMRS – Rs 20,000 per annum (<i>Only to scientific organizations</i>)
2.	Nomination of staff for participation in Conferences/ Seminars/ Workshops within the country	i) CWC, CWPRS, CGWB – Rs 3 lakh per annum ii) CSMRS – Rs 2 lakh per annum iii) GFCC, FBP, Ministry (Proper) – Rs 1 lakh per annum iv) SSCAC, BCB & Accounting Organizations of the Ministry – Rs 50,000 per annum <i>Note: Registration fee per individual per Conference/ Seminar, etc. will not exceed Rs 6,000/-</i>
3.	Sponsoring staff for training within India	i) CWC & CGWB – Rs 3 lakh per annum ii) CWPRS & FBP – Rs 2 lakh per annum iii) CSMRS & Ministry (Proper) – Rs 1 lakh per annum iv) GFCC & Accounting Organizations of the Ministry – Rs 50,000 per annum v) UYRB, SSCAC & BCB – Rs 25,000 per annum <i>Note: Registration fee per individual for a training course shall not exceed Rs 10,000</i>
4.	Imparting training programme to Officers/ Staff of other Organizations, State Governments, etc.	To all HoDs, if separate budget is earmarked and approved by the Ministry for this purpose, subject to the condition that expenditure on working lunch, refreshments etc. will not exceed the powers delegated to HoDs in this respect.
5.	Outsourcing of Services	i) The first time delegation of any service will be with the approval of Ministry. ii) At the time of outsourcing of service for the first time the organization and the Ministry shall ensure that there is no staff sanction/ earmark for taking up of that service. iii) For more operational efficiency and availability of qualitative service the scope of such service with respect to the requirements, existing establishment and financial resources be decided. iv) Services will be outsourced in accordance with Rule 163-185 of GFR 2005 v) An annual report will be sent to the Ministry about the services outsourced

Duties

1) **Director**

(Pay Band: Rs 37,400-67,000; Grade Pay: Rs 10,000)

The CWPRS is the premier organisation in the country devoted to applied and fundamental research in the area of water and energy resources and water borne transport. The Director, CWPRS, is the Chief Executive Officer of the Research Station; and declared as the HoD. The Director is represented on various high level committees constituted by other Ministries, and is also the appointing authority for Group B and C posts.

2) **Additional Director**

(Pay Band: Rs 37,400-67,000; Grade Pay: Rs 8,900)

The Additional Director will be responsible to oversee the conduct and coordination of R&D works of various research Divisions/ Sections as assigned to him/her by the Director. The duties inter alia would include:

- Monitoring client-sponsored studies undertaken by the Joint Directors towards ensuring technical, administrative, financial and timely completion of the tasks
- Ensuring proper and timely implementation of the ongoing Plan Schemes
- Rendering consultancy and/ or advisory services
- Dissemination of research findings
- Getting client-sponsored and applied R&D studies
- Carrying out any other functions/ tasks assigned by the Director from time to time

3) **Joint Director**

(Pay Band: Rs 37,400-67,000 Grade Pay: 8,700)

The Joint Director shall carry out:

- Planning, organising and undertaking specific research studies to evaluate, alter, modify or redesign the proposals and/ or to redefine the objectives therein relating to all aspects of the studies related to his/ her discipline;
- Carrying out basic or fundamental research necessary to support its specific/ applied research and/ or aimed at furtherance of knowledge relevant to the Science & Technology plans/ objectives of the country and thus to advance the frontiers of knowledge pertaining to water resources and related sciences;
- Rendering consultancy and/ or advisory services to the Central and State governments as may be called upon from time to time;
- Disseminating research findings and building up of a technical database in water resources; and
- Promoting/ assisting research activities in State and other institutions concerned with water resources as the premier national organization in the area of research associated with water resources development and carrying out training of research manpower.

He/ She shall also be responsible for assigning work to the staff under him/her and for exercising administrative and technical control over their performance in all respects. He/ She shall discharge such administrative and technical functions as are specifically assigned to him/ her as and when necessary.

4) Chief Research Officer (Pay Band: Rs 15,600-39,100; Grade Pay: 7,600)

The Chief Research Officer shall carry out:

- Planning, organising and undertaking specific research studies to evaluate, alter, modify or redesign the proposals and/ or to redefine the objectives therein relating to all aspects of the studies related to his/ her discipline;
- Carrying out basic or fundamental research necessary to support its specific/ applied research and/ or aimed at furtherance of knowledge relevant to the Science & Technology plans/ objectives of the Country and thus to advance the frontiers of knowledge pertaining to water resources and related sciences;
- Disseminating research findings and building up of a technical database in water resources.

He/ She shall also be responsible for assigning work to the staff under him/ her and for exercising administrative and technical control over their performance in all respects. He/ She shall discharge such administrative and technical functions as are specifically assigned to him/ her and when necessary by his/ her superiors.

5) Senior Research Officer (Pay Band: Rs 15,600-39,100; Grade Pay: Rs 6,600)

The Senior Research Officer shall assist the Chief Research Officer in:

- Undertaking specific research studies;
- Providing necessary assistance in basic and fundamental research aimed at furtherance of knowledge relevant to science and technology; and
- Disseminating research findings and building up of a technical database in water resources.

He/ She shall also be responsible for monitoring the progress on the works and for submission of timely reports. He/ She shall discharge such administrative and technical functions as may be assigned to him/ her from time to time.

6) Research Officer (Pay Band: Rs 15,600-39,100; Grade Pay: Rs 5,400)

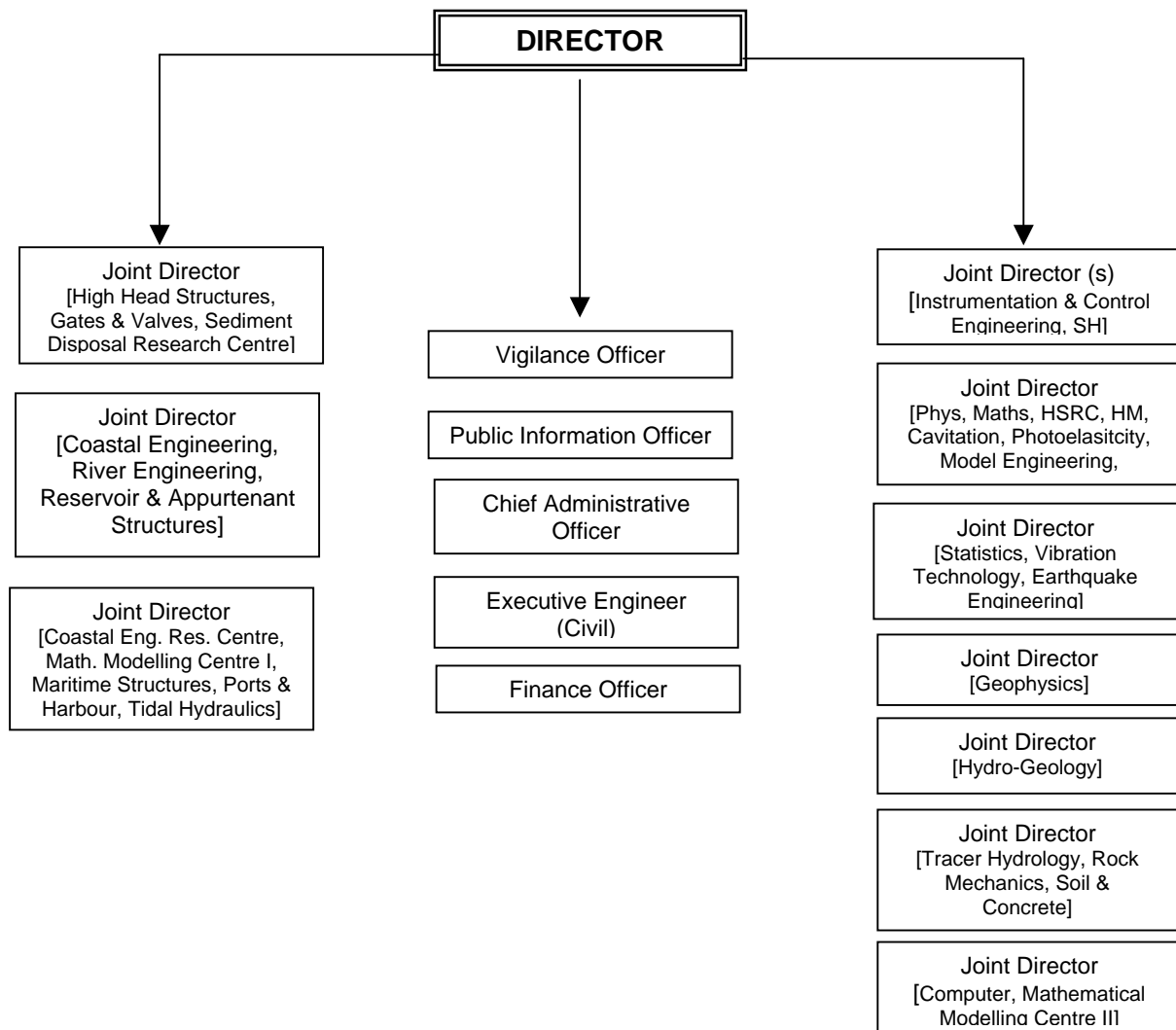
- To assist Senior Research Officer/ Chief Research Officer in the planning/ organizing and conduct of research work assigned to him/ her
- He/ She will be responsible for assigning works to the research staff under him/ her and for keeping control over their performance and programme.
- He/ She will be responsible for discharging other functions as may be assigned to him/ her by superiors

4(1)(b)(iii)

The procedure followed in decision-making, including channels of supervision and accountability:

All relevant procedures in decision-making, including channels of supervision and accountability, are being followed as per Government of India rules and norms. Annexure 3 gives the CWPRS organization chart.

Central Water & Power Research Station, Pune Organisation Chart



4(1) (b) (iv)

The norms set by it for the discharge of its functions:

CWPRS, being a Central Government Organisation, is governed by the Government of India norms.

The rules, regulations, instructions, manuals and records held by it, or under its control, or used by its employees for discharging its functions:

CWPRS follows all relevant Government of India rules, regulations, instructions and manuals. General Financial Rules 2005 (GFR 2005), and other related rules as applicable from time-to-time, govern financial management.

Three Purchase and Disposal Committees (PDCs) are entrusted with the powers for giving recommendations as regards purchase of stores/ equipment costing above Rs 1.00 lakh. A Local Purchase Committee (LPC) oversees purchase of goods costing up to Rs 1.00 lakh, under Rules 145-146 of GFR 2005. The committee is entrusted with the responsibility to carry out market surveys to ascertain reasonableness of rate, quality and specification; and identify the appropriate supplier. Annexure 4 gives details of the constitution of the above-mentioned committees.

Constitution of the Purchase and Disposal Committees (PDCs) at CWPRS, Pune

I. PDC for electronics equipment costing up to Rs 10 lakh

1)	Smt. S.V. Phadke, Joint Director (JD)	Chairman
2)	A.K. Agarwal, Chief Research Officer (CRO)	Member
3)	Finance Officer	Member
4)	Executive Engineer (Civil) [EE (C)]	Member
5)	S.D. Ranade, Chief Research Officer (CRO)	Member Secretary

II. PDC for mechanical equipment costing up to Rs 10 lakh

1)	P.K. Goel, JD	Chairman
2)	Smt. V.J. Shende, CRO	Member
3)	Finance Officer	Member
4)	Executive Engineer (Civil)	Member
5)	Prabhat Chandra, CRO	Member Secretary

III. PDC for stores and equipment costing in excess of Rs 10 lakh

1)	S. Govindan, AD	Chairman
2)	M.D. Kudale, JD	Member
3)	Finance Officer	Member
4)	Executive Engineer (Civil)	Member
5)	Smt. A.S. Barve, CRO	Member Secretary

An officer not below the rank of Chief Research Officer from another organization shall be associated as member of the committee wherever cost of stores/ equipment exceeds Rs 25 lakh.

IV. LPC for purchases up to Rs 1 lakh

1)	P.C. Pethe, CRO	Chairman
2)	U.C. Roman, SRO	Member (for civil goods)
3)	P.R. Khatarkar, SRO	Member (electrical, electronics & computer items)
4)	V.K. Tripathi, SRO	Member (mechanical & stationery items)
5)	Assistant Accounts officer, EE (C)	Member

A statement of the categories of documents that are held by it, or under its control:

Documents held and/ or controlled by the CWPRS are in the form of files, registers, data, reports and other documents. Results of client-sponsored studies are brought out by CWPRS as Technical Reports and submitted to the clients. Such documents relate to third party, and hence are restricted for use by the sponsoring authority only. However, publications arising out of various R&D studies at the institution are available in the public domain.

The details of receipts, issues and balances of Tools & Plants (T&P) held under the charge of various sections of CWPRS are documented in the Central Public Works Accounts Forms 13, 14 and 15 respectively as per codal provisions. Annexure 5-1 to 5-3 give specimen copies of the forms.

Form 13

Tools & Plant Received Sheet

[Referred to in paragraphs 7.2.5, 7.3.4, 7.3.17, 22.2.10 and 22.4.15 of CPWA Code]

Division:

Subdivision:

Sl. No.	Date	Invoice/ RR No.	Purchase/ Supply Order or Indent		Source of Receipts
			No.	Date	
1	2	3	4 A	4 B	5

Name of Article ¹	Quantity	Unit	Rate (Rs)	Amount (Rs)	Incidental Charges (Rs)
6	7	8	9	10	11

Amount including incidental charges (Rs)	Tools & Plant (T&P) ledger Folio	Reference to payment voucher or adjustment of debit		Remarks including results of test check by superior officer ²
		No.	Date	
12	13	14 A	14 B	15

Subdivisional Officer

¹ The articles to be entered in column 6 should be grouped by the prescribed Sub-head of classification vide paragraph 7.3.7.

² The entries in respect of receipt back of articles lent or sent out (vide paragraph 7.3.3) should be distinguished from others by quoting reference to the original entries in the Tools and Plants Indent in Col. 15.

Form 14

Tools & Plant Indent

[Referred to in paragraphs 7.3.5, 7.3.6, 7.3.14, 7.3.17 & 22.4.15 of CPWA Code]

T&P Indent on:

Division:

Subdivision:

No.:

Division:

Date:

Subdivision:

Sl. No.	Name of Articles ³	Quantity		Unit	Rate (Rs)	Amount (Rs)	Head of Account	Name of work/ job with name of contractor from whom value is recoverable
		Indented	Issued					
1	2	3	4	5	6	7	8	9

Name of person to whom the articles are to be delivered and his signature	Signature of Indenting Officer	Issued on Signature of Supplying Officer & Designation	Received on Signature & Designation of Receiving Officer	T&P Ledger Folio No.		Remarks ⁴
			 Signature of Ledger Keeper Signature of Divisional Accountant	
10	11	12	13	14		15

Name:

Subdivisional Officer:

Signature:

Divisional Officer:

Division:

³ The article to be entered in column 2 should be grouped by the prescribed sub-heads of classification vide paragraph 7.3.7.

⁴ The entries in respect of receipt back of articles lent or sent out (vide paragraph 7.3.3) should be distinguished from others by a suitable remark in this column

Form 15

Tools & Plant Ledger

[Referred to in paragraphs 7.3.7, 7.3.8, 7.3.16 & 7.3.17 of CPWA Code]

PART I - Articles in Hand

Name of Article:

Sl. No.	Date	From whom received	T&P received Sheet No.& date	Permanent Transactions		Temporary ⁵ Transactions	
		To whom issued	T&P Indent No.& date	Receipts	Issues	Receipts	Issues
1	2	3	4	5 A	5 B	6 A	6 B

Total Receipts	Total Issues	Balance	Reference to Voucher or Adjustment of value	Initials Subdivisional Clerks	Remarks
7	8	9	10	11	12

PART II- Articles temporarily lent or sent out for repairs

Sl. No.	Name of person or division	Name of article	Issues		Receipts		Balance	Initials of sub-divisional clerks	Remarks
			Date of issue	No. issued	Date of receipt	No. received back			
1	2	3	4 A	4 B	5 A	5 B	6	7	8

PART III- Shortages Awaiting Adjustment

Sl. No.	Name of person or Division	Name of Article	Number found short	Reference to recovery or write off	Remarks including action taken for the clearance of shortages outstanding for more than 3 months
1	2	3	4	5	6

⁵ Represents articles temporarily lent or sent out for repairs

4(1)(b)(vii)

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation with formulation of its policy or implementation thereof

Being primarily an R&D organisation, not applicable; and hence no such arrangement exists.

A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of these boards, councils, committees and other bodies are open to the public, or the minutes of these meetings are accessible for public:

The Governing Council (GC) functions as an overall policymaking body under the Chairmanship of the Secretary (WR). The Council comprises members from the Finance and Administrative Wings of the MoWR, Planning Commission, user-organisations, State Governments and Non-Government Officials. Apart from laying down broad policy guidelines for CWPRS, the GC monitors the overall progress and performance of the institution. Other functions of the GC include scrutiny and monitoring of expansion programmes, annual and five-year plans, budgetary allocations, creation and abolition of work disciplines, review of manpower requirements and delegation of powers to the Director.

The Technical Advisory Committee (TAC), chaired by the Chairman, Central Water Commission, primarily assists the GC in matters of research and associated technical programmes. The TAC, inter alia, scrutinizes and recommends the expansion and research proposals under different five-year plans, suggests programmes for training of manpower and provides guidance in the formulation of collaborative arrangements and Memoranda of Understanding (MoU) with other institutions.

The Budget and Programme Committee (BPC) assists the GC in formulation of budget proposals. The terms of reference of the Committee also include monitoring progress in implementation of the approved programmes and utilisation of the sanctioned budget, as also linking programmes and budget closely so as to facilitate preparation of a proper performance budget. The Director, CWPRS, is the chairperson of the BPC; with the Finance Officer, CWPRS, being the Member Secretary.

Annexure 6-1 to 6-4 give the details of the constitution and the terms of reference of the GC, TAC and BPC. The meetings/ minutes of these committees are not open to the public.

No: 17/3/2009.E-II/133
Government of India
Ministry of Water Resources

New Delhi, Dated the 2nd March 2009

OFFICE MEMORANDUM

Subject: Reconstitution of the Governing Council of CWPRS, Pune

In supersession of this Ministry's OM No. 17/ 33/ 2005-E II dated 21.9.2005 on the subject cited mentioned above, the undersigned is directed to convey the approval of the Chairman, Governing Council (GC) for re-constitution of the GC of CWPRS, Pune as per the composition given below.

1) Secretary, MoWR	...	Chairman
2) Additional Secretary, MoWR	...	Member
3) Chairman, CWC	...	Member
4) Financial Advisor, MoWR	...	Member
5) Joint Secretary/ Commissioner in charge of CWPRS, MoWR	...	Member
6) Advisor (I & CAD), Planning Commission	...	Member
7) Development Advisor (Ports), M/ Surface Transport	...	Member
8) Member (Hydro), Central Electricity Authority	...	Member
9) A representative of Department of Science & Technology	...	Member
10) A representative from Department of Electronics	...	Member
11) Director, Central Soil & Materials Research Station	...	Member
12) Chairman, Central Pollution Control Board	...	Member
13) Managing Director, WAPCOS	...	Member
14) Director, CWPRS	...	Member Secretary
15) Representative of Bihar in Irrigation & Power Sector	...	Member
16) Representative of Arunachal Pradesh in Irrigation & Power Sector..	...	Member
17) Representative of Kerala in I & P Sector	...	Member
18) Shri R.K. Srivastava, Director, Kirloskar Brothers, Pune	...	Member
19) Dr. K.G. Rangaraju, Ex. Deputy Director, IIT Roorkee	...	Member
20) Dr. T.C. Pant, Ex-Director, IITM	...	Member

2. The members from Sl.No.15 to 20 will have tenure of three years.
3. The functions of the GC shall be:
 - a) To scrutinise and recommend the five-year and other Expansion plans of the Research Station;
 - b) To scrutinize and recommend the Annual Budgets being forwarded to the MoWR/ Planning Commission;
 - c) To lay down policies and guidelines for determining priorities for client sponsored and other works;
 - d) To monitor the implementation of client sponsored projects
 - e) To evaluate research and to approve Annual Reports
 - f) To monitor the overall progress and performance of the Research Station
 - g) To effect creation/ abolition of work disciplines within the sanctioned staff strength
 - h) To review the permanent cadre strength and lateral entry at various levels and related personnel matters
 - i) To review the delegation of powers to the Director and to the Committees appointed by the Council
 - j) To review from time to time the overhead charges to be levied for sponsored work

- k) To consider and process such other matters of policy as are relevant to the functioning, growth and success of the Research Station
5. The Governing Council may meet as often as necessary but not less than once a year
6. A minimum number of five members of the GC form the quorum
7. The GC may be assisted by suitable committees and task forces, as and when considered necessary
8. The office of the Director, CWPRS, will function as the Secretariat for the GC.

Sd/-
(K.G. THANG)
Under Secretary to the Government of India
[Ph. No. 23716928]

To

- 1) The Director, CWPRS, Pune
- 2) All the Members of GC through the Director, CWPRS, Pune

Copy to:

- 1) PPS to Minister (WR)
- 2) PPS to MoS (WR)
- 3) Sr.PPS to the Secretary (WR)
- 4) PS to Additional Secretary (WR)
- 5) PS to Commissioner (PP)

No.17/30/2006-E.II. /842
Government of India
Ministry of Water Resources

New Delhi, Dated: 22nd November 2006

OFFICE MEMORANDUM

Subject: Re-constitution of Technical Advisory Committee of CWPRS, Pune

I am directed to refer to your letter GC/ TAC/ 2005-6325 dated 21.12.2005 on the above subject and to convey the approval of the Competent Authority for the re-constitution of Technical Advisory Committee (TAC) to the Governing Council (GC) of the CWPRS, Pune comprising of the following:

- | | |
|---|----------|
| 1) Chairman, CWC | Chairman |
| 2) Chief Engineer (Design), CWC | Member |
| 3) Representative of Ministry of Power | Member |
| 4) Representative of Ministry of Science and Technology | Member |
| 5) Representative of Ministry of Shipping | Member |
| 6) Representative of Gujarat Engineering Research Institute, Vadodara | Member |
| 7) Representative of Irrigation Research Institute, Roorkee, Uttaranchal | Member |
| 8) Representative of National Hydro-electric Power Corporation Ltd., Faridabad | Member |
| 9) Representative of Nuclear Power Corporation of India Ltd., Mumbai | Member |
| 10) Representative of IIT, Delhi | Member |
| 11) Representative of National Water Academy, Pune | Member |
| 12) Dr. Z.S. Tarapore, Former Director, CWPRS | Member |
| 13) Dr. D.M. More, Director (Retired), Maharashtra | Member |
| 14) Representative of the Irrigation Department, Government of Assam | Member |
| 15) Representative of the Irrigation Department, Government of Himachal Pradesh | Member |
| 16) Director, CWPRS, Pune | Member |

The Chairman and the members at Sl Nos. 2, 3, 4, 5 and 16 will be in ex-officio capacity. The remaining members will have a term of two years.

The TAC will meet as and when necessary but not less than twice a year.

1/3rd of the total members of the Committee will form quorum.

The TAC will, inter alia, be responsible for the following:

- Providing an overall perspective and technical guidance to the CWPRS as the premier national Institute in the area of Hydraulic Research
- Undertaking technical scrutiny of the research programmes and recommending priorities consistent with *Principles of Zero Base Budget (ZBB)* as applicable to S&T institution under the Government
- Carrying out technical scrutiny of the individual schemes drawn up by the CWPRS for inclusion in the Annual Five Year and other Plans/ External Assistance in the light of the principles of ZBB and keeping in view the pivotal role of the Institution on the field of Hydraulic Research and the functions assigned thereto
- Examining expansion proposals of the Research Station and the impact of ZBB on the continuing and proposed activities

- e) Considering matters relating to sponsored research vis-à-vis the functions of the Research Station and its status as a S&T organisation
- f) Giving suggestions as to training courses, manpower development programmes, etc., for the personnel working on various projects
- g) Suggesting ways and means of technical cooperation with sister Institutions in the country, in order to provide a rapid impetus to the growth of these Institutions in furtherance of Hydraulic research
- h) Formulating/ recommending collaborative arrangements, memoranda of understanding, instruments of exchange of personnel and expertise, etc. with other institutions both at home and abroad
- i) Performing any other function as may be assigned to it by the GC and/ or the MoWR.

Yours faithfully

Sd/
(GOPAL DASS)
Under Secretary to the Govt. of India
Telephone No. 23716928

Copy to: All concerned (through the Director, CWPRS, Pune)

No.44/5/78-Adm. I
Government of India
Ministry of Agriculture & Irrigation
(Department of Irrigation)

New Delhi, the 15th Feb 1979

MEMORANDUM

Subject: Setting up of Budget & Programme Committee to the Governing Council for the CW&PRS, Pune

In pursuance of the recommendations made by Dr. Swaminathan Committee in Para 3.6.1 (ii) of their report on the CWPRS, Pune, the undersigned is directed to convey approval of the government, to the setting up of a Budget and Programme Committee (BPC) of the Governing Council (GC) of the Research Station and comprising of the following:

- | | |
|--|------------------|
| i) Director, CWPRS | Chairman |
| ii) Deputy Financial Adviser, Department of Irrigation | Member |
| iii) Under Secretary (E-II), Department of Irrigation | Member |
| iv) A senior Scientist of CWPRS to be nominated by the Director, CWPRS | Member |
| v) Chief Administrative Officer, CWPRS | Member |
| vi) Finance Officer, CWPRS | Member Secretary |

2. Subject to any overall directions as the GC may like to give, the BPC will formulate budget proposals in respect of the Research Station and put it up to the GC for scrutiny. The Committee will also monitor progress in the implementation of the approved programmes and the utilisation of the sanctioned budget. It will assist in linking programmes and budget closely so as to facilitate the preparation of a proper performance budget.

3. The procedures of its working and the frequency of its meetings will be decided by the Chairman of the Committee.

Sd/-
(Smt R.M. Shroff)
Joint Secretary to the Government of India

- To,
- 1) The Director, CWPRS, Pune
 - 2) The Chief Administrative Officer, CWPRS, Pune
 - 3) The Pay & Accounts Officer, CWPRS, Pune
 - 4) Financial Adviser, Department of Irrigation
 - 5) Deputy Financial Adviser, Department of Irrigation
 - 6) Under Secretary (Estt. II), Department of Irrigation
 - 7) The Finance Officer, CWPRS, Pune
 - 8) Estt. II/ GB Section

Copy for information to PS to Secretary

No.19/44/91-E.II
Government of India
Ministry of Water Resources

New Delhi, the 21st May 1992

MEMORANDUM

Sub: Budget & Programme Committee to the Governing Council of CWPRS

The Budget & Programme Committee to the Governing Council of CWPRS, constituted vide Dept. of Irrigation Memorandum No. 44/5/ 78-Adm-I dated 15/2/1979, is hereby reconstituted with the following composition.

- | | |
|---|------------------|
| 1) Director, CWPRS | Chairman |
| 2) Director (Finance)/ Deputy Financial Adviser, MoWR | Member |
| 3) Deputy Secretary (in-charge of CWPRS), MoWR | Member |
| 4) A Senior Scientist of CWPRS to be nominated by Director, CWPRS | Member |
| 5) Chief Administrative Officer, CWPRS | Member |
| 6) Finance Officer, CWPRS | Member Secretary |

Sd/-
(RAJ KUMAR)
Under Secretary to the Govt. of India

To:

- 1) The Director, CWPRS
- 2) Director (F), MoWR
- 3) Deputy Secretary (E II)
- 4) Chief Administrative Officer, CWPRS
- 5) Finance Officer, CWPRS

Copy to: PS to the Secretary

4(1)(b)(ix) & 4(1)(b)(x)

A directory of its officers and employees and the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

Compensation package, as provided in the relevant rules and regulations by the Ministry of Finance and the Department of Personnel & Training, is applicable to the officers and staff of CWPRS. Annexure 7 gives the category-wise employee list of CWPRS, and the remuneration received by each employee.

Annexure 7

CWPRS, Pune; Category-wise employee list with pay band and grade pay

Group A

No.	Designation	Pay Band	Scale (Rs)	Grade Pay (Rs)
1	Director	PB-4	37,400-67,000	10,000
2	Additional Director	PB-4	37,400-67,000	8,900
3	Joint Director	PB-4	37,400-67,000	8,700
4	Chief Research Officer (Statistics)	PB-3	15,600-39,100	7,600
5	Chief Research Officer	PB-3	15,600-39,100	7,600
6	Chief Administrative Officer	PB-3	15,600-39,100	6,600
7	Executive Engineer (Civil)	PB-3	15,600-39,100	6,600
8	Library and Information Officer Grade I	PB-3	15,600-39,100	6,600
9	Senior Administrative Officer	PB-3	15,600-39,100	6,600
10	Senior Research Officer	PB-3	15,600-39,100	6,600
11	Senior Research Officer (Statistics)	PB-3	15,600-39,100	6,600
12	Finance Officer	PB-3	15,600-39,100	6,600
13	Medical Officer	PB-3	15,600-39,100	5,400+NPA
14	Lady Medical Officer	PB-3	15,600-39,100	5,400+NPA
15	Research Officer	PB-3	15,600-39,100	5,400
16	Research Officer (Statistics)	PB-3	15,600-39,100	5,400
17	Assistant Executive Engineer (Civil)	PB-3	15,600-39,100	5,400
18	Hindi Officer	PB-3	15,600-39,100	5,400

Group B

19	Accounts Officer	PB-2	9,300-34,800	5,400
20	Assistant Research Officer (Engineering)	PB-2	9,300-34,800	4,800
21	Assistant Research Officer (Scientific)	PB-2	9,300-34,800	4,800
22	Assistant Accounts Officer	PB-2	9,300-34,800	4,800
23	Assistant Library and Information Officer	PB-2	9,300-34,800	4,600
24	Senior Store Keeper Grade II	PB-2	9,300-34,800	4,600
25	Administrative Officer	PB-2	9,300-34,800	4,600
26	Senior Personal Assistant/ Private Secretary	PB-2	9,300-34,800	4,600
27	Head Draftsman	PB-2	9,300-34,800	4,600
28	Assistant Engineer	PB-2	9,300-34,800	4,600
29	Research Assistant (Engineering)	PB-2	9,300-34,800	4,600
30	Research Assistant (Scientific)	PB-2	9,300-34,800	4,600
31	Nurse	PB-2	9,300-34,800	4,600
32	Legal Assistant	PB-2	9,300-34,800	4,600
33	Senior Hindi Translator	PB-2	9,300-34,800	4,600
34	Stenographer Grade I	PB-2	9,300-34,800	4,600
35	Draftsman Grade I	PB-2	9,300-34,800	4,200
36	Superintendent (Admin/ Accounts)	PB-2	9,300-34,800	4,200
37	Chief Photographer	PB-2	9,300-34,800	4,200
38	Junior Engineer	PB-2	9,300-34,800	4,200
39	Library and Information Assistant	PB-2	9,300-34,800	4,200
40	Store Keeper Grade I	PB-2	9,300-34,800	4,200
41	Senior Accountant	PB-2	9,300-34,800	4,200
42	Hindi Translator	PB-2	9,300-34,800	4,200

Group C

<i>No.</i>	<i>Designation</i>	<i>Pay Band</i>	<i>Scale (Rs)</i>	<i>Grade Pay (Rs)</i>
43	Staff Car Driver Grade I	PB-1	5,200-20,200	2,800
44	Craftsman A	PB-1	5,200-20,200	2,800
45	Photographer	PB-1	5,200-20,200	2,800
46	Pharmacist	PB-1	5,200-20,200	2,800
47	Laboratory Assistant Grade I	PB-1	5,200-20,200	2,800
48	Laboratory Assistant Grade II	PB-1	5,200-20,200	2,400
49	Upper Division Clerk	PB-1	5,200-20,200	2,400
50	Draftsman Grade III	PB-1	5,200-20,200	2,400
51	Stenographer Grade III	PB-1	5,200-20,200	2,400
52	Store Keeper Grade II	PB-1	5,200-20,200	2,400
53	Security Officer	PB-1	5,200-20,200	2,400
54	Assistant Photographer	PB-1	5,200-20,200	2,400
55	Craftsman B	PB-1	5,200-20,200	2,400
56	Staff Car Driver Grade II	PB-1	5,200-20,200	2,400
57	Laboratory Assistant Grade III	PB-1	5,200-20,200	2,000
58	Halwai-cum-Cook	PB-1	5,200-20,200	2,000
59	Assistant Store Keeper	PB-1	5,200-20,200	1,900
60	Craftsman C	PB-1	5,200-20,200	1,900
61	Lower Division Clerk	PB-1	5,200-20,200	1,900
62	Assistant Halwai-cum-Cook	PB-1	5,200-20,200	1,900
63	Craftsman D	PB-1	5,200-20,200	1,800
64	Garden Sub-Overseer	PB-1	5,200-20,200	1,800
65	Multi Tasking Staff	PB-1	5,200-20,200	1,800
66	Security Guard	PB-1	5,200-20,200	1,800

4(1)(b)(xi)

The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

The annual budget of CWPRS for the current and previous years is given below.

Non-Plan:

(Rs Crore)

<i>Head of Account</i>	<i>Expenditure 2010-11</i>	<i>Budget Estimate (BE) 2011-12</i>
Salary	39.62	40.00
Non-salary	2.56	2.17
Total (Gross)	42.18	42.17
Recoveries	9.34	6.50
Net Expenditure	32.84	35.67
Revenue Receipts	0.94	0.75

Plan:

(Rs Crore)

<i>No</i>	<i>XIth Plan Scheme</i>	<i>Expenditure 2010-11</i>	<i>BE 2011-12</i>
1	R&D programme for water sector – R&D in apex organisations – CWPRS component	5.73	8.00

Annexure 8 gives details of the non-plan budget allocation under different heads of account.

**Budget (Non-Plan) of CWPRS under Different Subheads;
2010-11 (Actual) and 2011-12 (BE)**

(Rs thousand)

Unit of Appropriation		Expenditure 2009-10	BE 2010-11
<i>Object Class 1; Personnel Services and Benefits</i>			
03.02.01	Salaries	3,96,169	4,00,000
03.02.03	Overtime Allowance	7	10
<i>Object Class 2; Administrative Expenses</i>			
03.02.06	Medical treatment	9,499	7,000
03.02.11	Domestic Travel Expenses	797	800
03.02.12	Foreign Travel Expenses	26	50
03.02.13	Office Expenses	1,432	1,500
03.02.14	Rent Rates & Taxes	0	40
03.02.15	Publications	1,197	700
03.02.20	Other Administrative Expenses	0	50
03.02.26	Advertising & Publicity	47	100
<i>Object Class 3; Contractual Services and Supplies</i>			
03.02.27	Minor Works: Other items (Salary of W/C Staff)	10,947	10,016
<i>Object Class 4; Grants, Stipends, etc)</i>			
03.02.31	Grants-in-Aid	13	20
03.02.34	Scholarship & Stipend	499	500
<i>Object Class 5; Other Expenditure</i>			
03.02.43	Suspense	752	500
03.02.50	Other Charges	8	50
<i>Object Class 6; Acquisition of Capital Assets & Other Capital Expenditure</i>			
03.02.51	Motor Vehicles	199	200
03.02.52	Machinery & Equipment	238	150
<i>Object Class 7; Accounting Adjustments</i>			
03.02.64	Write off of Losses	0	14
Grand Total		4,21,830	4,21,700
03.05.70	Deduct Recoveries	1,101	2,500
03.03.70	Deduct Recoveries	92,312	62,500
Total Recoveries		93,413	65,000
Net Budget		3,28,417	3,56,700

4(1)(b)(xii)

The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes:

Being an R&D organisation, subsidy programmes are not applicable.

4(1)(b)(xiii)

Particulars of concessions, permits or authorizations granted by it:

None

4(1)(b)(xiv)

Details in respect of the information, available to or held by it reduced in an electronic form:

CWPRS maintains a bilingual website, accessible under <http://www.cwprs.gov.in>

4(1)(b)(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 library, which forms a part of the Water and Power Information System (WAPIS) of CWPRS, functions from 08:30 hrs to 17:00 hrs on all working days. WAPIS is not open to the general public.

4(1)(b)(xvi)

The names, designations and other particulars of the Public Information Officers:

Public Information Officer:

F.T. Mathew, Joint Director, CWPRS, Khadakwasla, Pune 411024
Tel: (020) 24103211 (Office); (020) 25888307 (Residence)

Appellate Authority:

Dr. I.D. Gupta, Director, CWPRS, Khadakwasla, Pune 411 024;
Tel.: (020) 24103500 (Office); (020) 24348917 (Residence)

Annexure 9-1 and 9-2 give the relevant Office Orders.

4(1)(b)(xvii)

Such other information, as may be prescribed, and thereafter update these publications within such intervals in each year as may be prescribed:

Nil

The information given in the manual shall be updated in May of every year.

फोन : 24103200

फैक्स : 24381004

ग्राम : CEWAPORES

ई - मेल : wapis.mah@nic.in

भारत सरकार

Government of India

केंद्रिय जल और विद्युत अनुसंधान शाला

Central Water and Power Research Station

खडकवासला, पुणे - 411 024

KhadaKwasala, Pune - 411 024

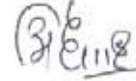
संख्या : 623/21/2008-प्रशासन

दिनांक : 22/01/2008
22 JAN 2008

कार्यालय आदेश

इस कार्यालय आदेश दि. 15/06/2005 के संख्या 623/21/2005-प्रशासन में आंशिक संशोधन करते हुए सूचनाधिकार अधिनियम 2005 के तहत श्री फ्रांसिस टी मॅथ्यू संयुक्त निदेशक, को लोक सूचना अधिकारी के रूप में एतद्वारा नामित किया जाता है।

In partial modification of this Office Order No.623/21/2005-Adm dated 15/06/2005, Shri. Francis T. Mathew, Joint Director, is nominated as "Public Information Officer" for CWPRS under the Right to Information Act, 2005.



(अ. त्रिं देसाई) ²श्री.

वरिष्ठ अनुसंधान अधिकारी

प्रभारी प्रशासन

कृते निदेशक

प्रति प्रेषित :

- 01 श्री. फ्रांसिस टी मॅथ्यू संयुक्त निदेशक को ज्ञानकारी एवं आवश्यक कार्रवाई हेतु।
- 02 सचिव जल संसाधन मंत्रालय, श्रम शक्ति भवन, रफी मार्ग नई दिल्ली -110001.
(ध्यानार्थ : श्री गोपाल दास, अवर सचिव)
- 03 निदेशक के निजी सहायक।
- 04 डा. निर्माल्य धोष अपर निदेशक।
- 05 श्री यू. व्हि. पुरंदरे अपर निदेशक।
- 06 सभी संयुक्त निदेशक।

फोन : (020) 24103200

फैक्स : 24381004

ई-मेल : wapis.mah@nic.in

वेबसाईट : cwprs.gov.in

भारत सरकार

Government of India

केंद्रीय जल और विद्युत अनुसंधान शाला

Central Water and Power Research Station

खडकवासला, पुणे - 411 024

Khadakwasala, Pune -- 411 024

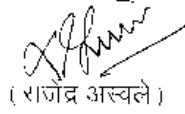
संख्या : 623/21/2009-प्रशासन

दिनांक : 12/03/2006

कार्यालय आदेश

इस कार्यालय आदेश दि. 27.03.2006 के कार्यालय आदेश संख्या: 623/21/2006 प्रशासन में आंशिक संशोधन करते हुए "रूचना का अधिकार अधिनियम, 2005" के तहत डा. आय. डी. गुप्ता, अपर निदेशक, को "अपील अधिकारी" के रूप में पुनर्द्धार नामित किया जाता है।

In partial modification of this Office Order No.623/21/2006-Adm., dated 27.03.2006, Dr. I.D. Gupta, Additional Director, is nominated as "Appellate Authority" for CWPRS under the Right to Information Act, 2005.



(राजेंद्र अस्वले)

मुख्य प्रशासन अधिकारी

कृते निदेशक

प्रति प्रेषित :

01. डा. आय. डी. गुप्ता, अपर निदेशक को जानकारी एवं आवश्यक कार्रवाई हेतु।

02. श्री. प्रमोदसि टी. मंड्य, संयुक्त निदेशक तथा सहायक लोक रूचना अधिकारी को जानकारी एवं आवश्यक कार्रवाई हेतु।

03. सचिव जल संरक्षण मंत्रालय, अमर शक्ति भवन, शकी मार्ग नई दिल्ली - 110001.

(स्थानार्थी: श्री के. जी. थान, अपर सचिव)

04. निदेशक को निजी सहायक।

05. सभी संयुक्त निदेशक।