

## **Duties of NWDA Employees**

### **Director General**

Subject to any order that may be passed by the Government of India, the President, Vice-President and divisions of the Governing Body, the Director General as the Principal Executive Officer of the Society shall be responsible for:

- i) proper administration of the affairs and funds of the Society;
- ii) keeping or causing to be kept the minutes of the proceedings of the Society and the Governing Body and taking necessary action in connection therewith;
- iii) keeping or causing to be kept all records of the Society at its office or any other place to be determined by the Governing Body;
- iv) prescribing the duties of all employees of the Agency; and
- v) exercising supervision and disciplinary control over the work and conduct of all employees of the Agency.

### **Chief Engineer (Level-I)**

Responsible for maintaining and safe custody of sensitive data in respect of Himalayan & Peninsular Component. Responsible for exercising administrative control and providing technical direction and guidance to the Superintending Engineers to assist the Director General in implementing various programmes and policy directions relating to studies on Peninsular/Himalayan Components.

### **Chief Engineer (Level-II)**

Responsible for maintaining and safe custody of sensitive data. Act as part time Grievances Officer of staff. Assists Director General in implementing various programmes and policy directions relating to studies of Peninsular/Himalayan Components to deal with Parliament question, meeting of Governing Body, Technical Advisory Committee, Society, etc. and coordination with field offices. Appointing Authority for Grade "C" post.

### **Director (Technical)**

Responsible for all technical works; conducting Annual General Meeting, Governing Body Meeting, Technical Advisory Committee Meeting and all related Workshops and Conferences; Implementation of Hindi Official Language Act; providing reply of Parliamentary and V.I.P Questions and RTI, queries related to NWDA studies/links; implementation of e-Governance modules pertaining to e-Procurement, e-Samiksha, e-Office and e-tour; and all general maintenance and purchase works related to NWDA Headquarters.

### **Director (MDU)**

Works related to NWDA Website design, uploading and updating of data, information, technical reports, charts and maps on website; Implementation of e-Governance modules pertaining to Personal Information System/ER Sheets; EIA and Hydrological Studies of various Inter/Intra State Link Projects; Computation of crop water requirement to assess irrigation needs in the command of various technical link studies being carried out by NWDA; Study multi disciplinary and groundwater aspects and incorporate in NWDA studies; Providing reply of RTI queries related to NWDA studies/ links regarding multidisciplinary aspects; Preparation and publication of Jalvikas; and Assist CE(HQ), NWDA for all works dealt by MDU.

### **Director (Finance)**

The Agency have full time services of Director (Finance) who shall, consistent with the duties devolving on him under the Rules and Regulations of the Agency to assist the Director General:

- i) in preparation of annual budget and balance sheets of the Agency
- ii) in correct maintenance of accounts as prescribed by the Governing Body.
- iii) in evolving suitable procedures for procurement of goods and services.
- iv) in ensuring the correctness and propriety of all the expenses by the Agency.
- v) in such areas as cash management, cost control, tariff setting, collection of receipt and also in the observance of correct financial and accounts procedures.

## **Director (Administration)**

Responsible for all administrative matters in the Headquarter office and field offices, Director (Administration) also functions as Head of Offices as per Bye-laws of the Society. Act as part time Chief Vigilance Officer. He is also functioning as head in office for SCs/STs. Appointing Authority for Group "D" post in Headquarters office. Assisting CE(HQ) for all Administrative functions.

## **Deputy Director (Admn.)**

Assists the Director (Admn.) on administrative matters like recruitment, appointment and disciplinary proceedings etc.

## **Superintending Engineer**

Assist the Chief Engineer in execution of programmes relating to the studies of the Peninsular and Himalayan Components of the National Prospective. Responsible for the management of the organization under his charge and exercise administrative control, provide technical guidelines, directions to the Divisional Officers under his jurisdiction.

## **Deputy Director/Executive Engineer**

Responsible for carrying out survey and investigation work, collection of data, classified data and drawing and disbursing offices in the field offices. Preparation and examination of technical reports and assist SE/Director for all technical works.

## **Deputy Director (Hydrology)**

Collection of data from various State/Central Agencies and assigned with work of survey, investigation and studies. Preparation and examination of technical reports and assist SE/Director for all technical works.

## **Assistant Director/Assistant Executive Engineer**

Assigned with work of survey and investigations. To assist the CE's and SE's in regards feasibility report and other technical related matters.

## **Administrative Officer**

Assist Director (Admn.) in handling O&M matters and various returns.

## **Assistant Engineer**

In charge of sub-divisional offices. Assigned with work of surveys and investigations at site. AEs posted in HQ Office assist in the preparation of feasibility reports etc.

## **Design Assistant**

Work of preparation of pre-feasibility & feasibility reports of links of Himalayan & Peninsular component. To carry out designs of weirs, canals etc. To carry out water balance studies and assist AE/AD in all technical matters.

## **Programme Assistant**

Creating technical data base in computerized format and development of computer information systems related to all sphere of work of NWDA.

## **Junior Engineer**

Survey work for link alignment, reservoir capacity , survey and preparation of pre-feasibility and feasibility report. Maintenance of office building and survey work etc. Maintenance of T&P item. Handling permanent imprest. To assist AE/AD in all matters.

## **Accounts Officer**

The Accounts Officer of NWDA shall pre-check all payments made through the Headquarters office from the funds of the Society and also ensure proper maintenance of relevant registers both at its Headquarters office at New Delhi and in various field offices. Assist higher officer for all financial matters.