

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 Principle Executive Officer of the Society shall be responsible for:

- i) the 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 the various programmes and policy directions relating to studies on Peninsula/Himalayan Components.

Chief Engineer (Level-II)

Responsible for maintaining and safe custody of sensitive data. Acting as part time Chief Vigilance Officer and staff Grievances Officer. 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 (Finance)

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

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

Director (MDU)

To incorporate various aspects like agronomic, soil, socio-economic, environmental etc. in the technical studies being carried out by NWDA. To compute and incorporate crop water requirement to assess irrigation needs in the command of various technical link studies being carried out by NWDA. To study and incorporate Ground Water aspects in NWDA studies. Study of other multi disciplinary aspects. Assist CE(HQ) for all works dealt by M.D.U.

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 examining the technical reports and assist SE/Director for all technical works.

Deputy Director (Hydrology)

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

Assistant Director/Assistant Executive Engineer

Assigned 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 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. To assist AE/AD in all technical matters.

Programme Assistant

Creating computerized technical data base and development of computer programmes related to all sphere of work of NWDA.

Junior Engineer

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