

Point No- 1 Particulars of its organization, functions and duties

1.1 Objective/purpose of the Public Authority.

The Irrigation Department, Government of Assam has got the following objectives:

- i) Utilization of created irrigation potential to raise the socio-economic condition of farmers, by adopting multiple cropping through Participatory Irrigation Management(PIM).
At present the net Irrigation Potential Created (IPC) up to 2021-2022 is 8.10 Lakh Hect. But for some nonfunctional schemes (general wear and tear) IPC has loss and IPC is available 4.23 Lakh Hect. as on 2021-22. The Irrigation Potential Utilized during 2021-22 crops Season is 2.67 Lakh Hect.
- ii) Employment to educated unemployed youths and landless farmers.
- iii) The Ultimate Irrigation Potential (UIP) of 27 Lakh Hect. (where irrigation water is necessary) will be covered through creating of addl. potential through Major & Medium and Minor Irrigation Schemes of Irrigation Department and through other Govt. Agencies (e.g. Agriculture, Panchayat, Soil Conservation etc. concerned with irrigation) and through all private irrigation only.
- iv) Imparting exposure training to the WUA (Water Users' Association) farmers for adopting Scientific Agriculture and for proper utilization of created irrigation potential.

1.2 Mission/Vision statement of the Public Authority

The aims and objectives of the Irrigation Department are mainly:-

- 1) Increase in agricultural production of the State by providing irrigation water to high yielding varieties of crops with the help of Agriculture department.
- 2) Assured irrigation water during all seasons to the cultivators and protection against famine and also creation of irrigation potential through irrigation schemes.
- 3) Self sufficiency in food and appreciation of land value.
- 4) Increase Irrigation Intensity practising multiple cropping, thereby uplifting socio-economic condition of the people of the State.
- 5) To provide scope for generation of hydroelectric power from canal Drop/Fall.

1.3 Brief history of the public authority and context of its formation

The State Government created the then Flood Control and Irrigation Department under the Flood control and Irrigation Ministry and all the works pertaining to Water Resources were executed by the F.C& I Department. The importance of irrigation was felt by the Government of Assam during seventies and a separate Irrigation Department was created in the year 1974 by bifurcating it from the erstwhile F. C. & I Department to develop the irrigation potential of the State.

Out of total geographical area of 78.438 lakh hectares, total crop area is about 40.045 lakh hect. as per Statistical Hand Book, 2020, Assam. The ultimate irrigation potential is assessed as 27.00 lakh hect. The potential created by the department till now is 10.42 lakh hect., as on March, 2021 and out of this 2.85 lakh hect. created by Major/Medium Irrigation Scheme and 7.57 Lakh Hect. by Minor Irrigation Scheme. The overall irrigation development in the State is 38.59% of the Ultimate Irrigation Potential of State.

The poor development in Assam is mainly due to late start of these activities and inadequate Plan Allocation provided in subsequent Plans under Irrigation Sector.

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1.4 Duties of the Public Authority:

1. Creation of additional potential to cover the Ultimate Potential of 27 Lakh Hectares
2. Utilization of created potential through PIM.
3. Realization of Irrigation Service Charges / Betterment Levy.
4. Implementation of the Assam Irrigation Act, 1983, the Assam Irrigation Water Users' Act 2004 and the Assam Ground Water (Control & Regulation) Act, 2012.

1.5 Main Activity of the Public Authority:

- 1) Identification of farmers' field along with Agricultural Extension Wing for practising different crops and raising multiple crops.
- 2) Supplying water to farmer's field as per Crop Schedule.
- 3) Measurement of Cropped Area for each crop season and prepare beneficiaries list.
- 4) Command Area Development & Water Management (CADWM) Programme in Major & Medium Projects as well as Minor Irrigation Schemes under new concept ISBIG (Incentivization of Schemes for Bridging Irrigation Gap)
- 5) Formation of Water Users' Association (WUA).
- 6) Providing and imparting training to WUA farmers
- 7) Speedy implementation of 'The Assam Irrigation Act, 1983' and 'The Assam Irrigation Water User's Act, 2004' and 'The Assam Ground Water (Control & Regulation) Act, 2012'.

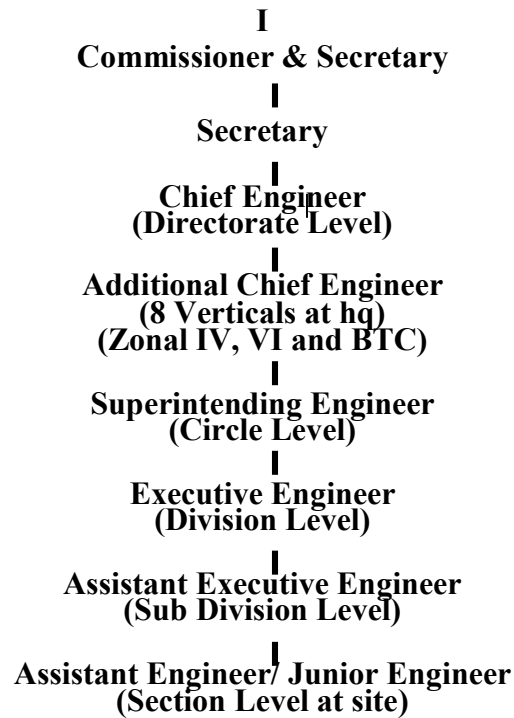
1.6 List of services being provided by the Public Authority with a brief write up upon them.

1. Water supplying to crops in different crop seasons
 - Irrigation water is being supplied to farmers during Kharif and Rabi and Pre-kharif season. During Kharif supplementary irrigation water is provided. Rabi crops being raised during winter, rainfall is scanty, and as such adequate water is supplied to the crop fields.
2. Training and demonstration to farmers.
 - Such Programmes are generally taken up under various institutional funding like Assam Rural Infrastructure & Agricultural Services Project (ARIASP) funded by World Bank. Training Programmes to WUA members for Operation and Maintenance for Irrigation schemes is taken up from time to time. Besides these out-of-State exposure visits for Irrigation officials, concerned NGOs and WUA farmers have been organized in different States of the country. NERIWALM and WALMI has also arranged some training to WUA and also to officers of Irrigation Department from time to time.

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1.7 Organizational Structure Diagram at various levels namely State, Directorate, Region, District, Block etc (whichever is applicable).

Senior Secretary



Note :

1. Deputy Secretary (at the Secretariat), Director, Chief Research Officer & Deputy Chief Engineer (Chief Engineer's Office) & Deputy Chief Administrator (at the CMD Offices) are equivalent posts of Superintending Engineer
2. Under Secretary (at the Secretariat), Deputy Director, Research Officer & Assistant Chief Engineer (Chief Engineer's Office) & Assistant Chief Administrator (at the CMD Offices) are equivalent posts of Executive Engineer

1.8 Expectation of the Public Authority from the Public for enhancing its effectiveness and efficiency.

The Irrigation Department has introduced Participatory Irrigation Management (PIM) in the State. But, intensive Rabi cultivation has not yet been practised in the State. Small fragmented land holdings coupled with economic backwardness of farmers, poor infrastructure, pre-dominance of absentee landlords, lack of impetus and low fund on maintenance are the factors for slow growth of PIM in the State. However 1656 Nos. of WUA has been formed effective implementation of PIM in the State. The Govt. of Assam has introduced "The Assam Irrigation Water User's Act, 2004" for enhancing its effectiveness and efficiency.

Further, the assets created in the State get gradually deteriorated due to improper maintenance. In some cases deterioration has gone to such an extent that huge investment is required to bring back the system to good shape for its normal functioning.

In order to recover some cost from the stake holders and sharing responsibility, the Govt. of Assam has introduced "The Assam Irrigation Act, 1983". The Irrigation Department has taken action for realization of Irrigation Service Charges from the year 1994-95. The rates of Irrigation Service Charges has been revised in the year 2000 as per Fiscal Reforms measures introduced in the State. For effective implementation of PIM and also proper realization of Irrigation service change the existing irrigation act should be modified which is awaited.

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1.9 Arrangements and methods made for seeking Public Participation/Contribution.

Introduction of the Assam Irrigation Water User's Act, 2004 to all the Irrigation Schemes will ensure participation of the farmers.

1.10 Mechanism available for monitoring the service delivery and public grievance resolution.

There is a separate wing for Monitoring the service delivery and public grievance resolution at State level. There is Monitoring cell headed by a Superintending Engineer who reports directly to Chief Engineer. A separate wing for Inspection and Quality Control in the State level is also there to ensure quality of service. Further, the Right to Information Act, 2005 is taken into account for resolution of public grievances, if any.

a. Addresses of the main office and other offices at different levels.

1) Commissioner & Secretary, Irrigation Department, Assam Sachivalaya, Guwahati – 6

2) Secretary – Secretary, Irrigation Department, Assam Sachivalaya, Guwahati – 6

3) Directorate Level offices

- a. Chief Engineer, Irrigation, Assam, Chandmari, Guwahati – 3
- b. Chief Engineer, Minor Irrigation, Assam, Chandmari, Guwahati – 3
- c. Additional Chief Engineer, Inspection & Quality Control, Assam, Chandmari, Guwahati – 3
- d. Addl. Chief Engineer (Mechanical), Irrigation, Assam: Chandmari, Guwahati – 3
- e. Addl. Chief Engineer (Electrical), Irrigation, Assam: Chandmari, Guwahati – 3
- f. Additional Chief Engineer, Implementation, (Major & Medium) Irrigation, Assam, Guwahati-3
- g. Additional Chief Engineer, Implementation, (Minor & Micro) Irrigation, Assam, Guwahati-3
- h. Additional Chief Engineer, Operation & Maintenance (Major & Medium) Irrigation, Assam, Guwahati-3
- i. Additional Chief Engineer, Operation & Maintenance, (Minor & Micro), Irrigation, Assam, Guwahati-3
- j. Additional Chief Engineer, Planning & Research, Irrigation, Assam, Guwahati-3
- k. Additional Chief Engineer, Information Technology & Data Management, Irrigation, Assam, Guwahati-3

(These offices are located in the office premises of the Chief Engineer, Irrigation, Assam Chandmari, Guwahati – 3)

4) Zonal Level Office:

- a) Additional Chief Engineer cum CHD, KAAC, Irrigation, Assam, H/Q Diphu
- b) Additional Chief Engineer cum CHD, BTC, Irrigation, Assam, H/Q Kokrajhar
- c) Additional Chief Engineer cum CHD, NCHAC, Irrigation, Assam, H/Q Haflong

5) Circle Level Offices:

1. Dhubri Circle(Irrigation),Gauripur
2. Barpeta Circle (Irrigation), Barpeta Road
3. Nalbari Circle (Irrigation), Nalbari
4. Kamrup Circle(Irrigation),Rangia
5. Mangaldoi Circle (Irrigation), Mangaldoi
6. Tezpur Circle (Irrigation), Tezpur

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7. Lakhimpur Circle (Irrigation), North Lakhimpur
8. Goalpara Circle (Irrigation), Goalpara
9. Nagaon Circle (Irrigation), Nagaon
10. Hojai Circle(Irrigation),Hojai
11. Cachar Karimganj Circle (Irrigation),Karimganj
12. Jorhat Circle (Irrigation), Jorhat
13. Sivasagar Circle (Irrigation), Sivasagar
14. Dibrugarh Circle (Irrigation), Dibrugarh
15. Tinsukia Circle(Irrigation),Tinsukia
16. Kokrajhar Circle (Irrigation), Kokrajhar
17. Diphu Circle (Irrigation), Diphu

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**IRRIGATION DEPARTMENT::ASSAM
DETAILS OF CIRCLES, DIVISIONS AND SUBDIVISIONS**

I. TINSUKIA CIRCLE, TINSUKIA

1. TINSUKIA-DIGBOI-MARGHERITA DIVISION, TINSUKIA

- (i) Tinsukia Subdivision, Tinsukia
- (ii) Digboi Subdivision, Digboi
- (iii) Margherita Subdivision, Margherita

2. SADIYA-DOOMDOOMA DIVISION, SADIYA

- (i) Sadiya Subdivision, Sadiya
- (ii) Doomdooma Subdivision, Doomdooma

II. DIBRUGARH CIRCLE, DIBRUGARH

1. DIBRUGARH-LAHOWAL-CHABUA DIVISION,
DIBRUGARH

- (i) Dibrugarh Subdivision, Dibrugarh
- (ii) Lahowal Subdivision, Lahowal
- (iii) Chabua Subdivision, Chabua

2. MORAN-TINGKHONG DIVISION, MORAN

- (i) Moran Subdivision, Moran
- (ii) Tingkhong Subdivision, Tingkhong

3. NAHARKATIYA-DULIAJAN DIVISION,
NAHARKATIYA

- (i) Naharkatiya Subdivision, Naharkatiya
- (ii) Duliajan Subdivision, Duliajan

III. SIVASAGAR CIRCLE, SIVASAGAR

1. SIVASAGAR-THOWRA DIVISION,
SIVASAGAR

- (i) Sivasagar Subdivision, Sivasagar
- (ii) Thowra Subdivision, Demow

2. NAZIRA-AMGURI DIVISION,
NAZIRA

- (i) Nazira Subdivision, Nazira
- (ii) Amguri Subdivision, Amguri

3. SONARI-MAHMORA DIVISION,
SONARI

- (i) Sonari Subdivision, Nimonagarh
- (ii) Mahmora Subdivision, Disangpani

IV. JORHAT CIRCLE, JORHAT

1. BOKAKHAT-KHUMTAI DIVISION,
BOKAKHAT

- (i) Bokakhat Subdivision, Bokakhat
- (ii) Khumtai Subdivision, Dhekial

2. GOLAGHAT-SARUPATHAR DIVISION,
GOLAGHAT

- (i) Golaghat Subdivision, Golaghat
- (ii) Sarupathar Subdivision, Sarupathar

3. JORHAT-DERGAON-TEOK DIVISION,
JORHAT

- (i) Jorhat Subdivision, Jorhat
- (ii) Dergaon Subdivision, Dergaon
- (iii) Teok Subdivision, Teok

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4. TITABOR-MARIANI DIVISION,
TITABOR (i) Titabor Subdivision, Titabor
(ii) Mariani Subdivision, Mariani

5. MAJULI DIVISION, MAJULI (i) Majuli Subdivision, Kamalabari

V. NAGAON CIRCLE, NAGAON

1. MORIGAON-LAHORIGHAT-JAGIROAD DIVISION,
JAGIROAD (i) Morigaon Subdivision, Morigaon
(ii) Lahorighat Subdivision, Lahorighat
(iii) Jagiroad Subdivision, Boha

2. RAHA-BATADRAVA DIVISION,
BATADRAVA (i) Raha Subdivision, Raha
(ii) Batadrava Subdivision, Kachomari

3. NAGAON-BARHAMPUR DIVISION,
NAGAON (i) Nagaon Subdivision, Nagaon
(ii) Barhampur Subdivision, Barhampur

4. DHING-RUPAHIHAT DIVISION,
RUPAHI (i) Dhing Subdivision, Dhing
(ii) Rupahi Subdivision, Rupahi Town

5. KALIABOR-SAMAGURI DIVISION,
JAKHALABANDHA (i) Kaliabor Subdivision, Jakhalabandha
(ii) Samaguri Subdivision, Samaguri

VI. HOJAI CIRCLE, HOJAI

1. JAMUNAMUKH-HOJAI-LUMDING DIVISION,
HOJAI (i) Jamunamukh Subdivision, Jamunamukh
(ii) Hojai Subdivision, Hojai
(iii) Lumding Subdivision, Lumding

VII. CACHAR-KARIMGANJ CIRCLE, SILCHAR

1. RATABARI-PATHARKANDI DIVISION,
KARIMGANJ (i) Ratabari Subdivision, Ramkrishna Nagar
(ii) Patharkandi Subdivision, Patharkandi

2. KARIMGANJ NORTH- KARIMGANJ SOUTH - BADARPUR DIVISION,
BATARASHI, KARIMGANJ (i) Karimganj North Subdivision, Karimganj
(ii) Karimganj South Subdivision, Nilambazar
(iii) Badarpur Subdivision, Badarpur

3. HAILAKANDI-KATLICHERRA-ALGAPUR DIVISION,
HAILAKANDI (i) Hailakandi Subdivision, Hailakandi
(ii) Katlicherra Subdivision, Sahabad
(iii) Algapur Subdivision, Algapur

4. BORKHOLA-KATIGORAH DIVISION,
BORKHOLA (i) Borkhola Subdivision, Barjatyapur
(ii) Katigorah Subdivision, Katigorah

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5. SILCHAR – UDHARBOND DIVISION,
SILCHAR (i) Silchar Subdivision, Silchar
(ii) Udharbond Subdivision, Udharbond
6. DHOLAI-SONAI DIVISION,
DHOLAI (i) Dholai Subdivision, Narsingpur
(ii) Sonai Subdivision, Sonai
7. LAKHIPUR DIVISION, LAKHIPUR (i) Lakhimpur Subdivision, Phulertol

VIII. LAKHIMPUR CIRCLE, LAKHIMPUR

1. LAKHIMPUR-NAOBOICHA-BIHPURIA DIVISION,
NORTH LAKHIMPUR (i) Lakhimpur Subdivision, North Lakhimpur
(ii) Naoboicha Subdivision, Laluk
(iii) Bihpuria Subdivision, Bihpuria
2. DHAKUAKHANA DIVISION, DHAKUAKHANA
(i) Dhakuakhana Subdivision, Dhakuakhana
3. DHEMAJI-JONAI DIVISION, DHEMAJI
(i) Dhemaji Subdivision, Dhemaji
(ii) Jonai Subdivision, Silapathar

IX. TEZPUR CIRCLE, TEZPUR

1. DHEKIAJULI-BORCHALA DIVISION,
DHEKIAJULI (i) Dhekiajuli Subdivision, Dhekiajuli
(ii) Borchala Subdivision, Bhotpara
2. TEZPUR-RANGAPARA-SOOTEA DIVISION,
TEZPUR (i) Tezpur Subdivision, Tezpur
(ii) Rangapara Subdivision, Rangapara
(iii) Sootea Subdivision, Sootea
3. BISWANATH-BEHALI DIVISION,
BISWANATH (i) Biswanath Subdivision, Biswanath
(ii) Behali Subdivision, Behali
4. GOHPUR DIVISION,
GOHPUR (i) Gohpur Subdivision, Gohpur

X. MANGALDOI CIRCLE, MANGALDOI

1. MANGALDOI-DALGAON-SIPAJHAR DIVISION,
MANGALDOI (i) Mangaldai Subdivision, Mangaldoi
(ii) Dalgaon Subdivision, Dalgaon
(iii) Sipajhar subdivision, Sipajhar

XI. KAMRUP CIRCLE, RANGIA

1. RANGIA- KAMALPUR DIVISION,
RANGIA (i) Rangia Subdivision, Rangia
(ii) Kamalpur Subdivision, Kamalpur

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2. HAJO-JALUKBARI DIVISION,
AMINGAON
(i) Hajo Subdivision, Hajo
(ii) Jalukbari Subdivision, Amingaon

3. GUWAHATI WEST-PALASHBARI DIVISION,
PALASHBARI
(i) Guwahati West Subdivision, Guwahati
(ii) Palashbari Subdivision, Mirza

4. BOKO-CHAYGAON DIVISION,
BOKO
(i) Boko Subdivision, Boko
(ii) Chaygaon Subdivision, Chaygaon

5. DISPUR DIVISION,
SONAPUR
(i) Dispur Subdivision, Sonapur

XII. NALBARI CIRCLE, NALBARI

1. TIHU DIVISION, TIHU
(i) Patacharkuchi Subdivision, Patacharkuchi
2. BHAWANIPUR DIVISION, SARUPETA
(i) Bhawanipur Subdivision, Sarupeta

3. DHARMAPUR-BARKHETRI-NALBARI DIVISION,
NALBARI
(i) Dharmapur Subdivision, Belsor
(ii) Barkhetri Subdivision, Mukalmua
(iii) Nalbari Subdivision, Nalbari

XIII. BARPETA CIRCLE, BARPETA ROAD

1. BARPETA-BAGHBAR DIVISION,
BARPETA
(i) Barpeta Subdivision, Barpeta
(ii) Baghbar Subdivision, Baghbor

2. SORBHOG-JANIA DIVISION, SORBHOG
(i) Sorbhog Subdivision, Barpeta Road
(ii) Jania Subdivision, Kalgachia

3. SARUKHETRI-CHENGA DIVISION,
SARTHEBARI
(i) Sarukhetri Subdivision, Sarthebari
(ii) Chenga Subdivision, Chenga

XIV. DHUBRI CIRCLE, BONGAIGAON

1. BONGAIGAON-ABHAYAPURI NORTH DIVISION,
BONGAIGAON
(i) Bongaigaon Subdivision, Bongaigaon
(ii) Abhayapuri North Subdivision, Manikpur

2. ABHAYAPURI SOUTH-BILASIPARA EAST DIVISION,
ABHAYAPURI
(i) Abhyapuri South Subdivision, Abhyapuri
(ii) Bilasipara East Subdivision, Bilasipara

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3. DHUBRI-GOLOKGANJ DIVISION,
DHUBRI (i) Dhubri Subdivision, Dhubri
(ii) Golakganj Subdivision, Agomoni
4. GAURIPUR-BILASIPARA WEST DIVISION,
GAURIPUR (i) Gauripur Subdivision, Gauripur
(ii) Bilasipara West Subdivision, Nayahat

XV. GOALPARA CIRCLE, GOALPARA

1. MANCACHAR-SOUTH SALMARA DIVISION,
HATSINGIMARI (i) Mancachar Subdivision, Hatsingimari
(ii) South Salmara Subdivision, Aairkata
2. GOALPARA WEST-JALESWAR DIVISION,
GOALPARA (i) Goalpara West Subdivision, Lakhipur
(ii) Jaleswar Subdivision, Jaleswar
3. DUDHNOI-GOALPARA EAST DIVISION,
DUDHNOI (i) Dudhnoi Subdivision, Dudhnoi
(ii) Goalpara East Subdivision, Goalpara

XVI. KOKRAJHAR CIRCLE, KOKRAJHAR

1. GOSSAIGAON-KOKRAJHAR WEST DIVISION,
GOSSAIGAON (i) Gossaigaon Subdivision, Gossaigaon
(ii) Kokrajhar West Subdivision, Ramfalbil
2. KOKRAJHAR EAST DIVISION,
KOKRAJHAR (i) Kokrajhar East Subdivision, Kokrajhar
3. BIJNI DIVISION, BIJNI (i) Bijni Subdivision, Bijni
4. SIDLI DIVISION, DHALIGAON (i) Sidli Subdivision, Sundari
5. TAMULPUR DIVISION, TAMULPUR (i) Tamulpur Sub Division, Tamulpur
6. SUKLAI-SERFANG-GOESWAR DIVISION,
GOESWAR (i) Suklai-Serfang Subdivision, Naokata
(ii) Goreswar Subdivision, Goreswar
7. BARAMA-CHAPAGURI DIVISION,
MUSALPUR (i) Barama Subdivision, Barama
(ii) Chapaguri Subdivision, Musalpur
8. PANERI-KALAIGAON DIVISION,
TANGLA (i) Paneri Subdivision, Bhergaon
(ii) Kalaigaon Subdivision, Tangla
9. UDALGURI-MAZBAT DIVISION,
UDALGURI (i) Udalguri Subdivision, Bhairabkunda
(ii) Mazbat Subdivision, Rowta

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10. DHANSIRI PROJECT DIVISION

BHAIRABKUNDA

- (i) Dhansiri Project Sub Division
Bhairabkunda

11. CHAMPAMATI PROJECT DIVISION

GARUBHASA

- (i) Champamati Project Sub Division
Garubhasa

XVII. DIPHU CIRCLE, DIPHU

1. EAST KARBI ANGLONG DIVISION,

HANJANGLANGSO

- (i) Hanjanglangso Subdivision, Hanjanglangso
(ii) Vomulangso Subdivision, Vomulangso
(iii) Deithor Subdivision, Deithor

2. DIPHU DIVISION, DIPHU

- (i) Longsokangthu Subdivision, Longnit
(ii) Volongkom-Aji Subdivision, Volongkom-Aji
(iii) Den-Arong Subdivision, Den-Arong

3. BAITHALANGSO DIVISION,

HAMREN

- (i) Ronghang Subdivision, Dongkamokam
(ii) Amreng Subdivision, Kheroni
(iii) Amri Subdivision, Tin-Alum

Under Additional Chief Engineer, Zone-VI, Irrigation, Assam, H/Q Haflong

1. WEST DIMA HASAO DIVISION,

HAFLONG

- (i) Harangajao Subdivision, Harangajao
(ii) Diyungbra Subdivision, Diyungbra

2. EAST DIMA HASAO DIVISION, MAIBONG

- (i) Haflong Subdivision, Haflong
(ii) Maibong Subdivision, Maibong
(iii) Langting Subdivision, Langting

Point No – 2 Powers and Duties of its Officers and Employees

Designation	Secretary, Irrigation Department	
Power	Administration	The Secretary to the Government is the Administrative head of the Irrigation Department. The Secretary is responsible for formulation of policy of the Government within its sphere of responsibility and for review and assessment of execution of the policy. All matters relating to appointment, promotion, leave, punishment, confidential matters, discipline & appeal matters of the officers & staffs are to be settled by the Secretary as the Head of an Administrative Department.
	Financial	The Secretary is to distribute the sanctioned funds where necessary among the Controlling and Disbursing officers of the Department. The Administrative Approval for original work and other financial sanction are accorded by the Secretary as per provision laid down in the DFP Rules 1999.
	Others	The Secretary, Irrigation reviews/ monitors irrigation activities in the State and suggests measures for its improvement.
Duties	The Secretary should consult other Departments, where such consultation is required under the Rules. If such a matter is placed before the Minister, the views of the Department consulted shall be brought to the notice of the Minister. In a case where The Secretary has taken the orders for the Minister before consulting the other Departments, the advice of the other Departments shall be brought to the notice of the Minister before finalization of the orders, if the advice is not in conformity with the order of the Minister.	

Point No – 2 Powers and Duties of its Officers and Employees

Designation	Chief Engineer, Irrigation Department	
Power	Administration	The Chief Engineer is the professional head of the Department and is responsible for its general administration and efficiency. The Chief Engineer is the responsible professional advisor to the Government on all round development under Irrigation Sector. The Chief Engineer has to submit to the Government proposal and recommendation for the appointment, promotion, leave and punishment of all officers & subordinate establishment. The Chief Engineer is to look after the establishment matters, confidential matters, discipline and appeal matters and all the allied subjects of the officers and subordinate establishments. The Chief Engineer prepares the Annual Plan and Work Programme for the Irrigation Sector in the State and also responsible for implementation of related Government Policy in the State.
	Financial	The Chief Engineer is to prepare annually the Budget Estimate and it is his duty to release budget amongst the Controlling and Disbursing Officers of the Department. The Chief Engineer is also responsible for recommending fund against the work for release of F.O.C. and maintaining Financial discipline in the Department. The Chief Engineer has the full power to give Technical Sanction to original works, acceptance of tender as per provision laid in the DFP Rule 1999.
	Others	As soon as possible after closure of each year the Chief Engineer prepares a Monitoring report of the progress made during a financial year as per Action Plan on the Irrigation Project in the State. The Chief Engineer will keep the Audit Officers informed of all proceedings necessary for the latter to fulfill functions.
Duties	It is the duty of the Chief Engineer to see that the budget allotments of the year are fully expended, in so far as is consistent with general economy. The Chief Engineer is responsible for ensuring that any allocation which is not likely to be needed during the year is promptly surrendered, so as to allow of its appropriation for other purposes by the proper authority. The Chief Engineer will submit to the Government his proposals & recommendations for the appointment, promotion, leave and punishment of all officers & subordinate establishment.	

Point No – 2 Powers and Duties of its Officers and Employees

Designation	Chief Engineer (Minor Irrigation), Assam.	
Power	Administration	The Chief Engineer, Minor Irrigation is entrusted with planning, implementation and development of Minor Irrigation Sector including externally aided Programmes of the State.
	Financial	The Chief Engineer, Minor Irrigation recommends the Budget Estimates for the year and also recommends fund against the work in respect of Minor Irrigation Sector in the State. The Chief Engineer, Minor Irrigation has full power to give Technical Sanction to original works, acceptance of Tender within jurisdiction as per provision laid in the DFP Rule, 1999.
	Others	The Chief Engineer, Minor Irrigation is to prepare a Monitoring report of progress made during a financial year as per Plan on the Minor Irrigation Sector in the State immediately after closure of each year.
Duties	The Chief Engineer, Minor will guide the Chief Engineer's office in the compilation of the Annual Administrative Report.	

Designation	Additional Chief Engineer Implementation, (Major & Medium)
Power and Duties	To look after all matters related to execution & implementation of new and ongoing Major & Medium Irrigation Schemes.

Designation	Additional Chief Engineer Implementation, (Minor & Micro)
Power and Duties	To look after all matters related to execution & implementation of new and ongoing Minor/Micro Irrigation Schemes.

Designation	Additional Chief Engineer Operation & Maintenance (Major & Medium)
Power and Duties	To look after all matters related to operation and maintenance of all completed Major & Medium Irrigation Schemes including improvements, modernization, Command Area Development works etc. To look after the matter related to formation of Water Users Association, realization of Irrigation Service Charges of the Major & Medium Schemes.

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Designation	Additional Chief Engineer Operation & Maintenance (Minor & Micro)
Power and Duties	<p>To look after all matters related to operation and maintenance of all completed Minor/Micro Irrigation Schemes including improvements, modernization, Command Area Development works etc.</p> <p>To look after the matter related to formation of Water Users Association, realization of Irrigation Service Charges of the Minor/Micro Schemes.</p>

Designation	Additional Chief Engineer Planning & Research
Power and Duties	<p>To look after all matters related to investigation, Feasibility, preparation of PPRs & DPRs of Major, Medium and Minor Irrigation Scheme. In case of critical issues regarding preparation of PPRs & DPRs, the concerned Additional Chief Engineer, Implementation may be consulted.</p> <p>To initiate communication in connection with new policies and schemes of Government.</p> <p>To look after matters related to Sustainable Development Goal(SDGs), Finance Commission, NITI Aayog, Central Ground Water Board (such as ground water resource estimation of the state etc.), Assam Ground Water (Control and Regulation) Act/Rule.</p> <p>Matters related to DRSC, Annual Action Plan, providing data/materials for VVIP's and VIP's speeches, action taken report of finance Minister's Budget Speech.</p> <p>Matters related to research etc.</p> <p>Matters related to training of departmental employees for overall capacity building of the employees by collection of Information & Data through Online application, Call Centre etc.</p>

Designation	Additional Chief Engineer Information Technology and Data Management
Power and Duties	<p>To look after all matters related to monitoring of schemes through INO Irrigation portal of IPMS.</p> <p>To look after PM GATI-SHAKTI National Master Plan Portal, Call Centre, Social Media, E-Office, E-prastuti, Departmental Website.</p> <p>Statistical Cell for data management.</p>

Point No – 2 Powers and Duties of its Officers and Employees

Designation	Additional Chief Engineer Inspection & Quality Control
Power and Duties	<p>To verify initial levels of irrigation schemes before the execution and also record the final levels after completion of works.</p> <p>To inspect the various sites of irrigation schemes during execution for maintaining good quality of works etc.</p> <p>To conduct enquiries in case of anomalies in execution of works that may be found to have taken place at field and to submit reports to the Government accordingly.</p>

Designation	Additional Chief Engineer Electrical
Power and Duties	<p>To look after all matters related to Electrical works of all types of Irrigation schemes of the Department.</p> <p>To look after implementation and maintenance of all technical works pertaining to electrical components of different irrigation scheme of the Department.</p> <p>To verify and recommend electrical parts of estimates before according of approval by the authorities.</p>

Designation	Additional Chief Engineer Mechanical
Power and Duties	<p>To look after all matters related to Mechanical works of all types of Irrigation schemes of the Department.</p> <p>To look after implementation and maintenance of all technical works pertaining to Mechanical components of different irrigation scheme of the Department.</p> <p>To verify and recommend Mechanical parts of estimates before according of approval by the authorities.</p> <p>To look after matters related to disposal / auction of scrap materials.</p> <p>To look after matters related to automobiles and all machineries of the department.</p>

Point No – 2 Powers and Duties of its Officers and Employees

Designation	Additional Chief Engineer cum CHD, Irrigation, Assam (KAAC, NCHAC, BTC)
Power and Duties	To function as the Council Head of the Department in all matters pertaining to Irrigation Department within the jurisdiction of respective councils

Designation	Superintending Engineer, Irrigation, Assam.	
Power	Administration	The Superintending Engineer is responsible for all instructions & advice given by himself to the Executive Engineers under his jurisdiction during the course of inspection of schemes. The Superintending Engineer has administrative control within jurisdiction as fixed by the Irrigation Department.
	Financial	The Superintending Engineer has powers in respect of Technical Sanction of the estimate and acceptance of tender as per provision laid in the D.F.P. Rule, 1999. The Superintending Engineer has the power of fixation of the rates against item of works and it will be The Superintending Engineer duty to watch & control the rates paid for works and may require an Executive Engineer to report to the SE such details of expenditure as he may desire to know.
	Others	The Superintending Engineer has discretionary authority in the matter of ordering technical addition and alteration in works in progress.
Duties	The Superintending Engineer should look after the efficiency of the Executive system throughout own jurisdiction and to monitor of the regulations are strictly maintained, both as regards to works and accounts which are to be promptly and effectively carried out and that no avoidable delay is allowed to occur in the submission of completion reports. The Superintending Engineer is responsible for disposing of technical matters and issuing instructions thereon to department subordinates. The Superintending Engineer is to look after on the matters relating to the primary accounts that are to be attended to personally by the Divisional & Sub- Divisional Officers. It is The Superintending Engineer duty to investigate excesses over sub-heads with a view to decide whether or not a revised estimate will be required for the works and when a revised estimate is required, The Superintending Engineer should see that it is submitted in due time. It is the duty of the Superintending Engineer to make frequent tours of inspection. Superintending Engineers are empowered to pass orders on the disposal of any useless or surplus stores as per provision in the APWD code.	

Point No – 2 Powers and Duties of its Officers and Employees

Designation	Executive Engineer, Irrigation, Assam.	
Power	Administration	An Executive Engineer is the Executive In Charge and responsible for the Execution and Management of Works and the control, posting, transfer of personnel within his charge. Executive Engineer can receive Executive Orders only from his own departmental superiors or from the Head of the State Government. The Executive Engineer is responsible to see if proper measures are taken to preserve all buildings and works in respective Division and to prevent encroachment on Government lands in charge. Executive Engineer can appoint and dismiss 'Work Charged' establishment, duly provided in the estimates. Executive Engineer can appoint, promote, dismiss and generally control all ministerial and petty Establishment Staffs authorized for respective Division. Executive Engineer may transfer Sectional Officers within his Division with the prior approval of the Superintending Engineer.
	Financial	An Executive Engineer is prohibited from commencing any Work or expending any Public Funds without the sanction of the Competent Authority; or from making any other unavoidable deviations from the Sanctioned Design in course of execution, except in case of emergency. The Executive Engineer should submit Accounts punctually to the Audit Officer under the Rules in force and will exercise efficient control over his Accounts Officer. The Executive Engineer may sanction the petty local purchase of stationeries, subject to the funds being available. The Executive Engineer may authorize the withdrawal of Sub-Divisional and Conveyance Allowance, sanctioned for particular parts. The Executive Engineer may take up Departmental Irrigation works not considered in Departmental Budget provision with due information to the Department. The Executive Engineer has power in respect of technical sanction of the estimate and acceptance of tender as per provision laid in the DFP Rule, 1999.
	Others	The Executive Engineer is responsible for the purchase, manufacture, care and disposal of all stores required for his Division. The Executive Engineer is primarily responsible for reporting without delay in respect of site materials, the probability of any excess-over Estimates and for the prompt Revision of Estimates when necessary.

Point No – 2 Powers and Duties of its Officers and Employees

Designation	Executive Engineer, Irrigation, Assam.
Duties	<p>The Executive Engineer is the Controlling Officer for all Divisional staff subordinate to the department. The Executive Engineer is an ex-officio professional adviser of all departments of Government and local bodies within the limits of charge. The Executive Engineer have to report without delay important or serious accidents, fire, earthquakes, storms, floods or other unusual situation. The Executive Engineer is responsible for the maintenance of the accounts of the transactions correctly and in accordance with the Rules in force.</p> <p>The Executive Engineer is further required to submit Accounts to the Comptroller & Auditor General and to apply for Audit Checks from time to time, as prescribed by the Auditor General of India.</p>

Point No 3- Procedure followed in Decision Making Process:

3.1 What is the procedure followed to take a decision for various matters?

The procedure followed in the decision making process are:

For all administrative and policy making decisions, the same are taken at the following level after obtaining approval of the minister i/c.

- 1) For approval of any scheme, the Administrative Approval is accorded by the Administrative Department after concurrence of Transformation & Development and Finance Department.
- 2) For allotment of any sanctioned work the same is carried out under following steps:
 - i) For Tender value beyond Rs. 500.00 L (Rupees Five Hundred lakh) subject to the recommendation of the Tender Selection Committee.
 - ii) For Tender value more than Rs. 300.00 lakh and upto Rs 500.00 L, subject to approval of the Commissioner & Secretary /Secretary.
 - iii) For Tender value more than Rs 200.00 L, the decision can be taken by the Chief Engineer.
 - iv) For Tender value more than Rs. 100.00 lakh and upto Rs 200.00 lakh the decision can be taken by the concerned Additional Chief Engineer.
 - v) For Tender value more than Rs. 10.00 lakh and upto Rs 100.00 lakh, the decision can be taken by the concerned Superintending Engineer.
 - vi) For Tender value upto Rs. 10.00 lakh (Rupees Ten Lakh) only, the decision can be taken by the concerned Executive Engineer.
- 3) For allotment of any sanctioned work under SOPD the same is carried out under following steps:
 - i) For Tender value beyond Rs.1000.00 L (Rupees one thousand lakh) subject to the recommendation of the Tender Selection Committee and subject to approval of the Govt. in Public works Department.
 - ii) For Tender value more than Rs. 500.00 lakh and upto Rs 1000.00 L, subject to approval of Govt. In Public works Department.
 - iii) For Tender value more than Rs. 300.00 lakh and upto Rs 500.00 L, the decision can be taken by the Chief Engineer.
 - iv) For Tender value more than Rs. 200.00 lakh and upto Rs 300.00 lakh the decision can be taken by the concerned Additional Chief Engineer.
 - v) For Tender value more than Rs. 50.00 lakh and upto Rs 200.00 lakh, the decision can be taken by the concerned Superintending Engineer.
 - vi) For Tender value upto Rs. 50.00 lakh (Rupees fifty Lakh) only, the decision can be taken by the concerned Executive Engineer.
- 4) For all financial matters such as financial sanction, release of fund, decision of Finance Department is required.
- 5) For all appointment matters Administrative Department can take the decision after concurrence of Personnel and Finance Department.
- 6) In case of any dispute, the decision of the Secretary/Chief Engineer, Irrigation is final and conclusive.
- 7) During execution, Superintending Engineer can approve any addition and alteration of works as per site condition.
- 8) For field execution, the decision primarily lies with the Executive Engineer as mentioned in the Tender Clauses and as regulated by different codes and specification.

Point No 3- Procedure followed in Decision Making Process:

- 9) Regarding recording of measurement, the same is taken by Junior Engineer/ Assistant Engineer i/c of the work. However, Assistant Executive Engineer and Executive Engineer is bestowed with the responsibility to check the measurement as 20% & 10% of the execute work respectively.
- a) The channels of supervision and accountability for effective implementation of a scheme, the following norms are in force:

The minimum number of field visit by officers at supervision level is:

Sl. No		
1	Head of Administrative Department	3 % per month
2	Head of the Department	5 % per month
3	Zonal Head (ACE/ CCMD)	5 % per month
4	District Head of Offices (SE/EE)	40 % per month
5	Sub-Divisional Head of Offices (AEE)	40% per month

Supervision/inspection of Irrigation scheme is done as below:

1. All works are fully supervised and executed by Junior Engineer / Assistant Engineer in charge of the work and as regards accountability; he/ she is fully responsible on account of Quality, Quantity, Time Factor, Expenditure, etc.
 2. Asstt. Executive Engineer is also fully responsible for all technical problems, qualities, quantities and specifications, etc.
 3. Executive Engineer is responsible for overall execution and supervision of the work and is mainly responsible in controlling expenditures as well as payment matters.
 4. Superintending Engineer is responsible for overall supervision/inspection of work and liaisoning.
 5. Chief Engineer/ Additional Chief Engineer is responsible for the overall work under their jurisdiction.
- 3.2 What are the documented procedures/ laid down procedure/ defined criteria/ Rules to arrive at a particular decision for important matters? What are different levels through which a Decision Process moves?
- As stated above
- 3.3 What are the arrangements to communicate the decisions to the public?
- Office Notice Board, Print Media and Electronic Media.
- 3.4 Who are the officers at various levels whose opinions are sought for the process of decision making?
- As stated in 3.1 above
- 3.5 Who is the final authority that vets the decisions?
- The Secretary to the Govt. of Assam, Irrigation Department, with due approval from the Minister in charge.

Point No 3- Procedure followed in Decision Making Process:

3.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl no	Subject on which the decision is to be taken	Proposed at Initial Stage for Irrigation Schemes
1	Guideline/ Direction, if any	As per necessity of the sites in consultation with local public.
2	Process of Execution	<ol style="list-style-type: none">1. Reconnaissance Survey2. Final Survey3. Preparation of Details Projects Report4. Approval of Estimates5. Land Acquisition6. Load sanction in case of power requirement in Irrigation Schemes7. Tendering8. Allotment of work9. Handing over site10. Execution of work by the agency and supervision at different level by field officers as per standing norms
3	Designation of the officers involved in decision making	Decision making in the execution of work is as per D.F.P. Rules, 1999 and all subsequent amendments
4	Contact information of above mentioned officers	At circle offices as well as Division Offices of concerned areas
5	If not satisfied by the decision, where and how to appeal	To the concerned Addl. Chief Engineer or Chief Engineer in writing.

Point No 4- Norms Set by It for the Discharge of its Functions

The Irrigation Department, Government of Assam, deals with the implementation of Major, Medium and Minor irrigation schemes including their operation and maintenance. The department also deals with utilisation of created potentials from irrigation schemes including the collection of Irrigation Service Charges from beneficiaries.

The Chief Engineer, Irrigation Department, is the Administrative Head of the Department and is directly responsible to the Government for implementation of works including its related expenditure. He prepares the budget estimate annually relating to works and establishment. The Chief Engineer exercises proper control in releasing fund. The Chief Engineer keeps a close watch over the expenditure. He exercises control of expenditure with the Accountant General, Assam, in maintaining Accounts and in enforcing strict adherence to Rule. The Chief Engineer looks after implementation of Major and Medium Irrigation Projects in the State. He is assisted by a Senior Finance & Accounts Officer for maintaining financial discipline in the Department.

There is 1(one) Chief Engineer (Minor Irrigation) & 3(three) Zonal level Addl. Chief Engineers to look after implementation of Irrigation works in the Council areas as Council Head of Department. Apart from this, 8(eight) verticals have been created headed by an Additional Chief Engineer level office assisted by Directors (Superintending Engineer rank), Deputy Director(Executive Engineer rank) and other subordinate technical and general staffs. Details of posts are already mentioned in point No.1 and their roles and responsibilities in Point No.2

Each Circle is headed by a Superintending Engineer who is the Administrative and Professional Head of the Circle and is responsible for the Administration and General Professional Control of works in the Circle. The Superintending Engineer is to see that the Rules, Regulation and Instructions relating to execution of works and maintenance of Accounts are strictly followed. He inspects works in his Circle and ensures Economic and Efficient Management. The Superintending Engineer keeps watch over the Rates of Works. Superintending Engineer also inspects Records, Accounts etc. of Divisions under his jurisdiction at least once in a year.

Point No 4- Norms Set by It for the Discharge of its Functions

Each Circle is divided into number of Divisions and each Division is headed by an Executive Engineer who is responsible for Execution and Management of all works including Operation and Maintenance of Irrigation Schemes. The Executive Engineer is also responsible for submission of Monthly Accounts to the Accountant General. The Executive Engineer has to keep a watch on the expenditure and has to see that the expenditure is not exceeded. The Executive Engineer is to inspect works frequently and has to ensure that the work is done as per approved Drawings and Specifications. The Executive Engineer is to inspect Sub-Divisional Offices at least once in a year. The Executive Engineer is also responsible for Preparation of Projects, Designs, and Estimates. He is assisted by a Finance & Accounts officer for maintaining Financial Discipline.

Each Division is divided into number of Sub-Divisions and each Sub-Division is under charge of a Sub-Divisional Officer, who is of the rank of Assistant Executive Engineer. The Assistant Executive Engineer is to supervise and manage works and he is to maintain the quality and progress of works. Assistant Executive Engineers are directly responsible to the Executive Engineer in respect of implementation of works.

Each Sub-Division comprises of several Sections and each Section is under the charge of a Sectional Officer who is either an Assistant Engineer or Junior Engineer. They are to stay at work-site and are to supervise day to day works and the first stage of responsibility for the quality of works lies with the Sectional Officers. They have to take Measurements and prepare Bills for payment. They are to maintain Site Accounts, Tools & Plants Accounts, Site Register, Log Books and to submit related reports in time. Sectional Officers are provided with Sectional Assistants to assist them.

Point No- 5 Rules, Regulations, Instructions, Manual and Records, for discharging Functions

The following book is used by the employees of the Irrigation Department, Assam for discharging its function

Name/ title the document	<u>A.P.W.D. Code</u>	Type of the document	Code
<p>Brief Write-up on the document: Procedure laid down for execution of works in the site.</p>			
<p>From where one can get a copy of Rules, Regulations, Instructions, Manual, Records:</p>			
<p>Assam Govt. Press. Bamunimaidam.</p>		<p>Address: Bamunimaidam Guwahati-781021 Telephone No: Fax: Mail: Others</p>	
<p>Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manuals, Records (If any)</p>			
<p>No provision</p>			

Point No- 5 Rules, Regulations, Instructions, Manual and Records, for discharging Functions

The following book is used by the employees of the Irrigation Department, Assam for discharging its function

Name/ title the document	<u>A.P.W.D. Manual</u>	Type of the document	Manual
 Brief Write-up on the document: Notable features of Assam P.W.D. rules and criterion requisite provision of the F.R & S.R, Assam T.R. & S.O, Delegation of Financial Powers, Rules etc			
From where one can get a copy of Rules, Regulations, Instructions, Manual, Records:			
Assam Govt. Press. Bamunimaidam.		Address: Bamunimaidam Guwahati-781021 Telephone No: Fax: Mail: Others	
Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manuals, Records (If any) No provision			

Point No- 5 Rules, Regulations, Instructions, Manual and Records, for discharging Functions

The following book is used by the employees of the Irrigation Department, Assam for discharging its function

Name/ title the document	<u>Budget Manual</u>	Type of the document	Manual
Brief Write-up on the document: Rules and Regulations meant for the preparation of Budget, supplementary demands, Re-Appropriation etc.			
From where one can get a copy of Rules, Regulations, Instructions, Manual, Records:			
Assam Govt. Press. Bamunimaidam.		Address: Bamunimaidam Guwahati-781021 Telephone No: Fax: Mail: Others	
Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manuals, Records (If any)			
No provision			

Point No- 5 Rules, Regulations, Instructions, Manual and Records, for discharging Functions

The following book is used by the employees of the Irrigation Department, Assam for discharging its function

Name/ title the document	<u>Assam Financial Rules</u>	Type of the document	Rules
 Brief Write-up on the document: Assam financial rules includes the rules regulating the contingent expenditure of various departments and those relating to the preparation of budget and revised estimate and the departmental control of receipt and expenditure.			
From where one can get a copy of Rules, Regulations, Instructions, Manual, Records:			
Assam Govt. Press. Bamunimaidam.		Address: Bamunimaidam Guwahati-781021 Telephone No: Fax: Mail: Others	
Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manuals, Records (If any) No provision			

Point No- 5 Rules, Regulations, Instructions, Manual and Records, for discharging Functions

The following book is used by the employees of the Irrigation Department, Assam for discharging its function

Name/ title the document	<u>Fundamental Rules and Subsidiary Rules</u>	Type of the document	Rules
Brief Write-up on the document: Rules relating to the service condition of Government Servants.			
From where one can get a copy of Rules, Regulations, Instructions, Manual, Records:			
Assam Govt. Press. Bamunimaidam.		Address: Bamunimaidam Guwahati-781021 Telephone No: Fax: Mail: Others	
Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manuals, Records (If any) No provision			

Point No- 5 Rules, Regulations, Instructions, Manual and Records, for discharging Functions

The following book is used by the employees of the Irrigation Department, Assam for discharging its function

Name/ title the document	<u>The State Govt. Employees G.I.S. 1983</u>	Type of the document	Rules
Brief Write-up on the document: Rules relating to the service rules of the Governments Servants.			
From where one can get a copy of Rules, Regulations, Instructions, Manual, Records:			
Assam Govt. Press. Bamunimaidam.		Address: Bamunimaidam Guwahati-781021 Telephone No: Fax: Mail: Others	
Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manuals, Records (If any) No provision			

Point No- 5 Rules, Regulations, Instructions, Manual and Records, for discharging Functions

The following book is used by the employees of the Irrigation Department, Assam for discharging its function

Name/ title the document	<u>Leave Travel Concession</u>	Type of the document	Rules
Brief Write-up on the document: Rules relating to perform the journeys under L T.C. schemes to visit to any place in India & visit to home town.			
From where one can get a copy of Rules, Regulations, Instructions, Manual, Records:			
Assam Govt. Press. Bamunimaidam.			Address: Bamunimaidam Guwahati-781021 Telephone No: Fax: Mail: Others
Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manuals, Records (If any) No provision			

Point No- 5 Rules, Regulations, Instructions, Manual and Records, for discharging Functions

The following book is used by the employees of the Irrigation Department, Assam for discharging its function

Name/ title the document	<u>Travel Allowance Rules</u>	Type of the document	Rules
Brief Write-up on the document: Travelling and Daily allowances admissible to the Govt. Servants			
From where one can get a copy of Rules, Regulations, Instructions, Manual, Records:			
Assam Govt. Press. Bamunimaidam.		Address: Bamunimaidam Guwahati-781021 Telephone No: Fax: Mail: Others	
Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manuals, Records (If any) No provision			

Point No- 5 Rules, Regulations, Instructions, Manual and Records, for discharging Functions

The following book is used by the employees of the Irrigation Department, Assam for discharging its function

Name/ title the document	<u>Contingency Manual</u>	Type of the document	<table border="1" style="margin: auto;"><tr><td style="padding: 2px;">Manual</td></tr></table>	Manual
Manual				
Brief Write-up on the document: The Principles and instructions under which and the methods by which money can be withdrawn for expenditure of the nature of contingencies and allowance of different contact items and regular contingencies.				
From where one can get a copy of Rules, Regulations, Instructions, Manual, Records:				
Assam Govt. Press. Bamunimaidam.		Address: Bamunimaidam Guwahati-781021 Telephone No: Fax: Mail: Others		
Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manuals, Records (If any) No provision				

Point No- 5 Rules, Regulations, Instructions, Manual and Records, for discharging Functions

The following book is used by the employees of the Irrigation Department, Assam for discharging its function

Name/ title the document	<u>Delegation of Financial Power Rules</u>	Type of the document	Rules
Brief Write-up on the document: Rules regarding delegation of financial power to the subordinate officers			
From where one can get a copy of Rules, Regulations, Instructions, Manual, Records:			
Assam Govt. Press. Bamunimaidam.		Address: Bamunimaidam Guwahati-781021 Telephone No: Fax: Mail: Others	
Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manuals, Records (If any) No provision			

Point No- 5 Rules, Regulations, Instructions, Manual and Records, for discharging Functions

The following book is used by the employees of the Irrigation Department, Assam for discharging its function

Name/ title the document	<u>The Assam Service (Pension) 1969</u>	Type of the document	Rules
Brief Write-up on the document: Rules governing the different kinds of pensions & Other benefits to the pensioners.			
From where one can get a copy of Rules, Regulations, Instructions, Manual, Records:			
Assam Govt. Press. Bamunimaidam.		Address: Bamunimaidam Guwahati-781021 Telephone No: Fax: Mail: Others	
Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manuals, Records (If any)			

Point No- 5 Rules, Regulations, Instructions, Manual and Records, for discharging Functions

The following book is used by the employees of the Irrigation Department, Assam for discharging its function

Name/ title the document	The Assam Service (Commutation of Pensions) 1963	Type of the document	Rules
 Brief Write-up on the document: Rules for guidance to the pensioners for their pensioner y benefit like commutation of Pension etc.			
 From where one can get a copy of Rules, Regulations, Instructions, Manual, Records:			
Assam Govt. Press. Bamunimaidam.		Address: Bamunimaidam Guwahati-781021 Telephone No: Fax: Mail: Others	
 Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manuals, Records (If any)			

Point No- 5 Rules, Regulations, Instructions, Manual and Records, for discharging Functions

The following book is used by the employees of the Irrigation Department, Assam for discharging its function

Name/ title the document	<u>Treasury Rules & Subsidiary Orders</u>	Type of the document	Rules
Brief Write-up on the document: Rules Relating to the Treasury for drawl and deposit of government money and safe custody of government valuables			
From where one can get a copy of Rules, Regulations, Instructions, Manual, Records:			
Assam Govt. Press. Bamunimaidam.		Address: Bamunimaidam Guwahati-781021 Telephone No: Fax: Mail: Others	
Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manuals, Records (If any) No provision			

Point No- 5 Rules, Regulations, Instructions, Manual and Records, for discharging Functions

The following book is used by the employees of the Irrigation Department, Assam for discharging its function

Name/ title the document	<u>Account Code Volume- I, II, III, IV & V</u>	Type of the document	Regulation
Brief Write-up on the document: Accounting procedure of (I) Consolidated Fund of India (II) Contingency Fund of India (III) Public Account.			
From where one can get a copy of Rules, Regulations, Instructions, Manual, Records:			
Assam Govt. Press. Bamunimaidam.	Address: Bamunimaidam Guwahati-781021 Telephone No: Fax: Mail: Others		
Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manuals, Records (If any)			

Point No- 5 Rules, Regulations, Instructions, Manual and Records, for discharging Functions

The following book is used by the employees of the Irrigation Department, Assam for discharging its function

Name/ title the document	Assam Medical Allowance Rules, 1976	Type of the document	Rules
 Brief Write-up on the document: These rules govern medical treatment of Government Servant and Pensioners and Government Servant while on suspension.			
 From where one can get a copy of Rules, Regulations, Instructions, Manual, Records:			
Assam Govt. Press. Bamunimaidam.		Address: Bamunimaidam Guwahati-781021 Telephone No: Fax: Mail: Others	
 Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manuals, Records (If any)			

Point No- 5 Rules, Regulations, Instructions, Manual and Records, for discharging Functions

The following book is used by the employees of the Irrigation Department, Assam for discharging its function

Name/ title the document	<u>Leave Rules, 1934</u>	Type of the document	Rules
Brief Write-up on the document: Rules regarding admissibility of different kinds of leaves to the Government servants.			
From where one can get a copy of Rules, Regulations, Instructions, Manual, Records:			
Assam Govt. Press. Bamunimaidam.		Address: Bamunimaidam Guwahati-781021 Telephone No: Fax: Mail: Others	
Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manuals, Records (If any) No provision			

Point No- 5 Rules, Regulations, Instructions, Manual and Records, for discharging Functions

The following book is used by the employees of the Irrigation Department, Assam for discharging its function

Name/ title the document	<u>General Provident Fund Rules</u>	Type of the document	Rules
Brief Write-up on the document: Rules relating to the Provident Fund of Government servants			
From where one can get a copy of Rules, Regulations, Instructions, Manual, Records:			
Assam Govt. Press. Bamunimaidam.		Address: Bamunimaidam Guwahati-781021 Telephone No: Fax: Mail: Others	
Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manuals, Records (If any) No provision			

POINT NO 6 - A STATEMENT OF THE CATEGORY OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL
The following official documents are held by the Irrigation Department

Sl No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/ under Control of
1	An Act	The Assam Irrigation Act, 1983 Rules and Regulations to apply or regulate water of any River including tributary and of Lake/Pond or Ground Water for irrigation in Assam	Can be obtained by depositing the cost of photocopy	Executive Engineer of Irrigation Division
2	Rules	The Assam Irrigation Rules, 1997. Rules and Regulations to apply or regulate water of any River including tributary and of Lake/Pond or Ground Water for irrigation in Assam	Can be obtained by depositing the cost of photocopy	Executive Engineer of Irrigation Division
3	An Act	The Assam Water Users' Act, 2004 Rules and Regulations for Farmers' participation in Irrigation Management in Assam	Can be obtained by depositing the cost of photocopy	Executive Engineer of Irrigation Division
4	An Act	The Assam Ground Water (Control and Regulation) Act, 2012 Rules and Regulations governing the use of ground water in the state.	Can be obtained by depositing the cost of photocopy	Executive Engineer of Irrigation Division
5	Rules	Assam Engineering (Irrigation Department) Service rules 1978 with amendments upto 2000 Service rules for the Gazetted officers	Can be obtained by depositing the cost of photocopy	Executive Engineer of Irrigation Division
6	Rules	Rules Governing the Assam Ground Water Control and Regulation Act, 2022 Rules framed for implementing the said Act effectively.	Can be obtained by depositing the cost of photocopy	Executive Engineer of Irrigation Division
7	Rules	The Assam Irrigation Establishment Technical Service Rules 1990 Service rules for non-Gazetted technical employee	Can be obtained by depositing the cost of photocopy	Executive Engineer of Irrigation Division
8	Rules	Assam Subordinate Engineering Irrigation Department Service Rules 1978 Service rules for Forman, Subordinate Engineer Grade-I, Overseer Grade-II, Draftman Grade-II, Draftman Grade-III, Divisional Mechanic.	Can be obtained by depositing the cost of photocopy	Executive Engineer of Irrigation Division

Point No 7- PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION, BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

Formulation policy-No provision for participation of public for formulation of policies

Point No. 7 Implementation of policy-The following provisions exist in implementing policy

SI No	Subject/Policy	Is it mandatory to ensure Public Participation (Yes/No)	Arrangement for seeking Public Participation
1	2	3	4
1	The Assam Irrigation Act, 1983	Yes	Allowed participation (User group) in the irrigation activities in an organised way for their Socio-Economic upliftment.
2	The Assam Irrigation Rules, 1997	Yes	Allowed participation (User group) in the irrigation activities in an organised way for their Socio-Economic upliftment.
3	The Assam Water Users' Act, 2004	Yes	Formation of Water Users' Associations are formed within the premises of the Act and completed Minor Irrigation Schemes are to be handed over to the Water Users' Association for operation and maintenance including minor repair.
4	The Assam Ground Water (Control and Regulation) Act, 2012	Yes	Peoples participation in respect of extraction of ground water and its control is necessary.
5	Assam Engineering (Irrigation Department) Service Rules 1978 with amendments upto 2000	Yes	Service Rules for the Gazetted officers
6	Rules Governing the Assam Ground Water Control and Regulation Act, 2022	Yes	Rules framed for implementing the said Act effectively.
7	The Assam Irrigation Establishment Technical Service Rules 1990	Yes	Service Rules for Helper, Handiman, Assistant Turner, Assistant Electrician, Assistant Welder, Assistant Blacksmith, Assistant Electrician cum Operator, Assistant Carpenter, Assistant Painter, Stationary Engine Driver Grade-II, Assistant Boring Mechanic, Boring Mechanic, Driver (LMV), Mechanic, Turner, Electrician, Fitter, Welder, Blacksmith, Carpenter, Painter, Stationery Engine Driver Grade-I
8	Assam Subordinate Engineering Irrigation Department Service Rules 1978	Yes	Service Rules for Foreman, Subordinate Engineer Grade-I, Overseer Grade-II, Draughtsman Grade-II, Draughtsman Grade-III, Divisional Mechanic.

Point : 8 in separate Excel Sheet

POINT No.9

DIRECTORY OF OFFICERS AND EMPLOYEES

LIST UPTO SUPERINTENDING ENGINEER LEVEL

UPLOADED SEPARATELY

Point No- 10 : The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

10.1 The database is under preparation and will be uploaded shortly

POINT No. 1 1

REVENUE BUDGET(INCLUDING SD/RA) &DISTRIBUTED OR DEMAND
SUBMITTED &UTILISED OR FOC RECEIVED

UPLOADED SEPARATELY

Point No 12 : The manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes:

12.1 No subsidy programme has been implemented at present by the Department

Point No- 13 Particulars of recipients of concessions, permits or authorization granted by it

13.1 There is no such scheme in the Department

Point No- 14 Details in respect of the information available to or held by
it, reduced in electronic format

14.1- Information has been made available in Government Standard Website.

Point – 15 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

15.1 – Means, method or facilitation available to the public, which are adopted by the Department for dissemination of information-

i) Newspaper

- Notices inviting Tenders/ Quotations / Notices for Registrations (fresh/ renewal/ up gradation) & Employment Notices are generally published in News papers for dissemination for Information to Public. Developmental stories , news, photos and descriptions are also published for public knowledge.

ii) Exhibition

- The Irrigation Department takes part in different exhibition for mass awareness on Irrigation activities.

iii) Notice Board

- Notices as foretold are also displayed in the Notice Board for wide publicity. In addition change of Water Rates, Irrigation Scheduling is also displayed.

iv) Inspection of Records in office

- Specifications of Works, Terms & Conditions of Contracts, Rates, Drawings relating to Construction Works etc. are open to interested Contractual Bodies for their knowledge.

v) System of issuing of copies of documents

- Copies of documents relating to contract works are issued to Construction Agencies on payment of Nominal Fees.

vi) Website of the Public Authority

- Available in Standard Web Site Format of Government of Assam.

vii) e-tendering

- e-procurement has been introduced from 2015-2016 as per departmental policy.To access e-tendering, the URL is <https://assamtenders.gov.in>.

Point No- 16 List of PIOs and Appellate Authorities under Section 4(1) RTI Act, 2005
Name of Department: Irrigation Department, Assam

SI No	Public Authority Office/ Establishment	Designation (SPIO/ PIO)	Jurisdiction under RTI	Designation (Appellate Authority)	Jurisdiction under RTI
1	Govt. of Assam, Irrigation Department	Under Secretary (General)	State of Assam	Secretary, Irrigation Deptt.	State of Assam
2	Office of the Chief Engineer, Irrigation Department, Chandmari, Guwahati - 3	Additional Chief Engineer, Information Technology & Data Management	State of Assam	Chief Engineer, Irrigation Department, Chandmari, Guwahati - 3	State of Assam
3	Additional Chief Engineer, Zone-IV (Irrigation), Diphu	Additional Chief Engineer, Zone-IV (Irrigation), Diphu	Area under the jurisdiction of Zone-IV	Chief Engineer, Irrigation Department, Chandmari, Guwahati - 3	Karbi Anglong & West Karbi Anglong District
4	Additional Chief Engineer, Zone-VI (Irrigation), Haflong	Additional Chief Engineer, Zone-VI (Irrigation), Haflong	Area under the jurisdiction of Zone-VI	Chief Engineer, Irrigation Department, Chandmari, Guwahati - 3	Dima Hasao District
5	Additional Chief Engineer (Inspection & Quality Control) Guwahati-03	Additional Chief Engineer, (Inspection & Quality Control) Guwahati-03	State of Assam	Chief Engineer, Irrigation Department, Chandmari, Guwahati - 3	State of Assam
6	Tinsukia-Digboi-Margherita Division, Tinsukia	Executive Engineer	Area under Tinsukia-Digboi-Margherita Division	Superintending Engineer, Tinsukia Circle(Irrigation), Tinsukia	Area under Tinsukia Circle(Irrigation), Tinsukia
	Sadiya-Doomdooma Division, Sadiya	Executive Engineer	Area under Sadiya-Doomdooma Division		
7	Dibrugarh-Lahowal-Chabua Division, Dibrugarh	Executive Engineer	Area under Dibrugarh-Lahowal-Chabua Division	Superintending Engineer, Dibrugarh Circle(Irrigation), Dibrugarh	Area under Dibrugarh Circle(Irrigation), Dibrugarh
	Moran-Tingkhong Division, Moran	Executive Engineer	Area under Moran-Tingkhong Division		
	Naharkatiya-Duliajan Division, Naharkatiya	Executive Engineer	Area under Naharkatiya-Duliajan Division		
8	Sivasagar-Thowra Division, Sivasagar	Executive Engineer	Area under Sivasagar-Thowra Division	Superintending Engineer, Sivasagar Circle(Irrigation), Sivasagar	Area under Sivasagar Circle(Irrigation), Sivasagar
	Nazira-Amguri Division, Nazira	Executive Engineer	Area under Nazira-Amguri Division		
	Sonari-Mahmora Division, Sonari	Executive Engineer	Area under Sonari-Mahmora Division		
9	Bokakhat-Khumtai Division, Bokakhat	Executive Engineer	Area under Bokakhat-Khumtai Division	Superintending Engineer, Jorhat Circle(Irrigation), Jorhat	Area under Jorhat Circle(Irrigation), Jorhat
	Golaghat-Sarupathar Division, Golaghat	Executive Engineer	Area under Golaghat-Sarupathar Division		
	Jorhat-Dergaon-Teok Division, Jorhat	Executive Engineer	Area under Jorhat-Dergaon-Teok Division		
	Titabor-Morioni Division, Titabor	Executive Engineer	Area under Titabor-Morioni Division		
	Majuli Division, Majuli	Executive Engineer	Area under Majuli Division		
10	Lakhimpur-Naoboicha-Bihpuria Division, North Lakhimpur	Executive Engineer	Area under Lakhimpur-Naoboicha-Bihpuria Division	Superintending Engineer, Lakhimpur Circle(Irrigation), Lakhimpur	Area under Lakhimpur Circle(Irrigation), Lakhimpur
	Dhakuakhana Division, Dhakuakhana	Executive Engineer	Area under Dhakuakhana Division		
	Dhemaji-Jonai Division, Dhemaji	Executive Engineer	Area under Dhemaji-Jonai Division		
11	Ratabari-Patharkandi Division, Karimganj	Executive Engineer	Area under Ratabari-Patharkandi Division	Superintending Engineer, Cachar-Karimganj Circle(Irrigation), Silchar	Area under Cachar-Karimganj Circle(Irrigation), Silchar
	Karimganj North-Karimganj South-Badarpur Division, Batarashi, Karimganj	Executive Engineer	Area under Karimganj North-Karimganj South-Badarpur Division		
	Hailakandi-Katlicherra-Algapur Division, Hailakandi	Executive Engineer	Area under Hailakandi-Katlicherra-Algapur Division		
	Borkhola-Katigora Division, Borkhola	Executive Engineer	Area under Borkhola-Katigora Division		
	Silchar-Udharbond Division, Silchar	Executive Engineer	Area under Silchar-Udharbond Division		
	Dholai-Sonai Division, Dholai	Executive Engineer	Area under Dholai-Sonai Division		
Lakhipur Division, Lakhipur	Executive Engineer	Area under Lakhipur Division			
12	Jamunamukh-Hojai-Lumding Division, Hojai	Executive Engineer	Area under Jamunamukh-Hojai-Lumding Division	Superintending Engineer, Hojai Circle(Irrigation), Hojai	Area under Hojai Circle(Irrigation), Hojai
13	Morigaon-Laharighat-Jagiroad Division, Jagiroad	Executive Engineer	Area under Morigaon-Laharighat-Jagiroad Division	Superintending Engineer, Nagaon Circle(Irrigation), Nagaon	Area under Nagaon Circle(Irrigation), Nagaon
	Raha-Batadrava Division, Batadrava	Executive Engineer	Area under Raha-Batadrava Division		
	Nagaon-Barhampur Division, Nagaon	Executive Engineer	Area under Nagaon-Barhampur Division		
	Dhing-Rupahihat Division, Rupahi	Executive Engineer	Area under Dhing-Rupahihat Division		
	Kaliabor-Samaguri Division, Jakhlabandha	Executive Engineer	Area under Kaliabor-Samaguri Division		
14	Dhekiajuli-Borchala Division, Dhekiajuli	Executive Engineer	Area under Dhekiajuli-Borchala Division	Superintending Engineer, Tezpur Circle(Irrigation), Tezpur	Area under Tezpur Circle(Irrigation), Tezpur
	Tezpur-Rangapara Division, Tezpur	Executive Engineer	Area under Tezpur-Rangapara Division		
	Sootea Division, Sootea	Executive Engineer	Area under Sootea Division		
	Biswanath-Behali Division, Biswanath	Executive Engineer	Area under Biswanath-Behali Division		
	Gohpur Division, Gohpur	Executive Engineer	Area under Gohpur Division		

SI No	Public Authority Office/ Establishment	Designation (SPIO/ PIO)	Jurisdiction under RTI	Designation (Appellate Authority)	Jurisdiction under RTI
15	Mangaldoi-Dalgaon-Sipajhar Division, Mangaldoi	Executive Engineer	Area under Mangaldoi-Dalgaon-Sipajhar Division	Superintending Engineer, Mangaldoi Circle (Irrigation), Mangaldoi	Area under Mangaldoi Circle (Irrigation), Mangaldoi
16	Rangia-Kamalpur Division, Rangia	Executive Engineer	Area under Rangia-Kamalpur Division	Superintending Engineer, Kamrup Circle(Irrigation), Rangia	Area under Kamrup Circle(Irrigation), Rangia
	Hajo-Jalukbari Division, Jalukbari	Executive Engineer	Area under Hajo-Jalukbari Division		
	Guwahati West-Palashbari Division, Palashbari	Executive Engineer	Area under Guwahati West-Palashbari Division		
	Boko-Chaygaon Division, Boko	Executive Engineer	Area under Boko-Chaygaon Division		
	Dispur Division, Sonapur	Executive Engineer	Area under Dispur Division		
17	Bhawanipur Division, Sarupeta	Executive Engineer	Area under Bhawanaipur Division	Superintending Engineer, Nalbari Circle(Irrigation), Nalbari	Area under Nalbari Circle(Irrigation), Nalbari
	Tihu Division, Tihu	Executive Engineer	Area under Tihu Division		
	Dharmapur-Barkhetri-Nalbari Division, Nalbari	Executive Engineer	Area under Dharmapur-Barkhetri-Nalbari Division		
18	Barpeta-Baghbar Division, Barpeta	Executive Engineer	Area under Barpeta-Baghbar Division	Superintending Engineer, Barpeta Circle(Irrigation), Barpeta Road	Area under Barpeta Circle(Irrigation), Barpeta Road
	Sorbhog-Jania Division, Sorbhog	Executive Engineer	Area under Sorbhog-Jania Division		
	Sarukhetri-Chenga Division, Sarthebari	Executive Engineer	Area under Sarukhetri-Chenga Division		
19	Bongaigaon-Abhayapuri North Division, Bongaigaon	Executive Engineer	Area under Bongaigaon-Abhayapuri North Division	Superintending Engineer, Dhubri Circle(Irrigation), Bongaigaon	Area under Dhubri Circle(Irrigation), Bongaigaon
	Abhayapuri South-Bilasipara East Division, Abhayapuri	Executive Engineer	Area under Abhayapuri South-Bilasipara East Division		
	Dhubri-Golokganj Division, Dhubri	Executive Engineer	Area under Dhubri-Golokganj Division		
	Gauripur-Bilasipara West Division, Gauripur	Executive Engineer	Area under Gauripur-Bilasipara West Division		
20	Mancachar-South Salmara Division, Hatsingimari	Executive Engineer	Area under Mancachar-South Salmara Division	Superintending Engineer, Goalpara Circle(Irrigation), Goalpara	Area under Goalpara Circle(Irrigation), Goalpara
	Goalpara West-Jaleswar Division, Goalpara	Executive Engineer	Area under Goalpara West-Jaleswar Division		
	Dudhnoi-Goalpara East Division, Dudhnoi	Executive Engineer	Area under Dudhnoi-Goalpara East Division		
21	Gossaigaon-Kokrajhar West Division, Gossaigaon	Executive Engineer	Area under Gossaigaon-Kokrajhar West Division	Superintending Engineer, Kokrajhar Circle(Irrigation), Kokrajhar	Area under Kokrajhar Circle(Irrigation), Kokrajhar
	Kokrajhar East Division, Kokrajhar	Executive Engineer	Area under Kokrajhar East Division		
	Sidli Division, Dhaligaon	Executive Engineer	Area under Sidli Division		
	Bijni Division, Bijni	Executive Engineer	Area under Bijni Division		
	Tamulpur Division, Tamulpur	Executive Engineer	Area under Tamulpur Division		
	Suklai-Serfang-Goreswar Division, Goreswar	Executive Engineer	Area under Suklai-Serfang-Goreswar Division		
	Barama-Chapaguri Division, Musalpur	Executive Engineer	Area under Barama-Chapaguri Division		
	Paneri-Kalaigaon Division, Tangla	Executive Engineer	Area under Paneri-Kalaigaon Division		
	Udalguri-Mazbat Division, Udalguri	Executive Engineer	Area under Udalguri-Mazbat Division		
	Dhansiri Project Division, Bhairabkunda	Executive Engineer	Area under Dhansiri Project Division		
Champamati Project Division, Garubhasa	Executive Engineer	Area under Champamati Project Division			
22	Diphu Division, Diphu	Executive Engineer	Area under Diphu Division	Superintending Engineer, Diphu Circle(Irrigation),Diphu	Area under Diphu Circle(Irrigation),Diphu
	East Karbi Anglong Division, Hanjlangso	Executive Engineer	Area under East Karbi Anglong Division		
	Baithalangso Division, Hamren	Executive Engineer	Area under Baithalangso Division		
23	West Dima Hasao Division, Haflong	Executive Engineer	Area under West Dima Hasao Division	Additional Chief Engineer, Zone-VI (Irrigation), Haflong	Area under Additional Chief Engineer, Zone-VI (Irrigation), Haflong
	East Dima Hasao Division, Maibong	Executive Engineer	Area under East Dima Hasao Division		

Point No 17- Such other information as may be prescribed and thereafter update these publication every year

17.1.1 Whether Irrigation is necessary in Assam?

Reply: As agriculture is the main occupation in the State, irrigation is required at different stages of crop growth. Although rainfall is high, yet it is unevenly distributed and concentrated during 4-5 months of monsoon period only. Dry spell leads to crop failure and subsequent loss of production. Further, for practicing multiple cropping, irrigation is the main input to increase the income double. Hence, irrigation is necessary. It is required to provide timely water supply for High Yielding Varieties of crops which are more susceptible to moisture stress.

17.1.2 – What are the main reasons for slow progress of Irrigation works?

Reply : The slow progress of Irrigation works in the State is due to the following reasons:

Late inroads of irrigation activities in Assam, and lack of awareness amongst the masses.

- a) Frequent flood submergence of paddy fields during monsoon period.
- b) Land acquisition problems.
- c) Gradual decrease of plan allocation.
- d) Limited working period because of long monsoon
- e) Scarcity of forest produce.
- f) Non energisation in time and shortage of electricity.
- g) High salinity/iron in ground water in certain areas.

17.1.3 – Why Irrigation water is not supplied **free of cost**?

Reply : The Operation & Maintenance of Irrigation Schemes are taken from revenue Fund. Present Financial Provisions for Maintenance of assets created are inadequate and seems to be the burden on the State exchequer. To supplement the resources of the State, the Government of Assam has enacted “**The Assam Irrigation Act, 1983**”, and accordingly, “Irrigation Service Charges” has been introduced. The beneficiaries are made partners in the system with a sense of belonging. The realisation of Irrigation Service Charges has been taken up from 1994-1995.

17.1.4 – Why Irrigation Rates are **so high** in Assam?

Reply : The Water Charges for various crops should be fixed in such a way that they cover at least the Operation & Maintenance Charges for providing the service initially and a part of the capital costs subsequently. The Operation & Maintenance Charges seems to be on the higher side due to high Establishment Cost.

17.1.5 – What are the Irrigation Service Charges for different Crops in Assam?

Point No 17- Such other information as may be prescribed and thereafter update these publication every year

Reply : Present rates of irrigation Service Charges are as follows.

Crops	Rate per Ha
1. Kharif	₹ 281.24
2. Wheat & Other Rabi crops	₹ 562.50
3. Early Ahu	₹ 751.00
4. Ahu	₹ 751.00
5. Jute	₹ 150.00
6. Sugar Cane	₹ 222.00

17.1.6 – Whether farmers are paying the Irrigation Service Charges? If so, what is the status?

Reply : The collection of Irrigation Service Charges is a difficult task for the Department. Yet some farmers are making it a habit of paying water Charges. There is a rising trend year after year. The realization position for last 3 years are:

Year	Amount Assessed	Amount realized	% of realization
2019-2020	₹ 105530602	₹ 784999	0.74
2020-2021	₹ 11617528	₹ 575135	4.95
2021-2022	₹ 88126730	₹ 401968	0.45

17.1.7 – How the poor farmers would pay Irrigation Service Charges during the period of natural calamity?

Reply : There is provision for exemption of Irrigation Service Charges as per Clause 47(7), Chapter V of “**The Assam Irrigation Act, 1983**”. The Clause states – “If in the opinion of the State Government, the enactment of all or any of the provisions of the Chapter will cause hardship in any case or cases, the Government may by Notification setting out the Ground therefore exempt either permanently or for a specified period such case or cases from all or any of the provisions of this Chapter, subject to such conditions, if any, as the Government may deem fit to impose.”

Point No 17- Such other information as may be prescribed and thereafter update these publication every year

17.1.8 – Why, in spite of having implemented nos. of schemes the Irrigation Department has not been able to provide Irrigation Water when needed ?

Reply : There are several schemes(Surface Water/Ground Water) in inoperative condition for the following reasons:

- a. Lack of proper maintenance of different components like canals, pumps, motors, panel boards, suction & delivery units and gates etc. for want of sufficient fund.
- b. Erratic power supply and low Voltages.
- c. Theft of Pumps & Motors, HT & LT Conductors and accessories.
- d. Siltation at intake point and diversion of river course.
- e. Frequent Flood damages.

17.1.9 – Schemes taken up long back have not been completed as yet. What action the Department is initiating to complete those?

Reply : The Department could not complete a good number of ongoing schemes for lack of allocation of fund under capital head. For this reason, the Department has taken action to complete those schemes under Programmes viz. NLCPR (Non Lapsable Central Pool of Resources), PMKSY(AIBP and Har- Khet-ko-Pani), ARIASP (Assam Rural Infrastructure & Agricultural Services Project funded by **World Bank**), and NABARD Fund. The schemes would be completed in a phased manner subject to availability of fund in the proper Head of Accounts.

Point No 17- Such other information as may be prescribed and thereafter update these publication every year

17.2 - Procedure for seeking Information

17.2.1-Model Application Form seeking Information

To : The P.I.O./Executive Engineer
Guwahati Division (Irrigation), Ulubari, Guwahati - 7

Sub : Prayer for Information

Ref : RTI Act 2005 (No.22 of 2005)

Sir,

I have the honour to request you to kindly make available the following information as per RTI Act, 2005

Detail of F.O.C. received during 2014-2015 and contractor-wise payment made. Photocopies of vouchers may please also be furnished.

For applicant below poverty line it is also brought to your kind notice that I am living below the Poverty Line, for which necessary certificate is enclosed.

Yours faithfully

Encl: As above

Sri Hari Das
Vill/Lane Dispur
P.O Dispur, Guwahati -6
P.S. Dispur
District Kamrup Metro

17.2.2-Prescribed Fee Norms are as follows:

As per Section 6(1)	Rs. 10/- per application
As per Section 7(1)	Rs. 10/- per application
As per Section 7(5)	Rs. 10/- per application

17.2.3-(a) Precise information may be sought as per Model Application Form at 17.2.1 and may be requested with the following tips -

- i. Work order issued against Mayang ELIS (Nabhatia Centre) and payment made during 2004-2005
- ii. Irrigation Service Charges realised during the year 2004-2005 against Jamuna Irrigation Scheme and amount deposited to Public exchequer
- iii. I want to avail Site Inspection for the work of Silt Clearance from Ch. 0 M to 16,000 M of Main Canal under Dhansiri Irrigation Project. As such it is requested to furnish the records of Work Order issued and payment made with the names of the contractors.

Point No 17- Such other information as may be prescribed and thereafter update these publication every year

17.2.4- Right to Citizen in case of denial of Information & Procedure to Appeal.

Any person who does not receive any decision on his/her request within the Time Limit specified in the Act (min.48 hours and max. 30 days) may prefer an appeal to such office who is senior to him (PIO). The appeal must be filed within 30 days from receiving such decisions and the time limit for disposal of the case is 30 days (extendable to 45 days). The person can prefer a 2nd appeal within 90 days from the date of such decision with the State Information Commission may enquire into the allegation filed by a person against a PIO on refusing to accept request for information, no response or demanding unreasonable fee, giving incomplete information etc.

17.3- With relation to Training imparted to Public by the Public Authority

No Training Programme is imparted by Irrigation Department under Plan Head.

17.4- With relation to Certificate, No Objection Certificate etc. issued by the Public Authority not included in Manual-13

Irrigation Department issues NOC to other Departments/Agencies in case of any proposal from that end for use of water from water bodies where Irrigation Schemes exists so that the functioning of schemes do not hamper.

17.5- With relation to Registration Process

17.5.1- OBJECTIVE

The Irrigation Department, Government of Assam has taken up Construction Works of Irrigation Schemes in the State as per APWD Code. The recognized system for carrying out works are contract works under agreement as per Article 299 of Constitution of India. The agreement allows a Legal Status precisely and definitely expressed with necessary bindings on the Executing Body for safeguarding public interest. As such, the Registration Process is in force and works are generally executed through Registered Contractors.

17.5.2-Eligibility for Registration

The Eligibility Criteria for Registration as a Contractor in the Irrigation Department is as follows:

- a. Must be a citizen of India
- b. He/she should be financially sound possessing good moral character.

In accordance with past experience, contractor may pray for Up gradation of Registration to Higher Categories

Point No 17- Such other information as may be prescribed and thereafter update these publication every year

17.5.3-Pre-requisites

They should not be involved in criminal activities and as such Police Verification is the pre-requisite.

17.5.4- Contact Information for applying

For registration under Class III – Executive Engineers
For registration under Class II – Superintending Engineers
For registration under Class I – Chief Engineer, Irrigation, Assam.

17.5.5- Application Fee (Wherever applicable)

Court Fee Stamp of Rs.8.25 (Rupees Eight & Paise twenty Five only) to be affixed.

17.5.6- Other Fees (Wherever applicable)

They are to deposit Earnest Money according to their Categories after selection.

Class III	Rs. 1,000/-
Class II	Rs. 2,000/-
Class I C	Rs. 5,000/-
Class I B	Rs. 10,000/-
Class I A	Rs. 15,000/-

These deposits under different categories are reduced to 50% for SC/ST/OBC/MOBC and other reserved categories as applicable. For unemployed graduates Engineers the earnest money deposit is also reduce to 50%.

Point No 17- Such other information as may be prescribed and thereafter update these publication every year

17.5.7- Form of Application for Registration/ Up gradation of registration in class-I () category under irrigation department

1. Name of Application (in Block Letters) :
2. Phone No :
3. Father's Name (in case of individual /
In case of Firm Deeds & Certified Copy
of Power of Attorney and Firm Registration
Number should be quoted) :
4. Date of Birth /Date of Establishment :
5. Home Address
Village :
P.O :
P.S :
Dist :
6. Place of Birth /Date of Establishment :
7. Present Address
Village :
P.O :
P.S :
Dist :
8. Community & Caste :
9. Nationality :
10. Banker (with A/C. Nos & Station) :
11. Class for which Registration/Upgradation
is sought for :
12. Details of past works done and the Agency
under which such works were carried out
documents in support :
13. Date from which working as Contractor :
14. Details of Contractor's Organization and
Tool & Plants available at the disposal of
Contractor/ firm as on date :
15. Income Tax/ Sales Tax/ M.V. Clearance
Certificate & Certificate as regards
Financial Capability :
16. Manner in which Registration Fee is furnished:
17. Last Renewal/ Registration No. :

The above information are true to the best of my knowledge.

Signature of the Applicant

Point No 17- Such other information as may be prescribed and thereafter update these publication every year

Note: Court Fee Stamp of Rs.8.25 to be affixed with the Application

17.5.8- List of Enclosures/ Documents

1. Court fee of Rs. 8.25.
2. Passport photograph 2 copies.
3. Copy of Pan Card.
4. Up to date GST (GRN,W/C-2)& Labour license.
5. Under taking of B.E (Civil) with phone no & address & Pass Certificate.
6. Copy of last Renewal/ Registration.
7. Bank Certificate.
8. List of Tools and Machineries in the form of Court Affidavit.
9. Work done Certificate.
10. Caste Certificate if applicable.

17.5.9- Format of Enclosures/ Documents

As per Prescribed Formats of Concerned Departments.

17.5.10- Procedure of Application

Application is to be submitted to the Executive Engineer as per prescribed format
Affixing Passport size photo.

17.5.11- Process followed in the Public Authority after the Receipt of Application

The Applications are examined and after selection, contractors are requested to deposit required Earnest Money.

17.5.12.-Validity Period of Registration (if Applicable)

One Year

17.5.13-Process of Renewal (if any)

Same as Registration (refer 17.5.7 & 17.5.8)

17.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc.)

17.6.1 - Name and description of Tax

Irrigation Department has introduced realisation of "Irrigation Service Charges" from the beneficiaries of Government Irrigation Schemes in the State.

Point No 17- Such other information as may be prescribed and thereafter update these publication every year

17.6.2- Purpose of Tax collection

Due to paucity of Revenue Fund, the Department is not in a position to efficiently operate & maintain the Irrigation Schemes in the State. In order to recover some cost from the beneficiaries, "Irrigation Service Charges" has been introduced.

17.6.3-Procedure & criteria for determination of Tax Rates

The Irrigation Service Charges for various crops are evaluated giving due weightage to water requirement of various crops and the Operation & maintenance Cost of Scheme during the base period of crops. The evaluated cost is subsidized for the poor socio-economic condition of farmers to determine the rate of "**Irrigation Service Charges**"

17.6.4-List of Major defaulters

There are a large section of farmers in Irrigation Command Area who are reluctant to pay Irrigation Service Charges. The status of realization of Irrigation Service Charges is as shown below:

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Irrigation Service charge

YEAR	Amount actually realised
1994-1995	109702
1995-1996	61828
1996-1997	20792
1997-1998	90951
1998-1999	76854
1999-2000	63266
2000-2001	23359
2001-2002	24178
2002-2003	174112
2003-2004	286240
2004-2005	492062
2005-2006	353256
2006-2007	201859
2007-2008	196292
2008-2009	201497
2009-2010	339568
2010-2011	475873
2011-2012	1206105
2012-2013	762940
2013-2014	795236
2014-2015	721493
2015-2016	767388
2016-2017	1101305
2017-2018	1195244
2018-2019	797440
2019-2020	784999
2020-2021	575135
2021-2022	273003
2022-2023	1178226

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17.7 There are some earthen bundh-cum-embankment in the department. Those help in minimizing flood inundation to agricultural land as well as to protect the canal system of Irrigation Schemes during the flood period. In addition, they act favorably for retention of soil moisture for Rabi Crops.