17 points Suo-moto disclosure of information in compliance with the provisions under RTI Act, 2005 of Irrigation Department, Govt. of Assam.
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 thro’ Participatory Irrigation Management(PIM).

At present the Irrigation Potential Created (IPC) up to March, 2018 is 9.96 Lakh Hect. But for some non functional schemes (due to general wear and tear) some IPC has been lost and IPC available is 5.76 Lakh Hect as on 2018. The Irrigation Potential Utilized during (Rabi & Pre-kharif, 2017-18 and Kharif,2018) 2017-18 is 2.44 Lakh Hect.

ii) Generating employment to educated unemployed youths and landless farmers through engagement in enhanced agriculture practice, awarding contracts for constructing Irrigation structures and also in through transporting and marketing of enhanced agriculture products.

iii) Achieving the Ultimate Irrigation Potential (UIP) of 27 Lakh Hect. (where irrigation water is necessary) 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 also through all private irrigation.

iii) 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 cropped area is about 40.874 lakh hect. as per latest available figures. The ultimate irrigation potential is assessed as 27.00 lakh hectares. The potential created by the department till now is 9.96 Lakh Hect as on March, 2018 and out of this approximately 2.72 lakh Hect is created by Major/Medium Irrigation Schemes and 7.24 Lakh Hect by Minor Irrigation Schemes. The overall irrigation development in the State is 36.89% of the Ultimate Irrigation Potential of State against National average of 63.11%.

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.
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.

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

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

- Senior Secretary
- | Secretary
- | | Chief Engineer (Directorate Level)
- | Additional Chief Engineer
- | | Chairman cum Managing Director (Zonal Level)
- | Superintending Engineer (Circle Level)
- | | Executive Engineer (Division Level)
- | Assistant Executive Engineer (Sub Division Level)
- | | Assistant Engineer Junior Engineer (Section Level at site)

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 owing to lack of cold storage facility. Poor infrastructure, lack of impetus and low fund on maintenance to keep the facilities running are the factors for slow growth of PIM in the State. However 1581 nos. of WUA has been formed and 186 Nos. of schemes executed under ARIASP has been handed over to WUA for effective implementation of PIM in the State. The Govt. of Assam has introduced “The Assam Irrigation Water Users’ 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.

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.

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

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

2) 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. Additional Chief Engineer (Monitoring & Investigation), Irrigation, Assam, Chandmari, Guwahati-3
   e. Addl. Chief Engineer (Mechanical), Irrigation, Assam: Chandmari, Guwahati – 3
   f. Addl. Chief Engineer (Electrical), Irrigation, Assam: Chandmari, Guwahati – 3
   g. Chairman-cum-Managing Director, Lower Assam Command Area Development Authority H/Q Chandmari, Guwahati-3

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

h. Chairman-cum-Managing Director, Upper Assam Command Area Development Authority H/Q Katimari, Nagaon

3) Zonal Level Office:
   a) Additional Chief Engineer, Zone-I, Irrigation, Assam, H/Q Barpeta
   b) Additional Chief Engineer, Zone-II, Irrigation, Assam, H/Q Tezpur
   c) Additional Chief Engineer, Zone-III, Irrigation, Assam, H/Q Jorhat
   d) Additional Chief Engineer, Zone-IV, Irrigation, Assam, H/Q Diphu
   e) Additional Chief Engineer, Zone-V, Irrigation, Assam, H/Q Silchar
   f) Additional Chief Engineer, Zone-VI, Irrigation, Assam, H/Q Haflong

4) Circle Level Offices:
   i. Dibrugarh Circle (Irrigation), Dibrugarh
   ii. Sibsagar Circle (Irrigation), Jorhat
   iii. Nagaon Circle (Irrigation), Nagaon
   iv. Guwahati Project Circle (Irrigation), Guwahati
   v. South Goalpara Circle (Irrigation), Goalpara
   vi. Kokrajhar Circle (Irrigation), Kokrajhar
   vii. North Western Project Circle (Irrigation), Barpeta Road
   viii. North Kamrup Circle (Irrigation), Nalbari
   ix. Mangaldoi Circle (Irrigation), Mangaldoi
   x. Tezpur Circle (Irrigation), Tezpur
   xi. Lakhimpur Circle (Irrigation), North Lakhimpur
Point No- 1  Particulars of its organization, functions and duties

xii. Diphu Circle (Irrigation), Diphu
xiii. Cachar Circle (Irrigation), Silchar
xiv. Guwahati Electrical Circle (Irrigation), Guwahati
xv. Guwahati Mechanical Circle (Irrigation), Guwahati
xvi. Tezpur Mechanical Circle (Irrigation), Tezpur
xvii. Jorhat Mechanical Circle (Irrigation), Jorhat

Investigation Circles:

i. Jorhat Investigation Circle (Irrigation), Jorhat
ii. Guwahati Investigation Circle (Irrigation), Guwahati-3
iii. Dhubri Investigation Circle (Irrigation), Dhubri
iv. Rangia Investigation Circle (Irrigation), Rangia
IRRIGATION DEPARTMENT::ASSAM
DETAILS OF CIRCLES, DIVISIONS AND SUBDIVISIONS

I NORTH KAMRUP CIRCLE, NALBARI
1. BARPETA DIVISION, SORBHOG  
   (i) Barpeta Subdivision, Barpeta  
   (ii) Barpeta road Subdivision, Barpeta road
2. PATHSALA DIVISION, PATHSALA  
   (i) Pathsala Subdivision, Pathsala  
   (ii) Patacharkuchi Subdivision, Patacharkuchi  
   (iii) Dekadong Subdivision, Thamna
3. NALBARI DIVISION, NALBARI  
   (i) Nalbari Subdivision, Nalbari  
   (ii) Dhamdhama Subdivision, Dhamdhama

II CACHAR CIRCLE, SILCHAR
1. SILCHAR DIVISION, SILCHAR  
   (i) Silchar Subdivision, Silchar  
   (ii) Silchar West Subdivision, Barjatrapur  
   (iii) Silchar South Subdivision, Kabuganj
2. HAILAKANDI DIVISION, HAILAKANDI  
   (i) Hailakandi Subdivision, Hailakandi  
   (ii) Katlicherra Subdivision, Sahabad
3. KARIMGANJ DIVISION, KARIMGANJ  
   (i) Karimganj Subdivision, Karimganj  
   (ii) South Karimganj Subdivision, Patharkandi
4. BARAK VALLEY INVST. DIVISION  
   BADARPUR  
   (i) Badarpurlnst Subdivision, Badarpur  
   (ii) CacharInvst Subdivision, Hailakandi

III SOUTH GOALPARA CIRCLE, GOALPARA
1. GOALPARA DIVISION, GOALPARA  
   (i) Goalpara Subdivision, Goalpara
2. GOALPARA INVESTIGATION DIVISION  
   GOALPARA  
   (i) Jaleswar Investigation Subdivision, Jaleswar  
   (ii) DudhnoiInvst Subdivision, Dudhnoi
3. MANCACHAR DIVISION, HATSINGIMARI  
   (i) Mankachar Subdivision, Mankachar  
   (ii) South Salmara Subdivision, South Salmara
4. DUDHNOI DIVISION, DUDHNOI  
   (i) Dudhnoi Subdivision, Dudhnoi  
   (ii) Dhupdhar Subdivision, Dhupdhar

IV TEZPUR CIRCLE, TEZPUR
1. TEZPUR DIVISION, TEZPUR  
   (i) Tezpur Subdivision, Tezpur  
   (ii) Chariali Subdivision, Chariali
2. ITAKHOLA DIVISION, TEZPUR  
   (i) Itakhola Subdivision, Itakhola  
   (ii) Tezpur West Subdivision, Tezpur  
   (iii) Sisusa Subdivision, Sisusa
3. BISWANATH CHARIALI DIVISION  
   BISWANATH CHARIALI  
   (i) TezpurInvst Subdivision, Tezpur  
   (ii) GohpurInvst Subdivision, Gahpur  
   (iii) BiswanathCharialiInvst Subdivision, BiswanathChariali

V KOKRAJHAR CIRCLE, KOKRAJHAR
1. KOKRAJHAR DIVISION, KOKRAJHAR  
   (i) Kokrajhar Subdivision, Kokrajhar  
   (ii) Gossaigaon Subdivision, Gossaigaon
Point No- 1  Particulars of its organization, functions and duties

(ii) Longa Subdivision, Ramfalbill

2. BONGAIGAON DIVISION, BONGAIGAON (i) Bongaigaon Subdivision, Bongaigaon (ii) Bijni Subdivision, Bijni (iii) Abhayapuri Subdivision, Abhayapuri

3. DHUBRI DIVISION, GAURIPUR (i) Dhubri Subdivision, Gauripur (ii) Agomoni Subdivision, Agomoni (iii) Bilasipara Subdivision, Bilasipara (iv) Chapur Subdivision, Chapur

4. CHAMPAMATI PROJECT DIVISION No. I, KOKRAJHAR (i) Champamati Canal A Subdivn, Kokrajhar (ii) Champamati H/W Subdivision, Garubhasa

5. CHAMPAMATIANAL DIVISION DHALIGAON (i) Champamati Canal-I Subdivn, Sundari (ii) Champamati Canal-II Subdivn, Basugaon

6. BOROLIA DIVISION, TAMULPUR (i) Borolia Canal Subdivision, Tamulpur (ii) Borolia Weir Subdivision, Gandhibari (iii) Rangia East Subdivision, Rangia

VI. DIPHU CIRCLE ( Under Addl Chief Engineer, Zone-IV), DIPHU

1. BOKAJAN DIVISION, SARIAHJAN (i) Bokajan Subdivision, Bokajan (ii) Barpathar Subdivision, Silonijan

2. KARBI ANGLONG DIVISION, DIPHU (i) Diphu Subdivision, Diphu (ii) Harguti Subdivision, Phuloni (iii) Hamren Subdivision, Dongkamokam (iv) Kheroni Subdivision, Kheroni

( Under Addl Chief Engineer, Zone-VI)

3. NORTH N. C. HILLS DIVISION, MAIBONG (i) Langting Sub division, Langing (ii) Maibong Subdivision, Maibong

4. SOUTH N. C. HILLS DIVISION HAFLONG (i) Harangajao Subdivision, Harangajao (ii) Dayangmukh Subdivision, Doyangmukh

VII. MANGALDOI CIRCLE, MANGALDOI

1. TANGLA DIVISION, TANGLA (i) Tangla Subdivision No.II, Tangla

2. DHANSIRI PROJECT WEIR DIVISION BHAIRABKUNDA (i) Dhansiri Project Weir Subdivn, Bhairebakunda (ii) Dhansiri Project Main Canal Subdivision Bhairebakunda

3. DHANSIRI PROJECTDIVISION, CANAL-I,(i) Dhansiri Project Canal-I Subdivn, Udalguri UDALGURI (ii) Dhansiri Project Canal-II Subdivision, Rowta

4. DHANSIRI PROJECTDIVISION, CANAL-II (i) Dhansiri Project Canal-III Subdivn, Ambagan UDALGURI (ii) Dhansiri Project Canal-IV Subdivn, Ambagan

5. MANGALDOI DIVISION, MANGALDOI (i) Mangaldoi Subdivision, Mangaldoi (ii) Tangla Subdivision, Tangla

VIII. NORTH WESTERN PROJECT CIRCLE, BARPETA ROAD

1. PAHUMARA RUPAHI DIVISION SARUPETA (i) PahumaraRupahi subdivision, Soudorvita (ii) Rupahi subdivision, Salbari (iii) Barpeta Road Canal Sub Divn, Sarupeta
IX. GUWAHATI PROJECT CIRCLE, GUWAHATI
1. GUWAHATI DIVISION, GUWAHATI
   (i) Guwahati B & S Subdivision, Guwahati
   (ii) Sonapur Subdivision, Sonapur
2. GUWAHATI WEST DIVISION, GUWAHATI
   (i) Guwahati West Subdivision, Guwahati
   (ii) Boko Subdivision, Boko
   (iii) Chaygaon Subdivision, Chaygaon

X. DIBRUGARH CIRCLE, DIBRUGARH
1. TINSUKIA DIVISION, TINSUKIA
   (i) Tinsukia Subdivision, Tinsukia
   (ii) Margherita Subdivision, Margherita
   (iii) Chapakhowa Subdivision, Sadia
2. DIBRUGARH DIVISION, DIBRUGARH
   (i) Dibrugarh Subdivision, Dibrugarh
   (ii) Naharkatiya Subdivision, Naharkatiya

XI. SIBSAGAR CIRCLE, JORHAT
1. JORHAT DIVISION, JORHAT
   (i) Jorhat Subdivision, Jorhat
   (ii) Majuli Subdivision, Majuli
2. GOLAGHAT DIVISION, GOLAGHAT
   (i) Golaghat Subdivision, Golaghat
   (ii) Sarupathar Subdivision, Sarupathar
3. SIBSAGAR DIVISION, SIBSAGAR
   (i) Sibsagar Subdivision, Sibsagar
   (ii) Sonari Subdivision, Sonari

XII. NAGAON CIRCLE, NAGAON
1. NAGAON DIVISION, NAGAON
   (i) Nagaon Subdivision, Nagaon
   (ii) Doboka Subdivision, Doboka
2. MORIAON DIVISION, MORIAON
   (i) Moriaon Subdivision, Moriaon
   (ii) Mayang Subdivision, Boha
3. KALIABOR & INTEGRATED KOLONG DIVISION
   (i) IntdKollong I Subdivision, Nagaon
   (ii) IntdKollong II Subdivision, Nagaon

XIII. LAKHIMPUR CIRCLE, NORTH LAKHIMPUR
1. DHEMAJI DIVISION, DHEMAJI
   (i) Dhemaji Subdivision, Dhemaji
   (ii) Silapathar Subdivision, Silapathar
2. LAKHIMPUR DIVISION, NORTH LAKHIMPUR
   (i) Lakhimpur Subdivision, N Lakhimpur
   (ii) Bihpuria Subdivision, Bihpuria
3. DHAKUAKHANA DIVISION
   DHAKUAKHANA
   (i) Dhakuakhana Subdivision, Dhakuakhana

XIV. RANGIA INVESTIGATION CIRCLE, RANGIA
1. RANGIA DIVISION, RANGIA
   (i) Rangia Subdivision, Rangia
XV. GUWAHATI INVESTIGATION CIRCLE, GUWAHATI

1. MANGALDOI INVESTIGATION DIVISION
   (i) Sipajhar Invst Subdivision, Sipajhar
      SIPAJHAR
   (ii) Pub Bajali Invst Subdivision, Kharadhora
         (iii) Guwahati Invst Subdivision, Guwahati

2. NAGAON INVESTIGATION DIVISION
   (i) Nagaon Invst Subdivision, Nagaon
      NAGAON
   (ii) Lanka Invst Subdivision, Lanka
         (iii) Rahal Invst Subdivision, Rahal

XVI. DHUBRI INVESTIGATION CIRCLE, DHUBRI

1. TIHU INVESTIGATION DIVISION
   (i) Tihu Invst Subdivision, Tihu
       TIHU
   (ii) Belsor Invst Subdivision, Belsor
        (iii) Bijn Invst Subdivision, Bijn
        (iv) Dhubri Invst Subdivision, Dhubri

XVII JORHAT INVESTIGATION CIRCLE, JORHAT

1. JORHAT INVESTIGATION DIVISION
   (i) Jorhat Invst Subdivision, Jorhat
       JORHAT
   (ii) Nazira Invst Subdivision, Nazira
        (iii) Margherita Invst Subdivision, Margherita

XVIII. GUWAHATI MECHANICAL CIRCLE, GUWAHATI

1. GUWAHATI MECHANICAL DIVISION
   (i) Guwahati Mechanical Subdivision
       GUWAHATI
   (ii) Guwahati Mechanical Store
        Subdivision, Guwahati

2. MANGALDOI MECHANICAL DIVISION
   (i) Mangaldoi Mech Subdivision, Mangaldoi
   (ii) Dhansiri Project Barrage
        Mech Subdivision, Bhairabkunda
   (iii) Dhansiri Project Mechanical
        Subdivision, Udalguri

3. TIHU DAKSHIN BAJALI MECHL DIVISION
   (i) Sarupeta Mech Subdivision, Sarupeta
       Tihu
   (ii) Sarukhetri Mech Subdivision, Sarthebari
       (iii) Nalbari Mech Subdivision, Nalbari

4. GOALPARA MECHANICAL DIVISION
   (i) Goalpara Mech Subdivision, Goalpara
   (ii) Lakhipur Mech Subdivision, Lakhipur
   (iii) Hatsingmari Mech Subdivision
        Hatsingmari

5. KOKRAJHAR MECHANICAL DIVISION
   (i) Gauripur Mech Subdivision, Gauripur
   (ii) Kokrajhar Mech Subdivision, Kokrajhar
       (iii) Bongaigaon Mech Subdivision, Bongaigaon

6. SILCHAR MECHANICAL DIVISION
   (i) Silchar Mech Subdivision, Silchar
   (ii) Hailakandi Mech Subdivision, Hailakandi
       (iii) Karinganj Mech Subdivision, Karinganj

7. DIPHU MECHANICAL DIVISION, DIPHU
   (i) Diphu Mech Subdivision, Bakulia
   (ii) Karbi Anglong West Ground Water Subdivision, Diphu
        (iii) Kheron Mech Subdivision, Kheron
        (iv) Mailong Mech Subdivision, Mailong
XIX. TEZPUR MECHANICAL CIRCLE, TEZPUR

1. TEZPUR MECHANICAL DIVISION, TEZPUR
   (i) TezpurMechSubdivn, Tezpur
   (ii) BiswanathCharialiMechSubdivn, Biswanath. Chariali

2. NAGAON MECHANICAL DIVISION, NAGAON
   (i) NagaonMechanical Subdivision, Nagaon
   (ii) Morigaon Mechanical Subdivision, Morigaon

3. LAKHIMPUR MECHANICAL DIVISION
   NORTH LAKHIMPUR
   (i) LakhimpurMechl Subdivision, North Lakhimpur
   (ii) DhemajiMechSubdivn, Dhemaji

XX. JORHAT MECHANICAL CIRCLE, JORHAT

1. JORHAT MECHANICAL DIVISION, JORHAT
   (i) Sibsagar Mech Subdivn, Sivasagar
   (ii) Jorhat Mech Subdivn, Jorhat
   (iii) Sarupathar Mechanical Subdivn, Sarupathar

2. UPPER ASSAM DRILLING DIVISION, JORHAT
   (i) Upper Assam Drilling Subdivn, Jorhat

3. DIBRUGARH MECHANICAL DIVISION
   DIBRUGARH
   (i) Dibrugarh Mech Subdivision, Dibrugarh
   (ii) Tinsukia Mech Subdivision, Tinsukia

XXI. GUWAHATI ELECTRICAL CIRCLE, GUWAHATI

1. GUWAHATI ELECTRICAL DIVISION
   Guwahati
   (i) Guwahati Elect Store Subdivn, Guwahati
   (ii) Nalbari Electrical Subdivision, Nalbari
   (iii) Mangaldoi Electrical Subdivn, Mangaldoi

2. KALIABOR & INTEGRATED KOLLONG
   ELECTRICAL DIVISION, NAGAON
   (i) Nagaon Elect Subdivn, Nagaon
   (ii) Jakhalabandha Electrical Subdivn, Jakhalabandha
   (iii) Morigaon Elect Subdivn, Morigaon

3. DIBRUGARH ELECTRICAL DIVISION
   DIBRUGARH
   (i) Dibrugarh Elect Subdivn, Dibrugarh
   (ii) Golaghat Electrical Subdivn, Golaghat

4. TEZPUR ELECTRICAL DIVISION
   TEZPUR
   (i) Tezpur Electrical Subdivn, Tezpur
   (ii) Lakhimpur Electrical Subdivn, North Lakhimpur

5. BONGAIGAON ELECTRICAL DIVISION
   BONGAIGAON
   (i) Bongaigaon Electrical Subdivn, Bongaigaon
   (ii) Goalpara Electrical Subdivn, Goalpara

XXII. LOWER ASSAM COMMAND AREA DEVELOPMENT AUTHORITY

1. Sukla Division
2. All CAD works of Lower Assam is supervised by LACADA.

XXIII. UPPER ASSAM COMMAND AREA DEVELOPMENT AUTHORITY

1. Jamuna CAD
2. Kaliabor CAD
   All CAD works of Upper Assam is supervised by UACADA.
**Designation** | **Secretary, Irrigation Department**
---|---
**Power** | The Secretary to the Government is the Administrative head of the Irrigation Department. He 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 subordinate to him. 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** | Secretary, Irrigation reviews/ monitors irrigation activities in the State and suggests measures for its improvement.

**Duties** | 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 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.
<table>
<thead>
<tr>
<th>Designation</th>
<th>Chief Engineer, Irrigation Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Administration</td>
<td>The Chief Engineer is the professional head of the Department and is responsible for its general administration and efficiency. He is the responsible professional advisor to the Government on all round development under Irrigation Sector. He is to submit to the Government his proposal and recommendation for the appointment, promotion, leave and punishment of all officers &amp; 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. He is also responsible for implementation of related Government Policy in the State.</td>
</tr>
<tr>
<td>Financial</td>
<td>The Chief Engineer is to prepare annually the Budget Estimate and it is his duty to release budget amongst the Controlling and Disbursing Officers subordinate to him. 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.</td>
</tr>
<tr>
<td>Others</td>
<td>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 his functions.</td>
</tr>
<tr>
<td>Duties</td>
<td>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. He 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. He will submit to the Government his proposals &amp; recommendations for the appointment, promotion, leave and punishment of all officers &amp; subordinate establishment.</td>
</tr>
</tbody>
</table>
## Point No – 2  Powers and Duties of its Officers and Employees

<table>
<thead>
<tr>
<th>Designation</th>
<th>Chief Engineer (Minor Irrigation), Assam.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power</td>
<td>Administration</td>
</tr>
<tr>
<td>Financial</td>
<td>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 his jurisdiction as per provision laid in the DFP Rule, 1999.</td>
</tr>
<tr>
<td>Others</td>
<td>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.</td>
</tr>
<tr>
<td>Duties</td>
<td>He will guide the Chief Engineer's office in the compilation of the Annual Administrative Report.</td>
</tr>
<tr>
<td>Designation</td>
<td>Additional Chief Engineer, Irrigation, Assam.</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Power</td>
<td>The Additional Chief Engineer has administrative control within his jurisdiction as fixed by the Irrigation Department. The Additional Chief Engineer's duties are mainly Inspection and Advice. He is responsible for all instructions and advice given by him to his subordinates within his jurisdiction during his course of inspection. All important matters should be recorded in his Inspection Report or noted on a separate memorandum for record in the Chief Engineer's office. He is responsible for all technical matters and issuing instruction to his subordinates.</td>
</tr>
<tr>
<td>Financial</td>
<td>The Additional Chief Engineer has full power to give technical sanction to original works, acceptance of tender within his jurisdiction as per provision laid in the D.F.P Rule, 1999. The Additional Chief Engineer will recommend the Budget Estimate to the Chief Engineer for projects within his jurisdiction every year.</td>
</tr>
<tr>
<td>Others</td>
<td>The Additional Chief Engineer prepares a monitoring report of progress made during a financial year as per plan immediately after closure of the year.</td>
</tr>
<tr>
<td>Duties</td>
<td>He should satisfy himself with the efficiency of the executive system throughout his jurisdiction and the regulations are strictly maintained, both as regards works and accounts, that asks from superior authority are promptly and effectively carried out and that no avoidable delay is allowed to occur in the submission and completion of reports. He will assist the Chief Engineer's office in the compilation of the Annual Administration Report.</td>
</tr>
<tr>
<td>Designation</td>
<td>Power Administration</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Designation</td>
<td>Superintending Engineer, Irrigation, Assam.</td>
</tr>
<tr>
<td>Financial</td>
<td>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 his duty to watch &amp; control the rates paid for works and he may require an Executive Engineer to report to the SE such details of expenditure as he may desire to know.</td>
</tr>
<tr>
<td>Others</td>
<td>The Superintending Engineer has discretionary authority in the matter of ordering technical addition and alteration in works in progress.</td>
</tr>
<tr>
<td>Duties</td>
<td>The Superintending Engineer should satisfy himself on the efficiency of the Executive system throughout his 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 unavoidable delay is allowed to occur in the submission of completion reports. He is responsible for disposing of technical matters and issuing instructions thereon to his subordinates. The Superintending Engineer is to satisfy himself on the matters relating to the primary accounts that are to be attended to personally by the Divisional &amp; Sub- Divisional Officers. It is his 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, he 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.</td>
</tr>
<tr>
<td>Designation</td>
<td>Executive Engineer, Irrigation, Assam.</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Power</td>
<td>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. He 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 his Division and to prevent encroachment on Government lands in his charge. He can appoint and dismiss 'Work Charged' establishment, duly provided in the estimates. He can appoint, promote, dismiss and generally control all ministerial and petty Establishment Staffs authorized for his Division. He may transfer Sectional Officers within his Division with the prior approval of the Superintending Engineer.</td>
</tr>
<tr>
<td>Financial</td>
<td>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. He should submit his Accounts punctually to the Audit Officer under the Rules in force and will exercise efficient control over his Accounts Officer. He may sanction the petty local purchase of stationeries, subject to the funds being available. He may authorize the withdrawal of Sub-Divisional and Conveyance Allowance, sanctioned for particular parts. He 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.</td>
</tr>
<tr>
<td>Others</td>
<td>He is responsible for the purchase, manufacture, care and disposal of all stores required for his Division. He 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.</td>
</tr>
</tbody>
</table>
### Point No – 2  Powers and Duties of its Officers and Employees

| Duties | He is the Controlling Officer for all Divisional staff subordinate to him. The Executive Engineer is an ex-officio professional adviser of all departments of Government and local bodies within the limits of his charge. He is 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. He is further required to submit his Accounts to the Comptroller & Auditor General and to apply for Audit Checks from time to time, as prescribed by the Auditor General of India. |
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.

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 as well as record a measurement.

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:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Officer</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Head of Administrative Department</td>
<td>3% per month</td>
</tr>
<tr>
<td>2</td>
<td>Head of the Department</td>
<td>5% per month</td>
</tr>
<tr>
<td>3</td>
<td>Zonal Head (ACE/ CCMD)</td>
<td>5% per month</td>
</tr>
<tr>
<td>4</td>
<td>District Head of Offices (SE/EE)</td>
<td>40% per month</td>
</tr>
<tr>
<td>5</td>
<td>Sub-Divisional Head of Offices (AEE)</td>
<td>40% per month</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Sl no</th>
<th>Subject on which the decision is to be taken</th>
<th>Proposed at Initial Stage for Irrigation Schemes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Guideline/ Direction, if any</td>
<td>As per necessity of the sites in consultation with local public.</td>
</tr>
<tr>
<td>2</td>
<td>Process of Execution</td>
<td>1. Reconnaissance Survey</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Final Survey</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Preparation of Details Projects Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Approval of Estimates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Land Acquisition</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Load sanction in case of power requirement in Irrigation Schemes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Tendering</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Allotment of work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Handing over site</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10. Execution of work by the agency and supervision at different level by field officers as per standing norms</td>
</tr>
<tr>
<td>3</td>
<td>Designation of the officers involved in decision making</td>
<td>Decision making in the execution of work is as per D.F.P. Rules, 1999 and all subsequent amendments</td>
</tr>
<tr>
<td>4</td>
<td>Contact information of above mentioned officers</td>
<td>At circle offices as well as Division Offices of concerned areas</td>
</tr>
<tr>
<td>5</td>
<td>If not satisfied by the decision, where and how to appeal</td>
<td>To the concerned Addl. Chief Engineer or Chief Engineer in writing.</td>
</tr>
</tbody>
</table>
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. He exercises proper control in releasing fund. He 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. He 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) & 6(six) Zonal level Addl. Chief Engineers to look after implementation of Minor Irrigation works in the State. Out of these zonal level Addl. Chief Engineers, 2(two) acts as Head of the Department in the Autonomous Hill Districts. In addition, there are 2(two) Nos. of Chairman-cum-Managing Directors for implementation of works under CADWM(Command Area Development & Water Management) Programme and their budget is controlled by the Chief Engineer, Irrigation Department.

Each Zone is divided into number of Circles and 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. He 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. He 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.

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. He is also responsible for submission of Accounts Monthly to the Accountant General. He has to keep a watch on the expenditure and has to see that the expenditure is not exceeded. He is to inspect works frequently and has to ensure that the work is done as per approved Drawings and Specifications. He is to inspect Sub-Divisional Offices at least once in a year. He 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. He is to supervise and
Point No 4 - Norms Set by It for the Discharge of its Functions

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

<table>
<thead>
<tr>
<th>Name/ title of the document</th>
<th>A.P.W.D. Code</th>
<th>Type of the document</th>
</tr>
</thead>
</table>

Brief Write-up on the document:
Procedure laid down for execution of works in the site.

**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**

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<table>
<thead>
<tr>
<th>Name/ title of the document</th>
<th>A.P.W.D. Manual</th>
<th>Type of the document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Manual</td>
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</tbody>
</table>

**Brief Write-up on the document:**

**From where one can get a copy of Rules, Regulations, Instructions, Manual, Records:**
Assam Govt. Press.
Bamunimaidam.

<table>
<thead>
<tr>
<th>Address:</th>
<th>Bamunimaidam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guwahati-781021</td>
<td>Telephone No:</td>
</tr>
<tr>
<td>Fax:</td>
<td>Mail:</td>
</tr>
<tr>
<td>Others</td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Name/ title of the document</th>
<th>Budget Manual</th>
<th>Type of the document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Manual</td>
</tr>
</tbody>
</table>

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

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No provision
The following book is used by the employees of the Irrigation Department, Assam for discharging its function

<table>
<thead>
<tr>
<th>Name/ title the document</th>
<th>Assam Financial Rules</th>
<th>Type of the document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Rules</td>
</tr>
</tbody>
</table>

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)
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<table>
<thead>
<tr>
<th>Name/ title of the document</th>
<th>Fundamental Rules and Subsidiary Rules</th>
<th>Type of the document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rules</td>
<td>Rules</td>
<td>Rules</td>
</tr>
</tbody>
</table>

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

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<table>
<thead>
<tr>
<th>Name/ title of the document</th>
<th>The State Govt. Employees G.L.S. 1983</th>
<th>Type of the document</th>
</tr>
</thead>
</table>

**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**

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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

<table>
<thead>
<tr>
<th>Name/ title of the document</th>
<th>Leave Travel Concession</th>
<th>Type of the document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Rules</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name/ title of the document</th>
<th>Travel Allowance Rules</th>
<th>Type of the document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Rules</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name/ title of the document</th>
<th>Contingency Manual</th>
<th>Type of the document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Manual</td>
</tr>
</tbody>
</table>

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
### Name/ title of the document

<table>
<thead>
<tr>
<th>Name/ title of the document</th>
<th>Delegation of Financial Power Rules</th>
<th>Type of the document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rules</td>
<td></td>
</tr>
</tbody>
</table>

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

| Name/ title of the document | The Assam Service (Pension) 1969 | 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

<table>
<thead>
<tr>
<th>Name/title of the document</th>
<th>The Assam Service (Commutation of Pensions) 1963</th>
<th>Type of the document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rules</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Brief Write-up on the document:
Rules for guidance to the pensioners for their pension benefits like commutation of Pension etc.

From where one can get a copy of Rules, Regulations, Instructions, Manuals, 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

<table>
<thead>
<tr>
<th>Name/ title of the document</th>
<th>Treasury Rules &amp; Subsidiary Orders</th>
<th>Type of the document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rules</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name/ title of the document</th>
<th>Account Code Volume- I, II, III, IV &amp; V</th>
<th>Type of the document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Regulation</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name/title of the document</th>
<th>Assam Medical Allowance Rules, 1976</th>
<th>Type of the document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rules</td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Name/ title of the document</th>
<th>Leave Rules, 1934</th>
<th>Type of the document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rules</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name/title of the document</th>
<th>General Provident Fund Rules</th>
</tr>
</thead>
</table>

**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.

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Category of the document</th>
<th>Name of the document and its introduction in one line</th>
<th>Procedure to obtain the document</th>
<th>Held by/ under Control of</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>An Act</td>
<td>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</td>
<td>Can be obtained by depositing the cost of photocopy</td>
<td>Executive Engineer of Irrigation Division</td>
</tr>
<tr>
<td>2</td>
<td>Rules</td>
<td>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</td>
<td>Can be obtained by depositing the cost of photocopy</td>
<td>Executive Engineer of Irrigation Division</td>
</tr>
<tr>
<td>3</td>
<td>An Act</td>
<td>The Assam Water Users’ Act, 2004 Rules and Regulations for Farmers’ participation in Irrigation Management in Assam</td>
<td>Can be obtained by depositing the cost of photocopy</td>
<td>Executive Engineer of Irrigation Division</td>
</tr>
<tr>
<td>4</td>
<td>An Act</td>
<td>The Assam Ground Water (Control and Regulation) Act, 2012 Rules and Regulations governing the use of ground water in the state.</td>
<td>Can be obtained by depositing the cost of photocopy</td>
<td>Executive Engineer of Irrigation Division</td>
</tr>
</tbody>
</table>

Can also be downloaded from irrigation.assam.gov.in
Point No. 7 Implementation of policy-The following provisions exist in implementing policy

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Subject/Policy</th>
<th>Is it mandatory to ensure Public Participation (Yes/No)</th>
<th>Arrangement for seeking Public Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Assam Irrigation Act, 1983</td>
<td>Yes</td>
<td>Allowed participation (User group) in the irrigation activities in an organised way for their Socio-Economic upliftment.</td>
</tr>
<tr>
<td>2</td>
<td>The Assam Irrigation Rules, 1997</td>
<td>Yes</td>
<td>Allowed participation (User group) in the irrigation activities in an organised way for their Socio-Economic upliftment.</td>
</tr>
<tr>
<td>3</td>
<td>The Assam Water Users’ Act, 2004</td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td>4</td>
<td>The Assam Ground Water (Control and Regulation) Act, 2012</td>
<td>Yes</td>
<td>Peoples participation in respect of extraction of ground water and its control is necessary.</td>
</tr>
</tbody>
</table>
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. 11

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


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.
<table>
<thead>
<tr>
<th>Sl No</th>
<th>Public Authority Office/ Establishment</th>
<th>Designation (SPFO/ PIO)</th>
<th>Jurisdiction under RTI</th>
<th>Designation (Appellate Authority)</th>
<th>Jurisdiction under RTI</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Govt. of Assam, Irrigation Department</td>
<td>Under Secretary (General)</td>
<td>State of Assam</td>
<td>Secretary, Irrigation Dept.</td>
<td>State of Assam</td>
</tr>
<tr>
<td>2</td>
<td>Office of the Chief Engineer, Irrigation Department, Chandmari, Guwahati - 3</td>
<td>Additional Chief Engineer (Monitoring &amp; Investigation)</td>
<td>State of Assam</td>
<td>Chief Engineer, Irrigation Department, Chandmari, Guwahati - 3</td>
<td>State of Assam</td>
</tr>
<tr>
<td>3</td>
<td>Additional Chief Engineer, Zone-I (Irrigation), Barpeta</td>
<td>Additional Chief Engineer, Zone-I (Irrigation), Barpeta</td>
<td>Area under the jurisdiction of Zone-I</td>
<td>Chief Engineer, Irrigation Department, Chandmari, Guwahati - 3</td>
<td>State of Assam</td>
</tr>
<tr>
<td>4</td>
<td>Additional Chief Engineer, Zone-II (Irrigation), Tezpur</td>
<td>Deputy Director, O/o Additional Chief Engineer, Zone-II (Irrigation), Tezpur</td>
<td>Area under the jurisdiction of Zone-II</td>
<td>Chief Engineer, Irrigation Department, Chandmari, Guwahati - 3</td>
<td>State of Assam</td>
</tr>
<tr>
<td>5</td>
<td>Additional Chief Engineer, Zone-III (Irrigation), Jorhat</td>
<td>Deputy Director Design, O/o Additional Chief Engineer, Zone-III (Irrigation), Jorhat</td>
<td>Area under the jurisdiction of Zone-III</td>
<td>Chief Engineer, Irrigation Department, Chandmari, Guwahati - 3</td>
<td>State of Assam</td>
</tr>
<tr>
<td>6</td>
<td>Additional Chief Engineer, Zone-IV (Irrigation), Diphu</td>
<td>Additional Chief Engineer, Zone-IV (Irrigation), Diphu</td>
<td>Area under the jurisdiction of Zone-IV</td>
<td>Chief Engineer, Irrigation Department, Chandmari, Guwahati - 3</td>
<td>State of Assam</td>
</tr>
<tr>
<td>7</td>
<td>Additional Chief Engineer, Zone-V (Irrigation), Silchar</td>
<td>Additional Chief Engineer, Zone-V (Irrigation), Silchar</td>
<td>Area under the jurisdiction of Zone-V</td>
<td>Chief Engineer, Irrigation Department, Chandmari, Guwahati - 3</td>
<td>State of Assam</td>
</tr>
<tr>
<td>8</td>
<td>Additional Chief Engineer, Zone-VI (Irrigation), Halflong</td>
<td>Additional Chief Engineer, Zone-VI (Irrigation), Halflong</td>
<td>Area under the jurisdiction of Zone-VI</td>
<td>Chief Engineer, Irrigation Department, Chandmari, Guwahati - 3</td>
<td>State of Assam</td>
</tr>
<tr>
<td>9</td>
<td>Additional Chief Engineer, (I&amp;QC) Guwahati-03</td>
<td>Additional Chief Engineer, (I&amp;QC) Guwahati-03</td>
<td>Area under the jurisdiction of I&amp;QC Division</td>
<td>Chief Engineer, Irrigation Department, Chandmari, Guwahati - 3</td>
<td>State of Assam</td>
</tr>
<tr>
<td>10</td>
<td>CMD, Lower Assam CAD, Guwahati-3</td>
<td>CMD, Lower Assam CAD, Guwahati-3</td>
<td>Area under jurisdiction of Lower Assam CAD</td>
<td>Chief Engineer, Irrigation Department, Chandmari, Guwahati - 3</td>
<td>State of Assam</td>
</tr>
<tr>
<td>11</td>
<td>CMD, Upper Assam CAD, Nagaon</td>
<td>CMD, Upper Assam CAD, Nagaon</td>
<td>Area under jurisdiction of Upper Assam CAD</td>
<td>Chief Engineer, Irrigation Department, Chandmari, Guwahati - 3</td>
<td>State of Assam</td>
</tr>
<tr>
<td>12</td>
<td>Dhubri Division(Irrigation), Gauripur</td>
<td>Executive Engineer</td>
<td>Area under Dhubri Division</td>
<td>Superintending Engineer, Dhubri Investigation Circle(Irrigation), Dhubri</td>
<td>Area under Dhubri Investigation Circle(Irrigation), Dhubri</td>
</tr>
<tr>
<td>13</td>
<td>Mancachar Division(Irrigation), Hatsingimari</td>
<td>Executive Engineer</td>
<td>Area under Mancachar Division</td>
<td>Superintending Engineer, South Goalpara Circle (Irrigation), Goalpara</td>
<td>Goalpara Circle (Irrigation), Goalpara</td>
</tr>
<tr>
<td>14</td>
<td>Goalpara Mechanical Division(Irrigation), Goalpara</td>
<td>Executive Engineer</td>
<td>Area under Goalpara Mech Division</td>
<td>Superintending Engineer, South Goalpara Circle (Irrigation), Goalpara</td>
<td>Goalpara Circle (Irrigation), Goalpara</td>
</tr>
<tr>
<td>15</td>
<td>Goalpara Division(Irrigation), Goalpara</td>
<td>Executive Engineer</td>
<td>Area under Goalpara Division</td>
<td>Superintending Engineer, South Goalpara Circle (Irrigation), Goalpara</td>
<td>Goalpara Circle (Irrigation), Goalpara</td>
</tr>
<tr>
<td>16</td>
<td>Goalpara Investigation Division(Irrigation), Goalpara</td>
<td>Executive Engineer</td>
<td>Area under Goalpara Inv. Division</td>
<td>Superintending Engineer, South Goalpara Circle (Irrigation), Goalpara</td>
<td>Goalpara Circle (Irrigation), Goalpara</td>
</tr>
<tr>
<td>17</td>
<td>Duddhnoi Division(Irrigation), Duddhnoi</td>
<td>Executive Engineer</td>
<td>Area under Duddhnoi Division</td>
<td>Superintending Engineer, Kokrajhar Circle (Irrigation), Kokrajhar</td>
<td>Kokrajhar Circle (Irrigation), Kokrajhar</td>
</tr>
<tr>
<td>18</td>
<td>Kokrajhar Division(Irrigation), Kokrajhar</td>
<td>Executive Engineer</td>
<td>Area under Kokrajhar Division</td>
<td>Superintending Engineer, Kokrajhar Circle (Irrigation), Kokrajhar</td>
<td>Kokrajhar Circle (Irrigation), Kokrajhar</td>
</tr>
<tr>
<td>19</td>
<td>Kokrajhar Mechanical Division(Irrigation), Kokrajhar</td>
<td>Executive Engineer</td>
<td>Area under Kokrajhar Mech. Division</td>
<td>Superintending Engineer, Kokrajhar Circle (Irrigation), Kokrajhar</td>
<td>Kokrajhar Circle (Irrigation), Kokrajhar</td>
</tr>
<tr>
<td>20</td>
<td>Champamati Project Division(Irrigation), Kokrajhar</td>
<td>Executive Engineer</td>
<td>Area under Champamati Project Division</td>
<td>Superintending Engineer, Kokrajhar Circle (Irrigation), Kokrajhar</td>
<td>Kokrajhar Circle (Irrigation), Kokrajhar</td>
</tr>
<tr>
<td>21</td>
<td>Champamati Canal Division(Irrigation), Dhaligaon</td>
<td>Executive Engineer</td>
<td>Area under Champamati Canal Division</td>
<td>Superintending Engineer, Kokrajhar Circle (Irrigation), Kokrajhar</td>
<td>Kokrajhar Circle (Irrigation), Kokrajhar</td>
</tr>
<tr>
<td>22</td>
<td>Bongaigaon Division(Irrigation), Bongaigaon</td>
<td>Executive Engineer</td>
<td>Area under Bongaigaon Division</td>
<td>Superintending Engineer, North Western Project Circle(Irrigation), Barpeta Road</td>
<td>Bongaigaon Division</td>
</tr>
<tr>
<td>23</td>
<td>Bongaigaon Electrical Division(Irrigation), Bongaigaon</td>
<td>Executive Engineer</td>
<td>Area under Bongaigaon Electrical Division(Irrigation)</td>
<td>Superintending Engineer, North Western Project Circle(Irrigation), Barpeta Road</td>
<td>Bongaigaon Division</td>
</tr>
<tr>
<td>24</td>
<td>Barpeta Division(Irrigation), Sorbhog</td>
<td>Executive Engineer</td>
<td>Area under Barpeta Division</td>
<td>Superintending Engineer, North Western Project Circle(Irrigation), Barpeta Road</td>
<td>Bongaigaon Division</td>
</tr>
<tr>
<td>25</td>
<td>Pathanala Division(Irrigation), Pathanala</td>
<td>Executive Engineer</td>
<td>Area under Pathanala Division</td>
<td>Superintending Engineer, North Western Project Circle(Irrigation), Barpeta Road</td>
<td>Bongaigaon Division</td>
</tr>
<tr>
<td>26</td>
<td>Pahumara Rupahi Division(Irrigation), Sarupeta</td>
<td>Executive Engineer</td>
<td>Area under Pahumara Division</td>
<td>Superintending Engineer, North Western Project Circle(Irrigation), Barpeta Road</td>
<td>Bongaigaon Division</td>
</tr>
<tr>
<td>Sl No</td>
<td>Public Authority Office/Establishment</td>
<td>Designation (SPLO/PIO)</td>
<td>Jurisdiction under RTI</td>
<td>Designation (Appelate Authority)</td>
<td>Jurisdiction under RTI</td>
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<td>27</td>
<td>Nalbari Division(Irrigation), Nalbari</td>
<td>Executive Engineer</td>
<td>Area under Nalbari Division</td>
<td>Superintending Engineer, North Kamrup Circle(Irrigation), Nalbari</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Tihu Dakshin Bajali Mechanical Division(Irrigation), Tihu</td>
<td>Executive Engineer</td>
<td>Area under Tihu Dakshin Bajali Mech Division</td>
<td>Superintending Engineer, Tihu Investigation Division</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Tihu Investigation Division(Irrigation), Tihu</td>
<td>Executive Engineer</td>
<td>Area under Tihu Investigation Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Rangia Division(Irrigation), Rangia</td>
<td>Executive Engineer</td>
<td>Area under Rangia Division</td>
<td>Superintending Engineer, Rangia Investigation Circle(Irrigation), Rangia</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Guwahati Division(Irrigation), Guwahati</td>
<td>Executive Engineer</td>
<td>Area under Guwahati Division</td>
<td>Superintending Engineer, Guwahati Project Circle(Irrigation), Guwahati</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Guwahati west Division(Irrigation), Guwahati</td>
<td>Executive Engineer</td>
<td>Area under Guwahati Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Borolia Division(Irrigation), Tamulpur</td>
<td>Executive Engineer</td>
<td>Area under Borolia Division</td>
<td>Superintending Engineer, Borolia Division</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Sukla CAD Division(Irrigation), Goreswar</td>
<td>Executive Engineer</td>
<td>Area under Sukla CAD Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Guwahati Mechanical Division(Irrigation), Guwahati</td>
<td>Executive Engineer</td>
<td>Area under Guwahati Mech Division</td>
<td>Superintending Engineer, Guwahati Mechanical Circle(Irrigation), Guwahati</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Guwahati Electrical Division(Irrigation), Guwahati</td>
<td>Executive Engineer</td>
<td>Area under Guwahati Elect Division</td>
<td>Superintending Engineer, Guwahati Electrical Circle(Irrigation), Guwahati</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Mangaldoi Division(Irrigation), Mangaldoi</td>
<td>Executive Engineer</td>
<td>Area under Mangaldoi Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Mangaldoi Mechanical Division(Irrigation), Udalguri</td>
<td>Executive Engineer</td>
<td>Area under Mangaldoi Mech Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Mangaldoi Investigation Division(Irrigation), Sipajhar</td>
<td>Executive Engineer</td>
<td>Area under Mangaldoi Invt. Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Tangla Division(Irrigation), Tangla</td>
<td>Executive Engineer</td>
<td>Area under Tangla Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Dhansiri Project Weir Division(Irrigation), Bhairabkunda</td>
<td>Executive Engineer</td>
<td>Area under Dhansiri Project Weir Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Dhansiri Project Canal-I Division(Irrigation), Udalguri</td>
<td>Executive Engineer</td>
<td>Area under Dhansiri Project Canal I Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Dhansiri Project Canal-II Division(Irrigation), Udalguri</td>
<td>Executive Engineer</td>
<td>Area under Dhansiri Project Canal II Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Itakhola Division(Irrigation), Tezpur</td>
<td>Executive Engineer</td>
<td>Area under Itakhola Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>Tezpur Division(Irrigation), Tezpur</td>
<td>Executive Engineer</td>
<td>Area under Tezpur Division</td>
<td>Superintending Engineer, Tezpur Circle(Irrigation), Tezpur</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>Biswanath Chariali Division(Irrigation), Biswanath Chariali</td>
<td>Executive Engineer</td>
<td>Area under Biswanath Chariali Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Tezpur Mechanical Division(Irrigation), Tezpur</td>
<td>Executive Engineer</td>
<td>Area under Tezpur Mech. Division</td>
<td>Superintending Engineer, Tezpur Mechanical Circle(Irrigation), Tezpur</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Tezpur Electrical Division(Irrigation), Tezpur</td>
<td>Executive Engineer</td>
<td>Area under Tezpur Electrical Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Dhemaji Division(Irrigation), Dhemaji</td>
<td>Executive Engineer</td>
<td>Area under Dhemaji Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Dhakuakhana Division(Irrigation), Dhakuakhana</td>
<td>Executive Engineer</td>
<td>Area under Dhakuakhana Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>Lakhimpur Division(Irrigation), North Lakhimpur</td>
<td>Executive Engineer</td>
<td>Area under Lakhimpur Division</td>
<td>Superintending Engineer, Lakhimpur Investigation Division</td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Lakhimpur Mechanical Division(Irrigation), North Lakhimpur</td>
<td>Executive Engineer</td>
<td>Area under Lakhimpur Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sl No</td>
<td>Public Authority Office/ Establishment</td>
<td>Designation (SPPO/ PIO)</td>
<td>Jurisdiction under RTI</td>
<td>Designation (Appellate Authority)</td>
<td>Jurisdiction under RTI</td>
</tr>
<tr>
<td>-------</td>
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<td>------------------------</td>
</tr>
<tr>
<td>53</td>
<td>Dibrugarh Division(Irrigation), Dibrugarh</td>
<td>Executive Engineer</td>
<td>Area under Dibrugarh Division</td>
<td>Superintending Engineer, Dibrugarh Circle (Irrigation), Dibrugarh</td>
<td></td>
</tr>
<tr>
<td>54</td>
<td>Dibrugarh Mechanical Division(Irrigation), Dibrugarh</td>
<td>Executive Engineer</td>
<td>Area under Dibrugarh Mechanical Division</td>
<td>Superintending Engineer, Dibrugarh Circle (Irrigation), Dibrugarh</td>
<td></td>
</tr>
<tr>
<td>55</td>
<td>Dibrugarh Electrical Division(Irrigation), Dibrugarh</td>
<td>Executive Engineer</td>
<td>Area under Dibrugarh Electrical Division</td>
<td>Superintending Engineer, Dibrugarh Circle (Irrigation), Dibrugarh</td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>Tinsukia Division(Irrigation), Tinsukia</td>
<td>Executive Engineer</td>
<td>Area under Tinsukia Division</td>
<td>Superintending Engineer, Tinsukia Circle (Irrigation), Tinsukia</td>
<td></td>
</tr>
<tr>
<td>57</td>
<td>Sibsagar Division(Irrigation), Sivasagar</td>
<td>Executive Engineer</td>
<td>Area under Sibsagar Division</td>
<td>Superintending Engineer, Sibsagar Circle(Irrigation), Sibsagar</td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>Jorhat Division(Irrigation), Jorhat</td>
<td>Executive Engineer</td>
<td>Area under Jorhat Division</td>
<td>Superintending Engineer, Jorhat Investigation Circle(Irrigation), Jorhat</td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>Jorhat Investigation Division(Irrigation), Jorhat</td>
<td>Executive Engineer</td>
<td>Area under Jorhat Investigation Division</td>
<td>Superintending Engineer, Jorhat Investigation Circle(Irrigation), Jorhat</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Jorhat Mechanical Division(Irrigation), Jorhat</td>
<td>Executive Engineer</td>
<td>Area under Jorhat Mechanical Division</td>
<td>Superintending Engineer, Jorhat Mechanical Circle(Irrigation), Jorhat</td>
<td></td>
</tr>
<tr>
<td>61</td>
<td>Upper Assam Drilling Division(Irrigation), Jorhat</td>
<td>Executive Engineer</td>
<td>Area under Upper Assam Drilling Division</td>
<td>Superintending Engineer, Sibsagar Circle(Irrigation), Jorhat</td>
<td></td>
</tr>
<tr>
<td>62</td>
<td>Golaghat Division(Irrigation), Golaghat</td>
<td>Executive Engineer</td>
<td>Area under Golaghat Division</td>
<td>Superintending Engineer, Sibsagar Circle(Irrigation), Jorhat</td>
<td></td>
</tr>
<tr>
<td>63</td>
<td>Nagaon Division(Irrigation), Nagaon</td>
<td>Executive Engineer</td>
<td>Area under Nagaon Division</td>
<td>Superintending Engineer, Nagaon Circle(Irrigation), Nagaon</td>
<td></td>
</tr>
<tr>
<td>64</td>
<td>Kalibari Integrated Kollong Division(Irrigation), Nagaon</td>
<td>Executive Engineer</td>
<td>Area under Kalibari Integrated Kollong Division</td>
<td>Superintending Engineer, Nagaon Circle(Irrigation), Nagaon</td>
<td></td>
</tr>
<tr>
<td>65</td>
<td>Nagaon Investigation Division(Irrigation), Katimari</td>
<td>Executive Engineer</td>
<td>Area under Nagaon Investigation Division</td>
<td>Superintending Engineer, Nagaon Circle(Irrigation), Nagaon</td>
<td></td>
</tr>
<tr>
<td>66</td>
<td>Nagaon Mechanical Division(Irrigation), Nagaon</td>
<td>Executive Engineer</td>
<td>Area under Tezpur Mechanical Division</td>
<td>Superintending Engineer, Nagaon Circle(Irrigation), Nagaon</td>
<td></td>
</tr>
<tr>
<td>67</td>
<td>Kalibari &amp; Integrated Kollong Electrical Division(Irrigation), Nagaon</td>
<td>Executive Engineer</td>
<td>Area under Kalibari &amp; Integrated Kollong Electrical Division</td>
<td>Superintending Engineer, Nagaon Circle(Irrigation), Nagaon</td>
<td></td>
</tr>
<tr>
<td>68</td>
<td>Marigaon Division(Irrigation), Marigaon</td>
<td>Executive Engineer</td>
<td>Area under Marigaon Division</td>
<td>CCMD, Upper Assam CAD</td>
<td></td>
</tr>
<tr>
<td>69</td>
<td>Kalibari CAD Division(Irrigation), Jakhalabandha</td>
<td>Executive Engineer</td>
<td>Area under Kalibari CAD Division</td>
<td>CCMD, Upper Assam CAD</td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>Jamuna CAD Division(Irrigation), Hojai</td>
<td>Executive Engineer</td>
<td>Area under Jamuna CAD Division</td>
<td>CCMD, Upper Assam CAD</td>
<td></td>
</tr>
<tr>
<td>71</td>
<td>Bokajan Division(Irrigation), Sarihajan</td>
<td>Executive Engineer</td>
<td>Area under Bokajan Division</td>
<td>CCMD, Upper Assam CAD</td>
<td></td>
</tr>
<tr>
<td>72</td>
<td>Karbi Anglong Division(Irrigation), Diphu</td>
<td>Executive Engineer</td>
<td>Area under Karbi Anglong Division</td>
<td>Superintending Engineer, Diphu Circle(Irrigation), Diphu</td>
<td></td>
</tr>
<tr>
<td>73</td>
<td>Diphu Mechanical Division(Irrigation), Diphu</td>
<td>Executive Engineer</td>
<td>Area under Diphu Mechanical Division</td>
<td>Addl.C.E. Zone VI</td>
<td></td>
</tr>
<tr>
<td>74</td>
<td>North N C Hills Division(Irrigation), Maibong</td>
<td>Executive Engineer</td>
<td>Area under North N C Hills Division</td>
<td>Superintending Engineer, Diphu Circle(Irrigation), Diphu</td>
<td></td>
</tr>
<tr>
<td>75</td>
<td>South N C Hills Division(Irrigation), Haflong</td>
<td>Executive Engineer</td>
<td>Area under South N C Hills Division</td>
<td>Addl.C.E. Zone VI</td>
<td></td>
</tr>
<tr>
<td>76</td>
<td>Silchar Division(Irrigation), Silchar</td>
<td>Executive Engineer</td>
<td>Area under Silchar Division</td>
<td>Superintending Engineer, Silence Circle(Irrigation), Silchar</td>
<td></td>
</tr>
<tr>
<td>77</td>
<td>Silchar Mechanical Division(Irrigation), Silchar</td>
<td>Executive Engineer</td>
<td>Area under Silchar Mechanical Division(Irrigation)</td>
<td>Superintending Engineer, Cachar Circle(Irrigation), Silchar</td>
<td></td>
</tr>
<tr>
<td>78</td>
<td>Haflakandi Division(Irrigation), Haflakandi</td>
<td>Executive Engineer</td>
<td>Area under Haflakandi Division</td>
<td>Superintending Engineer, Cachar Circle(Irrigation), Silchar</td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>Karimganj Division(Irrigation), Karimganj</td>
<td>Executive Engineer</td>
<td>Area under Karimganj Division</td>
<td>Superintending Engineer, Cachar Circle(Irrigation), Silchar</td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>Barak Valley Investigation Division(Irrigation), Badarpur</td>
<td>Executive Engineer</td>
<td>Area under Barak Valley Investigation Division</td>
<td>Superintending Engineer, Cachar Circle(Irrigation), Silchar</td>
<td></td>
</tr>
</tbody>
</table>
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.
- Frequent flood submergence of paddy fields during monsoon period.
- Land acquisition problems.
- Law and order problem since 1979.
- Gradual decrease of plan allocation.
- Limited working period because of long monsoon.
- Scarcity of forest produce.
- Non energisation in time and shortage of electricity.
- 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?

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

<table>
<thead>
<tr>
<th>Crops</th>
<th>Rate per Ha</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Kharif</td>
<td>Rs. 281.24</td>
</tr>
<tr>
<td>2. Wheat &amp; Other Rabi crops</td>
<td>Rs. 562.50</td>
</tr>
<tr>
<td>3. Early Ahu</td>
<td>Rs. 751.00</td>
</tr>
<tr>
<td>4. Ahu</td>
<td>Rs. 751.00</td>
</tr>
<tr>
<td>5. Jute</td>
<td>Rs. 150.00</td>
</tr>
<tr>
<td>6. Sugar Cane</td>
<td>Rs. 222.00</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount Assessed</th>
<th>Amount realized</th>
<th>% of realization</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016</td>
<td>Rs. 80611985</td>
<td>Rs. 767388</td>
<td>0.95 %</td>
</tr>
<tr>
<td>2016-2017</td>
<td>Rs. 85513210</td>
<td>Rs. 1101305</td>
<td>1.29 %</td>
</tr>
<tr>
<td>2017-2018</td>
<td>Rs. 88163535</td>
<td>Rs. 1195244</td>
<td>1.36 %</td>
</tr>
</tbody>
</table>

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.”

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

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 (Nabahatia 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

17.5.3-Pre-requisites

They should not be involved in criminal activities and as such Police Verification is the pre-requisite.
Point No 17 - Such other information as may be prescribed and thereafter update these publication every year

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.

<table>
<thead>
<tr>
<th>Class</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class III</td>
<td>Rs. 1,000/-</td>
</tr>
<tr>
<td>Class II</td>
<td>Rs. 2,000/-</td>
</tr>
<tr>
<td>Class I C</td>
<td>Rs. 5,000/-</td>
</tr>
<tr>
<td>Class I B</td>
<td>Rs. 10,000/-</td>
</tr>
<tr>
<td>Class I A</td>
<td>Rs. 15,000/-</td>
</tr>
</tbody>
</table>

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 | |

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

17.5.8- List of Enclosures/ Documents
Point No 17- Such other information as may be prescribed and thereafter
update these publication every year

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.
8. List of Tools and Machineries in the form of Court Affidavit.
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.

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

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:
Amount in Rupees

Irrigation Services Charges

<table>
<thead>
<tr>
<th>YEAR</th>
<th>Realisable amount as per monthly reports on cropwise utilization during the year</th>
<th>Amount actually realised</th>
<th>% recovery</th>
</tr>
</thead>
<tbody>
<tr>
<td>1994-1995</td>
<td>26447626</td>
<td>109702</td>
<td>0.41</td>
</tr>
<tr>
<td>1995-1996</td>
<td>21754212</td>
<td>61828</td>
<td>0.28</td>
</tr>
<tr>
<td>1996-1997</td>
<td>20577335</td>
<td>20792</td>
<td>0.10</td>
</tr>
<tr>
<td>1997-1998</td>
<td>20147102</td>
<td>90951</td>
<td>0.45</td>
</tr>
<tr>
<td>1998-1999</td>
<td>21800008</td>
<td>76854</td>
<td>0.35</td>
</tr>
<tr>
<td>1999-2000</td>
<td>24576652</td>
<td>63266</td>
<td>0.26</td>
</tr>
<tr>
<td>2000-2001</td>
<td>43683352</td>
<td>23359</td>
<td>0.05</td>
</tr>
<tr>
<td>2001-2002</td>
<td>43384160</td>
<td>24178</td>
<td>0.06</td>
</tr>
<tr>
<td>2002-2003</td>
<td>27956848</td>
<td>174112</td>
<td>0.62</td>
</tr>
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<td>2003-2004</td>
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Point No 17- Such other information as may be prescribed and thereafter update these publication every year

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.