



GOVERNMENT OF ASSAM

OFFICE OF THE CHIEF ENGINEER :::: WATER RESOURCES DEPARTMENT  
CHANDMARI :::: GUWAHATI-3

**SEVENTEEN POINT DISCLOSURE UNDER R.T.I. ACT, 2005**

In pursuance of the provision under Section 4(1)(b) of the Right to Information Act, 2005, the following information is published in respect of the Office of the Chief Engineer, Water Resources Department, Guwahati-781003.

**i. The particulars of functions and duties of the Public Authority :**

**Name of the Public Authority** Office of the Chief Engineer  
Water Resources Department  
Guwahati-3, Assam.

**Address** Chandmari, Guwahati-3, Assam.

**Telephone No.** 0361-2666030.

**Functions** Initially this Department performed works under the name Public Works Department (PWD) till 1970. Later this Department along with Irrigation Department was bifurcated from the parent Department i.e. Public Works Department vide Notification No.ABP.135/70/10 dated 18/09/1970. Again in the year 1974, the Irrigation Department was separated out from the Flood Control Department vide Notification No.ABP.74/73/Pt/17 dated 22/01/1974.

The erst-while P.W.(F.C.I.) wing was reconstituted and known as FC and BFCC. The BFCC was headed by Chairman, BFCC and the Flood Control Department was headed by Secretary. Incidentally the two posts were held by one person. Lastly this Department was re-named as 'Water Resources Department' in the year 2002 vide Notification No.AR.21/2002/4 dated 01/11/2002.

The main functions of this Office is to supervise all execution of works and submission of reports thereon, Financial matter and Administration, keeping close contact with the Government on each and every work.

**Organisation set up :****Technical Staff :**

Chief Engineer	: 1 No.
Deputy Chief Engineer	: 1 No.
Assistant Chief Engineer	: 1 No.
Assistant Executive Engineer	: 1 No.
Assistant Engineer	: 3 Nos.
Junior Engineer	: 4 Nos.
Sub-Engineer, Grade-I	: 3 Nos.
Tracer	: 4 Nos.

**Accounts Staff :**

Sr. Finance & Accounts Officer	: 1 No.
Accounts Officer	: 1 No.

**Establishment / Budget / General Staff :**

Registrar	: 1 No.
Superintendant	: 2 Nos.
Senior Assistant	: 8 Nos.
Junior Assistant	: 12 Nos.
Office Peon	: 16 Nos.
Driver	: 2 Nos.
Duftry	: 1 No.
Chowkider	: 2 Nos.

**ii. The Powers and Duties of Officers and Employees :****(A) TECHNICAL STAFF**

- a) **Chief Engineer** : The Chief Engineer is the Execution Head of the Department and primarily responsible for all activities like establishment under jurisdiction of the Chief Engineer, execution of works and financial matters.
- b) **Deputy Chief Engineer** : The Deputy Chief Engineer is the key person to dispose of all the matters relating to Establishment under jurisdiction of the Chief Engineer, Budget, General, L.A. Cases, Court Cases and R.T.I. concerned to this Office. He is the designated State Public Information Officer.
- c) **Assistant Chief Engineer** : He has to perform the duties of D.D.O., Training Manager and also to assist the Chief Engineer and the Deputy Chief Engineer in all respects as stated above. He is also another designated State Public Information Officer.
- d) **Assistant Executive Engineer (AEE)** : The A.E.E. is the incharge of the Technical Branch and primarily responsible for 'Legal Cell'. Moreover, he is also designated as an A.P.I.O. under R.T.I. Act. He assists the Chief Engineer, the Deputy Chief Engineer and the Assistant Chief Engineer.
- e) **Assistant Engineer** : Dealing with the subject related to R.T.I., L.A. Cases, Checking of Estimate and different other Technical Matters as entrusted from time to time



- f) **Junior Engineer** : Dealing with the subject related to 'Legal Cell' and Technical Matters.
- g) **Sub-Engineer, Grade-I** : Entrusted to assist Assistant Engineer and Junior Engineer on the subject stated above.
- h) **Tracer** : Entrusted in Technical and Establishment matters.
- i) **Peon** : Dealing with file movement and to assist all the persons of concerning Branch / Officers in all respect entrusted for duties.

#### **(B) ACCOUNTS STAFF**

- a) **Sr. Finance & Accounts Officer** : The Financial matter in all respect have to get concurrence of the Sr. F.A.O. before approval of the Chief Engineer.
- b) **Accounts Officer** : To assist Sr.F.A.O. as required.

#### **(C) ESTABLISHMENT / BUDGET / GENERAL STAFF**

- a) **Registrar** : Registrar is the over all incharge to look over the Administration and Establishment matter concerned to this Department.
- b) **Superintendant (Establishment / Budget Branch)** : Persons are engaged for supervision of the works for their respective branches.
- c) **Senior Assistant (Establishment / Budget Branch)** : Senior Assistants are engaged to assist their concerned Superintendant.
- d) **Junior Assistant (Establishment / Budget Branch)** : Junior Assistants are also engaged to assist their concerned Superintendant as necessary including preparation of Bills also.
- e) **P.A. (Personal Assistant)** : To assist the Chief Engineer / Addl. Chief Engineer in all respect of official works.

**(D) GENERAL BRANCH** : Dealing Land Acquisition Cases and for Registration the name of Contractors in their respective categories.

**LEGAL CELL** : The Assistant Executive Engineer of the Technical Branch is entrusted as 'Nodal Officer' of the 'Legal Cell' of the Office of the Chief Engineer, Water Resources Department, Assam. All the Court Cases related to this Department are processed and disposed of in this Cell.

**R.T.I. CELL** : The R.T.I. Cell is constituted including 2(two) Nos. of Public Information Officer (P.I.O.), 2(two) Nos. of Asstt. Public Information Officer (A.P.I.O.) and the Chief Engineer as First Appellate Authority.

#### **iii. Procedure followed in the decision making process including channels of supervision accountability :**

**General Administrative matters** : The matters related to Establishment, Accounts, etc. are marked to the concerning person of the Branch and necessary process towards disposal of the matter is done after proper analysis, screening and verification. Matters related to works are sent to the respective Divisions for execution after observing necessary formalities.

Tenders are called for through e-Tendering Portal of the Department from Schemes presently of estimated amount above Rs.20.00 Lakhs.

iv. **Norms set for discharge of its functions :**

After observing all required formalities and proper verification, the proposal submitted by the Divisions are allowed to execute the work.

v. **The Regulations, Instructions, Manuals and Records used by its employees for discharging its Rules functions :**

1. Assam Financial Rules.
2. The FR and SR.
3. Assam Revised Leave Rule 1934.
4. Assam Services (Discipline and Appeal) Rules 1964.
5. APWD Manual.
6. Assam Service (Pension) Rules 1969.
7. Instruction as issued time to time by Govt. through various Office Memorandum etc.

vi. **Statement of categories of document held in Office :**

1. Court Case files.
2. Land Acquisition files.
3. Pension, G.P.F., Leave, etc. related files, Service Book.
4. Vouchers files.
5. Audit related files.
6. Cash Book.
7. Contractors Registration related documents.
8. Contingency Register.
9. Attendance Register.

vii. **Particulars of any arrangement that exists for consultation with members of public in relation to the formulation of policy and implementation thereof :**

No such arrangement.

viii. **Statement of the Boards, Councils, Committee and other Bodies consisting of 2(two) or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those Boards, Council, Committee and other Bodies are open to the public or the Minutes of such meetings are accessible for Public :**

- a) Technical Advisory Committee : The Committee recommends the Technical Feasibility of the Schemes for onward process.
- b) Assam State Brahmaputra Valley Flood Control Board : It approves the estimated amount of the Schemes as recommended by the Technical Advisory Committee.
- c) Purchase Board : It approves the rate of the items excluded in the 'Schedule of Rate'
- d) Tender Committee : The Committee scrutinizes 'Tenders' from the Contractors / Firms for and above the amount as notified before allocation of work and accepts the



reasonable rate, selecting the Contractors / Firms accordingly. The Chief Engineer is the Member Secretary of the Tender Committee.

- e) Departmental Promotion Committee (DPC) : The Committee selected the persons for his next promotion.
- f) Condemnation Board : The Committee recommended for auction of the materials against the survey report as submitted by the Divisions.

ix. **Directory of its Officers and Employees :**

Enclosed as Annexure – A.

x. **Monthly remuneration received by each of its Officers and Employees including the system of compensation as provided in its Regulations :**

Enclosed as Annexure – B.

xi. **Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made :**

Budget allocation for Water Resources Department for the Year 2017-18 is given as below –

**(A) Revenue Account Head:**

1.	Direction and Administration	Rs.21208.40 Lakhs.
2.	Machinery and Equipment	Rs.2043.27 Lakhs.
3.	Civil Works	Rs.8863.94 Lakhs.
	Total =	Rs.32115.81 Lakhs

**(B) Capital Account Head:**

1.	Civil Works	Rs.226876.61 Lakhs.
2.	Other Expenditure	Rs.13346.63 Lakhs.
	Total =	Rs.240223.24 Lakhs.

xii. **The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programme :**

Not applicable.

xiii. **Particulars of recipients of concessions, permits or authorisations granted by it :**

Not applicable.

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

Partially available through DATA BASE and COMPUTER CENTER.

xv. **Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use :**

Information may be obtained from the Office of the Director Design, Guwahati Investigation Circle, Hydrology Division and RTI CELL on 11 working days in the working hours from 10:00AM to 5:00PM.

All these Offices are located in the Office Building of the O/O The Chief Engineer, Water Resources Department, Chandmari, Guwahati-3, Assam.

**xvi. Names, Designations and other particulars of the Public Information Officers :**

- (a) Appellate Authority : Sri Borsing Rongpi, Chief Engineer.  
(c) State Public Information Officer : Sri Anil Kalita, Deputy Chief Engineer.  
: Sri Samiran Deka, Asstt. Chief Engineer.  
(c) Asstt. Public Information Officer : Sri Uttam Bhowmick, Asstt. Executive Engineer.  
: Smti Bijuli Rabha, Registrar.

**xvii. Such other information as may be prescribed :**

Other information as may be generated from time to time will be uploaded periodically.



State Public Information Officer  
Cum  
Asstt. Chief Engineer  
Water Resources Department  
Chandmari, Guwahati-3



### DIRECTORY OF OFFICERS AND EMPLOYEES


Sl.No.	Name of Employees	Designation	Residential Address	Contact. No.
1	2	3	4	5
1	Sri Borsing Rongpi	Chief Engineer		
2	Sri Prasanta Dutta	Addl. Chief Engg.		
3	Sri Anil Kalita	Deputy Chief Engineer		
4	Sri Samiran Deka	Asstt. Chief Engineer	Survey, Beltola, Ghy-29	94350-28771
5	Sri Uttam Bhowmik	Asstt. Executive Engg.		
6	Sri Pranab Sarma	Sr. F.A.O.		
7	Smti. Bijuli Rabha	Registrar	Fatasil Bazar, Fatasil , Guwahati-9	94351-45303
8	Md. Mustaquim	Assistant Engineer	F.A. Road, Kumarpara, Guwahati-1	0361-2660213 <sup>(b)</sup>
9	Smti. Madhusmita Kumari	Assistant Engineer	Khanapara, Guwahati-22	78963-37133
10	Sri Swapnali Barman	Assistant Engineer	North Guwahati, Guwahati	99544-33341
11	Sri Barun Malakar	Superintendent	Saurav Nagar, Beltola, Guwahati-29	99540-23212
12	Sri Atul Ch. Sarma	Junior Engineer	Jalukbari, Guwahati	
13	Si Pranjal Changkakati	Junior Engineer	North Guwahati, Guwahati	95771-63504
14	Sri Sanjib Basumatary	Junior Engineer	Ambari, Guwahati-7	99541-65038
15	Smti. Trishna Das	Junior Engineer	Beltola, Guwahati-29	
16	Sri Orlinson Tokbi	Senior Assistant	Hatigaon, Guwahati-28	98642-68003
17	Smti. Tankeswari Das	Senior Assistant	Daraka Bagar, Guwahati	80113-96073
18	Smti. Joyprova Khakhlari	Senior Assistant	Anandapur, Guwahati-6	98641-34716
19	Sri Khagen Das	Senior Assistant	Kamakhya Gate, Guwahati	98640-34636
20	Sri Rupjyoti Goswami	Senior Assistant	Geetanagar, Guwahati-21	99540-22552
21	Sri Biraj Hazarika	Senior Assistant	Silpukhuri, Housing Colony, Ghy-3	98640-81500
22	Khairul Hussain	Senior Assistant	Hetigaon, Guwahati-38	98647-55110
23	Sri Dipu Ram Das	Senior Assistant	Dharapur, Guwahati-33	99573-18578
24	Sri Kangkan Kr. Das	Junior Assistant	Ganeshpara, Guwahati-25	81360-10073
25	Smti. Kabita Thakuria	Junior Assistant	Bhetapara, Guwahati-28	88761-58144
26	Sri Parthajit Kalita	Junior Assistant	Khanapara, Guwahati-22	97067-38706
27	Sri Mantu Das	Junior Assistant	Kulhati, Kamrup	98640-39472
28	Sri Kandarp Deka Baruah	Junior Assistant	Ambari Guwahati-7	97069-70721
29	Sri Monalisha Bayan	Junior Assistant	Ganesh Nagar, Guwahati-29	88766-28438
30	Sri Lava Rava	Junior Assistant	Odalbakha, Guwahati	98646-03436
31	Sri Lohit Brahma	Junior Assistant	Hengrabari, Guwahati-6	
32	Sri Sukumar Goswami	Junior Assistant	Nahira, Bijoy Nagar, Kamrup	84868-63981
33	Smti. Anita Thakuria	Junior Assistant	Noonmati, Guwahati-2	84864-22339

**DETAILS OF REMUNERATION OF OFFICERS & EMPLOYEES**

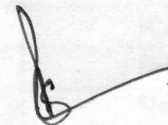
Sl. No.	Name of Employees	Designation	Gross Salary for July' 2017
1	2	3	4
1	Sri Borsing Rongpi	Chief Engineer	-
2	Sri Prasanta Dutta	Addl. Chief Engg.	Rs. 1,05,537.00
3	Sri Anil Kalita	Deputy Chief Engg.	-
4	Sri Samiran Deka	Asstt. Chief Engineer	Rs. 64,716.00
5	Sri Uttam Bhowmik	Asstt. Executive Engg.	Rs. 61,545.00
6	Sri Pranab Sarma	Sr. F.A.O.	Rs. 60,157.00
7	Smti. Bijuli Rabha	Registrar	Rs. 59,626.00
8	Md. Mustaqim	Assistant Engineer	Rs. 72,637.00
9	Smti. Madhusmita Kumari	Assistant Engineer	Rs. 55,442.00
10	Sri Swapnali Barman	Assistant Engineer	Rs. 53,842.00
11	Sri Barun Malakar	Superintendent	Rs. 58,356.00
12	Sri Atul Ch. Sarma	Junior Engineer	Rs. 52,992.00
13	Si Pranjal Changkakati	Junior Engineer	Rs. 38,716.00
14	Sri Sanjib Basumatary	Junior Engineer	Rs. 38,716.00
15	Smti. Trishna Das	Junior Engineer	Rs. 59,293.00
16	Sri Orlinson Tokbi	Senior Assistant	Rs. 47,571.00
17	Smti. Tankeswari Das	Senior Assistant	Rs. 53,464.00
18	Smti. Joyprova Khakhlari	Senior Assistant	Rs. 49,022.00
19	Sri Khagen Das	Senior Assistant	Rs. 41,118.00
20	Sri Rupjyoti Goswami	Senior Assistant	Rs. 41,118.00
21	Sri Biraj Hazarika	Senior Assistant	Rs. 39,935.00
22	Khairul Hussain	Senior Assistant	Rs. 41,138.00
23	Sri Dipu Ram Das	Senior Assistant	Rs. 36,615.00
24	Sri Kangkan Kr. Das	Junior Assistant	Rs. 26,738.00
25	Smti. Kabita Thakuria	Junior Assistant	Rs. 26,738.00
26	Sri Parthajit Kalita	Junior Assistant	Rs. 26,738.00
27	Sri Mantu Das	Junior Assistant	Rs. 26,738.00
28	Sri Kandarp Deka Baruah	Junior Assistant	Rs. 26,738.00
29	Sri Monalisha Bayan	Junior Assistant	Rs. 26,738.00
30	Sri Lava Rava	Junior Assistant	Rs. 29,156.00
31	Sri Lohit Brahma	Junior Assistant	Rs. 27,526.00
32	Sri Sukumar Goswami	Junior Assistant	Rs. 26,020.00
33	Smti. Anita Thakuria	Junior Assistant	Salary not drawn yet
34	Smti. Neepa Baruah	Tracer	Rs. 47,612.00
35	Smti. Arati Kalita	Tracer	Rs. 36,620.00
36	Sri Manabendra Kalita	Tracer	Rs. 40,612.00
37	Sri Kanak Ch. Baruah	Driver	Rs. 32,574.00 (June' 17)
38	Sri Biren Boro	Driver	Rs. 45,029.00
39	Sri Lal Moha Boro	Duftary	Rs. 37,880.00
40	Sri Boga Ram Boro	Office Peon	Rs. 37,779.00



34	Smti. Neepa Baruah	Tracer	Irrigation Colony, Chandmari, Ghy-3	98641-04318
35	Smti. Arati Kalita	Tracer	Kahilipara, Guwahati-19	99541-75920
36	Sri Manabendra Kalita	Tracer	Narengi, Guwahati-26	94353-03440
37	Sri Kanak Ch. Baruah	Driver	Chandmari, Guwahati-3	
38	Sri Biren Boro	Driver	Hengrabari, Guwahati-6	94350-16437
39	Sri Lal Moha Boro	Duftary	Dalbari, Satgaon, Guwahati	80115-82305
40	Sri Boga Ram Boro	Office Peon	Mirza, Kamrup	
41	Sri Joydev Seal	Office Peon	Kamakhya Mandir, Ghy-10	
42	Smti. Dhaneswari Singh Mazumdar	Office Peon	Kamalpur, Kamrup	
43	Smti. Pakhila Kalita	Office Peon	Forest Gate, Guwahati-26	
44	Sri Dwizen Hazarika	Office Peon	Bhetapara, Guwahati-28	99575-36108
45	Sri Chandan Kr. Nath	Office Peon	Sipajhar, Darrang	98641-72258
46	Smti. Saleha Begum	Office Peon	Aggyathuri, Kamrup	
47	Sri P. Choudhury	Accounts Officer	Bamunimaidam, Ghy-21	98645-05230

  
 State Public Information Officer  
 Cum  
 Assistant Chief Engineer  
 Office of the Chief Engineer  
 Water Resources Department  
 Chandmari, Guwahati-3.

41	Sri Joydev Seal	Office Peon	Rs. 37,779.00
42	Smti. Dhaneswari Singh Mazumdar	Office Peon	Rs. 29,986.00
43	Smti. Pakhila Kalita	Office Peon	Rs. 28,285.00
44	Sri Dwizen Hazarika	Office Peon	Rs. 28,146.00
45	Sri Chandan Kr. Nath	Office Peon	Rs. 20,386.00
46	Smti. Saleha Begum	Office Peon	Rs. 19,855.00
47	Sri P. Choudhury	Accounts Officer	



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