

**INFORMATION ON BRAHMAPUTRA BOARD  
IN COMPLIANCE OF  
RIGHT TO INFORMATION ACT' 2005**

1. The particulars of Brahmaputra Board, its functions and duties.
2. The Powers and duties of officers and employees of the Brahmaputra Board.
3. The procedures followed in the decision making process.
4. The norms set by Brahmaputra Board for the discharge of its functions.
5. The rules, regulations, instructions, manuals and records held by Brahmaputra Board for discharging its functions.
6. A statement of the categories of documents that are held by Brahmaputra Board or under its control.
7. The particulars of arrangement/members of the public in relation to the formulation of its policy or implementation thereof [**Not Applicable**]
8. A statement of the boards, council, committees and other bodies consisting of two or more persons constituted as its part;
9. A directory of its officers and employees.
10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
11. The budget allocated to each of its agency, indicating particulars of all plans, proposed expenditures and reports on disbursement made;
12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes [**Not Applicable**].
13. Particulars of concessions, permit or authorizations granted by it [**Not Applicable**]
14. Details in respect of the information, available to or held by it, reduced in an electronic form;
15. The particulars of facilities available to citizen for obtaining information;
16. The names, designations and other particulars of the Public Information Officers.
17. Such other information as may be prescribed [**Frequently Asked materials**]

# **I T E M - I**

## **PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES**

### **1.1 ORGANISATIONAL HISTORY AND SET UP**

The Brahmaputra Board, an autonomous statutory body was set up under an Act of Parliament called the Brahmaputra Board Act, ( Act of 46 of 1980 ) under the Ministry of Irrigation( Now renamed as Ministry of Water Resources). The jurisdiction of the Board includes both the Brahmaputra and Barak Valleys and covers all the States of the North Eastern Region either in full or in part. The Board consists of 21 Members, 4 are full time Members and 17 part time, representing seven states of the North Eastern Region, North Eastern Council, concerned Ministries viz. Ministry of Water Resources, Agriculture, Finance, Power & Surface Transport and Departments of the Government of India viz. Central Water Commission, Geological Survey of India, India Meteorological Department and the Central Electricity Authority, List of Members of the Board appointed under clause (A), (B), (C), (D) & (E) of sub-section (3) of section (4) is at **Annex-I**.

The Board started functioning with its Head Quarters at Guwahati from 11.01.1982. As per sub-section (2) of section (3) of the Brahmaputra Board Rules, 1981 the Board has established a Liaison Office at New Delhi.

A High Powered Review Board to oversee the work of the Brahmaputra Board was constituted with the Union Minister of Water Resources as the Chairman & Chief Minister of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Tripura and Union Minister/ Ministers of State for Finance, Transport, Power, Agriculture, Commission as Members, the Chairman, Brahmaputra Board as the Member-Secretary, Member (RM), CWC is a permanent invitee. List of Members of the High Powered Review Board appointed by the Govt of India vide Resolution No. 2(17)/80/FC/460 dated 19.03.1982 and as amended vide Resolution No.23/8/925-ER dated 01.10.1992 is enclosed at **Annex-II**.

### **1.2 FUNCTIONS AND DUTIES OF BRAHMAPUTRA BOARD**

Functions of Brahmaputra Board have been defined in the Brahmaputra Board Act, 1980 as below;

#### **Clause 12.**

- (1) Subject to the other provisions of this Act and the rules, the Board shall carry out surveys and investigations in the Brahmaputra Valley and prepare a Master Plan for the control of floods and bank erosion and improvement of drainage in the Brahmaputra Valley:

Provided that the Board may prepare the Master Plan in part with reference to different areas of the Brahmaputra Valley or with reference to different matters relating to such areas and may as often as it considers necessary so to do, revise the Master Plan or any part thereof.

- (2) In preparing the Master Plan, the Board shall have regard to the development and utilization of water resources of the Brahmaputra Valley for irrigation, hydro power, navigation and other beneficial purposes and shall, as far as possible, indicate in such plan the works and other measures which may be undertaken for such development.
- (3) The Master Plan shall be submitted to the Central Government as soon as may be after it has been prepared or, as the case may be revised and the Central Government shall, after consultation with the State Governments concerned, approve the same subject to such modifications as it may deem fit.

**Clause 13 (1)**

- a) To prepare Detailed Project Reports & estimates for dams and other projects proposed in Master Plans;
- b) To draw up standards and specifications for the construction, operation and maintenance of such dams and other projects
- c) To construct, with the approval of Central Government, multi-purpose dams and works connected therewith proposed in Master Plans as approved by Central Govt. and maintain & operate such dams and works;
- d) To prepare, in consultation with the State Government concerned, a phased programme for the construction by the State Government of all dams and other projects proposed in the Master Plans as approved by the Central Government other than those referred in (c);
- e) Perform any other function which may be prescribed for the proper implementation of this Act;
- f) To perform such other functions as supplemental, incidental or consequential to functions specified above;

Board may with the approval of the Central Government construct any dam or project referred to in Clause 13(1)(d) above, if it is satisfied, having regard to the cost of construction, and the expertise required for the construction, of any such dam or project, that it is expedient so to do;

**Clause 13(2)**

Notwithstanding anything contained in clause (d) of sub section (1), the Board may, with the prior approval of the Central Government, construct any dam or project referred to in that clause if it is satisfied, having regard to the cost of construction, and the expertise required for the construction, of any such dam or project, that it is expedient so to do.

**Clause -13(3)**

The Board may maintain and operate any dam or project referred to in sub-section (2) for so long as it deems it necessary so to do;

**Clause 14 :** Conditions subject to which Board may function.

- a) No multipurpose dam as referred to in Clause – 13(1)(c) shall be constructed by Board unless the State Governments make available the required land.
- b) No dam or project referred to in Clause -13(1)(d) shall be constructed unless the State Governments concerned make available free of cost land required for its execution and also undertake to take over its maintenance.
- c) No dam or other works shall be undertaken by the Board unless the State Governments concerned agree to provide all such assistance as may be required for the construction, operation and maintenance thereof.
- d) Central Government to specify such other conditions including conditions relating to sharing by the State Government concerned of the whole or part of cost of dam or other works constructed by the Board by a general or special order published in the Official Gazette

Provided that before undertaking the construction of any dam or other works, the Board shall apprise the State Government concerned of the cost of construction of, and the benefits likely to accrue from such dam or other works and the proportion in which the State Government shall share such cost and benefits.

In the case of disagreement, the Board shall refer the matter to the Central Government for decision and the Central Government shall decide such matter after consulting the State Governments and the decision of the Central Government shall be final.

## **I T E M – II**

### **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF BRAHMAPUTRA BOARD**

#### **INDEX**

- 2.0 Brahmaputra Board**
- 2.1 Powers and duties of Officers and Employees**
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  - 2.1.2. Vice-chairman**
  - 2.1.3 General Manager**
  - 2.1.4 Financial Adviser**
  - 2.1.5 Secretary**
  - 2.1.6 Chief Engineer (P&D) Wing**
  - 2.1.7 Chief Engineer (I&W) Wing**
  - 2.1.8 Brahmaputra Board Secretariat**
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- 2.2 NEHARI**
- 2.3 Organizational Chart of Brahmaputra Board**

#### **2.0 Brahmaputra Board:**

Brahmaputra Board is headed by a Chairman, with the status of the Additional Secretary to the Govt. of India. The Chairman is the over all in charge of the Board and is wholly responsible for its efficient working. In addition, he discharges such powers and duties as delegated to him by the Board. In the absence of the Chairman a Vice Chairman presides over the meeting of the Board. Vice Chairman exercises such of those powers and duties of the Chairman as delegated to him by the Chairman and also perform such other functions as decided by the Chairman.

The functioning of the Brahmaputra Board is divided broadly into Administration, Planning & Design, Investigation and Execution.

The General Manager is the Chief Executive Authority who heads the part –I above. He is responsible for the proper Administration of the affairs of the Board. He prescribes as assigned the duties of all Officers and staff under him. He also exercises such supervision and disciplinary control when necessary and coordinates the activities of various units under the Board. The General Manager exercises and discharges the powers and duties of the Chairman as delegated to him by the Chairman and determined by regulation and also prescribed under Rule 16 in matters pertaining to budget and allocation or re-appropriation of Grants. The General Manager is assisted by Officer of the rank of Secretary, Chief Engineers, Deputy Chief Engineer, Superintending Engineers, Executive Engineers, Assistant. Executive Engineers, Assistant Engineers and Junior

Engineers and other Engineering and Non Engineering Officers and supporting staff in various field units and at Head Quarter.

The financial wing is headed by a Financial Adviser who is under the Administrative Control of the Board. The Financial Adviser advises the Board all matters relating to revenue and expenditure. And he has the right to refer to the Board any matter, which in his opinion ought to be brought to his notice. He is also responsible for the maintenance of the Accounts of the Board and conduct Internal Audit of these Accounts. The Financial Adviser also exercises such power and duties as prescribe in the Rules-16 pertaining to the Budget. The Financial Adviser he assisted by a Deputy Financial Adviser, Senior Accounts Officers, Accounts Officer, Section Officers, Divisional Accountant, Junior Accountant and others supporting staff.

The Organizational Chart of Brahmaputra Board is given as **Annex- III**

## **2.1 POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:**

Brahmaputra Board officers exercise various powers delegated to them as per the Brahmaputra Board Act 1980, and its Subordinate Legislation, Govt. of India Rules and regulation as contained in Fundamental Rules, Supplementary Rules, General Financial Rules, Delegation of Financial Power Rules, CPWA manual, CPWD Accounts Code and Delegation of Power Rules 1996 of Brahmaputra Board.

Brief description of duties of Brahmaputra Board Officers specifically assigned to their units given below:

### **2.1.1 Chairman:**

The Chairman is the over all incharge of the Board and is wholly responsible for its efficient working. In addition, he discharges such powers and duties as delegated to him by the Board

### **2.1.2 Vice-chairman:**

In the absence of the Chairman, the Vice Chairman presides over the meeting of the Board. Vice Chairman exercises such of those powers and duties of the Chairman as delegated to him by the Chairman and also perform such other functions as decided by the Chairman.

### **2.1.3 General Manager**

(1) The General Manager, as the Chief Executive Authority of the Board, is responsible for proper administration of the affairs of the Board. He prescribes and assigns the duties of all officers and staff of the Board who are subordinate to him and exercises such supervisions and disciplinary control as may be necessary and co-ordinates the activities of various units under the Board.

(2) The General Manager also exercises and discharges such of the powers and duties of the Chairman, as may be delegated to him by the Chairman and as may be determine by the regulations.

(3) The General Manager shall also exercises the powers and duties as prescribed under Rule 16 in matters pertaining to the Budget and Allocation or re-appropriation of grants.

#### **2.1.4 Financial Adviser**

- (1) The Financial Adviser is under the administrative control of the Board.
- (2) The Financial Adviser advises the Board on all matters relating to revenue and expenditure. He has the right to refer to the Board any matter which in his opinion ought to be brought to its notice.
- (3) The Financial Adviser is responsible for the maintenance of the Accounts of the Board and conduct internal audit of these accounts.
- (4) The Financial Adviser shall also exercises the powers and duties as prescribed under Rule 16 in matters pertaining to the Budget.

#### **2.1.5. Secretary**

The Brahmaputra Board Secretariat is headed by the Secretary who looks after the Administrative & Establishment matters. He is responsible for preparation of Board,s Agenda, Minutes and follow-up actions of the Board,s decisions.

#### **2.1.6. Chief Engineer (P&D) Wing:**

The Chief Engineer (P&D) wing is responsible for dealing with matters related to all Planning & Design activities of the Brahmaputra Board including preparation of detailed project reports (DPR) in respect of multipurpose projects, Drainage Development Schemes and preparation of Master Plans. This wing is headed by the Chief Engineer (P&D) who is assisted by Superintending Engineers, Executive Engineers, Asstt. Executive Engineers, Asstt. Engineers, Junior Engineers and other non-technical officers/staff.

#### **2.1.7 Chief Engineer (I&W) Wing:**

The Chief Engineer (I&W) wing is responsible for dealing with matters related to all investigation works and execution of different flood management schemes. Under the Chief Engineer (I&W) there are 3 (Three) Circles headed by Superintending Engineers, 11(Eleven) Divisions headed by Executive Engineers and 29 (Twenty nine) nos Sub Divisions headed by Asstt. Executive Engineers/Assistant Engineers. All these Circles, Divisions & Sub Divisions both technical and non-technical Officers & staff are engaged. To assist the Chief Engineer (I&W) in his office 1(one) Superintending Engineer, 1 (one) Executive Engineer, Asstt. Executive Engineers, Junior Engineers and other non-technical staff are engaged.

## **I T E M - III**

### **PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

#### **3.1 DECISION MAKING PROCESS**

##### **3.1.1 General**

In general the proposals are initiated by AE/AEE at the Sub-Division level, checked by Executive Engineer at the Division level and put up to the Superintending Engineer at the Circle level for finalization, and thereafter approved by Chief Engineer (CE).

Commonly majority of references/issues are disposed off at the level of Chief Engineer when no policy matter is involved, when policy matter is involved approval of the General Manager/the Chairman, Brahmaputra Board is obtained before disposal.

##### **3.1.2 Parliament Questions**

Preliminary data/material relating to Parliament Questions is identified and compiled at the level of Assistant Executive Engineer and draft material for reply formulated by Executive Engineer, checked by Superintending Engineer and final material for reply is submitted by Chief Engineer for approval of General Manager and Chairman.

In case of questions involving policy matters, the draft material for reply is sent by the Secretary to the General Manager for scrutiny which is forwarded to the Chairman for approval.

##### **3.1.3. Approval of Schemes under Continuing Scheme of Brahmaputra Board.**

The estimate for the schemes are prepared based on the probable cost of the work by the Executive Engineer of the Field Division, scrutinized by the Superintending Engineer of the Field Circle and accepted by the Chief Engineer (I&W). The estimate is then checked in the office of the Chief Engineer (P&D). The estimate is placed to the Standing Committee of Brahmaputra Board for Administrative Approval.

After obtaining administrative approval, the detailed estimate for carrying out the work is prepared by the Field Executive Engineer, countersigned by the Superintending Engineer of the field circle and technical sanction is given by the Superintending Engineer/ Chief Engineer based on the delegation of powers.

For execution of the work, open tenders are floated given wide publicity through website and newspapers and bids are invited as per the laid down procedure of the Govt. of India. Based on the valid tenders received rates are finalized by a duly constituted Tender Committee for awarding the work to the successful bidder for execution.



### **3.1.4 Procurement Cases.**

The procurement process is followed as per rules laid down in the Delegation of Financial Power Rules (DFPR), General Financial Rules (GFR), CPWD Manual, Delegation of Financial Powers available to Brahmaputra Board Officers etc. The Board officers exercise Financial Powers as per “Delegation of Powers Rules 1996 of Brahmaputra Board”.

For purchases related to Information Technology (IT) development (computers, printers, scanners, software’s etc.), IT units of Brahmaputra Board provides overall technical guidance and supervision. The IT cell goes into the need for development of various IT facilities for smooth functioning of Brahmaputra Board, their quantity and most appropriate technical specifications. Once technical specifications and other details such as quantity of the items and phasing of procurement is finalized by the Brahmaputra Board Authority, procurement process through DGS&D or open market as indicated below is initiated. In case of other items such as furniture, stationery , equipments etc. procurement is done based on the requirement of the various items as per plan schemes and regular upkeep of the office premises.

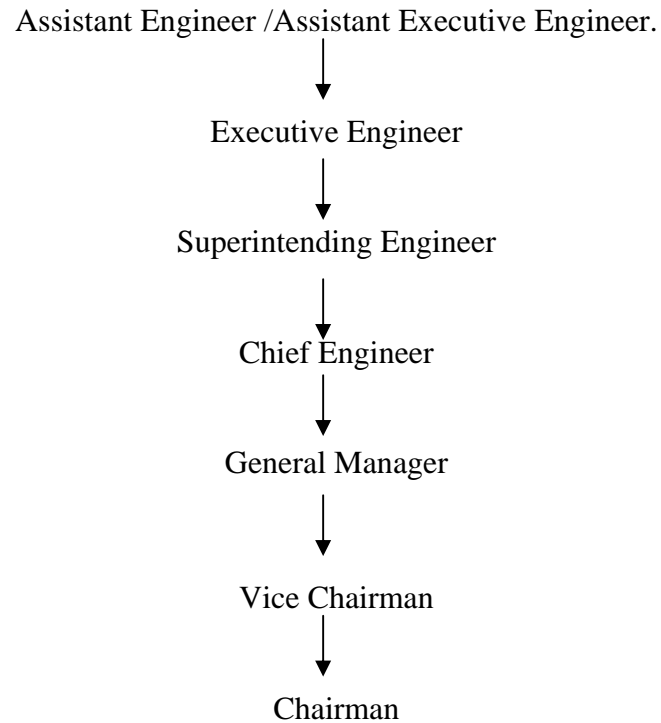
In cases of items which are available on DGS&D rate contract, direct is issued after obtaining the approval of the competent authority as per delegation of Financial Powers to Brahmaputra Board officers, for direct supply.

For other items not covered under DGS&D rate contract, Notice Inviting Quotation (NIQ)/Tenders are floated after approval of the competent authority. Wide publicity is given on Brahmaputra Board Website, notice boards and in case of procurement above Rs. 2.00 lakhs, through advertisement in leading English & Assamese Newspapers. The tenders/quotations are then evaluated and put up to the Tender Committee for consideration. On the recommendation of Tender Committee, the case is put to the competent authority (Superintending Engineer/ Chief Engineer/ Secretary/ General Manager/ Vice-Chairman/ Chairman for approval as per delegation of Financial Powers depending on the total value of the purchase. On approval of the competent authority, supply/work orders are placed and materials are procured/work got done.

## 3.2 CHANNEL OF SUPERVISION AND ACCOUNTABILITY

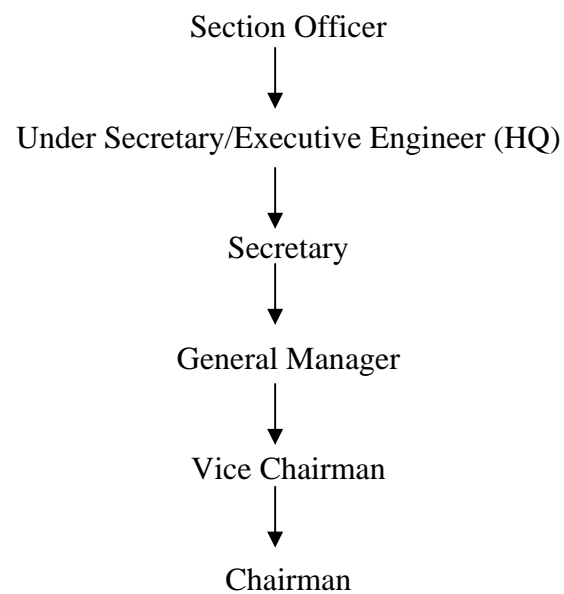
### 3.2.1. Technical Matters

Channel of supervision in technical matters is as given below:



### 3.2.2. Administrative Matters

Channel of supervision in administrative matters is as given below:



## **I T E M – IV**

### **NORMS SET BY THE BRAHMAPUTRA BOARD FOR THE DISCHARGE OF ITS FUNCTIONS**

Broad norms set for discharge of important functions are as follows: -

#### **4.1 SURVEYS AND INVESTIGATIONS**

One of the important activities assigned to the Board by the Act is to carry out surveys and investigations pertaining to formulation of Detailed Project Report of multipurpose projects having flood control aspects and also other water resources and flood control projects assigned from time to time and its execution. For this purpose, field offices of Superintending Engineer, Executive Engineer headed by a Chief Engineer (I&W) are setup at different locations based on assessment of work load spread over the entire NE Region. The field divisions collect data required for preparation of DPR, Master Plan and for other purposes required from time to time and send to the Chief Engineer(P&D) office located at Guwahati. The draft DPR and Master Plan are prepared after analyzing the data in consultation with different nodal agencies like CWC etc. The reports thus prepared are submitted to the CWC for technical appraisal so that investment decisions could be taken by the Ministry of Water Resources, Govt. of India.

#### **4.2 PREPARATION OF MASTER PLANS**

Preparation of Master Plans for the control of floods and bank erosion and improvement of drainage in the Brahmaputra and Barak Valleys giving due regard to the utilization of water resources for irrigation, hydropower, navigation and other beneficial purposes and as far as possible, indicate in such plan the works and other measures which may be undertaken for such development. For preparation of Master Plans the required data is collected through the field divisions and processed as mentioned above. The Master Plan thus prepared are circulated to all Board Members and placed in Board meeting for discussion and approval of the Board. Once it is approved by the Board, the same is submitted to the Ministry of Water Resources, Govt. of India for acceptance. On acceptance by the Govt. of India, it is circulated to all concerned state Govt. for implementation.

#### **4.3 DRAINAGE DEVELOPMENT SCHEMES**

The Board prepares schemes for drainage development in the drainage-congested areas identified in the Master Plan. The field offices collect the required data and the DPR of schemes are prepared in the Chief Engineer (P&D) office. Then the DPR is submitted to the Central Water commission for technical appraisal and forwarding the same to Ministry of Water Resources, Govt. of India for investment clearance. The schemes are taken for execution as soon as Ministry of Water Resources gives investment clearance.

#### **4.4 ANTI-EROSION / RIVER TRAINING SCHEMES**

Brahmaputra Board takes up anti-erosion works and river training works on request from States as well as from VIPs. It carries out detailed survey and investigation through its field offices and after study and analysis of all information and data, DPR is prepared and submitted to central water Commission for technical appraisal and forwarding the same to Ministry of Water Resources for investment clearance. It takes up the schemes after investment clearance from the Ministry of Water Resources, Govt. of India.

#### **4.5 Centrally Sponsored Schemes (CSS) for taking up Critical Flood Control & Anti-Erosion schemes in Brahmaputra and Barak Valley (In all the North Eastern States including Sikkim and North Bengal)**

During X Plan the Ministry of Water Resources entrusted the Brahmaputra Board as a Nodal Agency to formulate the EFC for centrally sponsored schemes for taking up “Critical Flood Control & Anti-Erosion Schemes in Brahmaputra and Barak Valley (In all the North Eastern States including Sikkim and Northern part of West Bengal) under State Sector”. The EFC was approved during December, 2004 for Rs. 150.00 Cr. with the funding pattern of 90% Grant:10% Loan. While conveying the approval the MoWR stipulated that an Empowered Committee headed by the Chairman, Brahmaputra Board with the representative from Planning Commission, Ministry of Water Resources, Central Water Commission, Financial Adviser, Brahmaputra Board, Chief Engineers of participating states and the Chief Engineer, Brahmaputra Board as Member Secretary would determine inter-se-priority of the projects before taken up for execution. A Monitoring Committee headed by Chief Engineer (I&W), Brahmaputra Board with representative from CWC and participating states was also suggested to monitor and to recommend for subsequent release of fund for the schemes during approval of the EFC. Accordingly both the Committees carried out their functions during X Plan.

Recognizing the gravity of flood and erosion problem in the country after the devastation of 2004 flood, the Govt. of India constituted the Task Force’ 2004 for flood management and erosion control. The Task Force submitted its report during Dec’04. For implementation of recommendations of the Task Force 2004, the EFC for “Critical Flood Control and Anti Erosion Schemes in Brahmaputra and Barak Valley (including Sikkim & Northern part of West Bengal) under State Sector” had been revised incorporating the schemes recommended under the categories of Immediate Measure and Short term –I and was approved for Rs. 225.00 crore. Total 74 (seventy four) Nos. of schemes were taken up for execution in all the North Eastern States

including Sikkim and Northern part of West Bengal under State Sector during X plan. During XI Plan also schemes recommended by the Task Force'2004 for flood management and erosion control have been proposed to be taken up under “ Flood Management Programme for flood control and River Management works in the entire country (a State Sector Scheme)”.

## **I T E M – V**

### **RULES, REGULATION, INSTRUCTION MANUALS, RECORDS HELD BY BRAHMAPUTRA BOARD OF UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

Details of Rules, Regulation, Instruction Manuals, Records held by Brahmaputra Board of under its Control or used by its Employees for discharging its Functions are given in the following paragraphs.

#### **5.1 ADMINISTRATIVE**

1. Fundamental Rules
2. Supplementary Rules
3. Leave Rules
4. Traveling Allowance Rules
5. LTC Rules
6. Medical Attendance Rules
7. Central Civil Services Rules (Conduct) Rules
8. Central Civil Services (CCA) Rules
9. Central Civil Services (Temporary Service) Rules
10. Staff Car Rules
11. Brochure on Reservation for SC & ST in Services
12. Manual of Office Procedure
13. CPWD Manual Vol-I and II
14. CPWD Accounts Code
15. Delegation of Financial Power Rules 1996
16. General Financial Rules

#### **5.2 TECHNICAL**

Following technical documents are held/referred by its employees for discharging their functions:

1. Guideline for Preparation of River Basin Master Plan (CWC)
2. Guidelines for submission, Appraisal and Clearance of Irrigation and Multipurpose Projects (CWC)
3. Guidelines for preparation of Revised Estimates of the project and Appraisal Procedure (CWC)
4. Guidelines for Planning Conjunctive Use of Surface and Ground Waters in Irrigation Projects (CWC and INCID)
5. Guidelines for Standard Equipment Specifications (CWC)
6. Guidelines/Norms for Detailed Calculations for the requirement of each category and size of the earth moving and production equipment – Working Group Report (CWC)
7. Report of the Committee to Review Existing Criteria for Working out Benefit Cost Ratio for Irrigation Projects (CWC/Planning Commission)
8. Guidelines for Environment Impact Assessment of River Valley Projects (Ministry of Environment and Forest)

9. A Guide for estimating Irrigation Water Requirements (Ministry of Agriculture)
10. Manual on Irrigation Water Management (Ministry of Agriculture and Irrigation)
11. Water Management Manual (Ministry of Water Resources)
12. Indian Standard Guidelines for Allocation of Cost Among Different Purposes of River Valley Project (BIS)
13. Manual on Design of Waters and Barrages on Permeable Foundations (CWC)
14. Manual on Irrigation and Power Channels (CWC)
15. Design Flood Manual (CWC)
16. Manual on Hydraulic Design of Overflow Spillway Crest (CWC)
17. Guidelines for Planning of Parallel Canal (CWC)
18. Guidelines for Safety Inspection of Dams (CWC)
19. Sub-Zonal Flood Estimation Reports (CWC)
20. Report on Dam Safety Procedures (CWC)
21. Earth Dam Manual (USBR)
22. Design of Small Dams (USBR)
23. Design of Gravity Dam (USBR)
24. Design of Standards-Embankment dam (USBR No.3)
25. Life Reservoirs (CBIP)
26. Manual on Hydrological Observation (CWC)
27. Embankment Manual (CWC)
28. Enhancement of powers of the state Governments for the sanction of flood control, drainage, anti-water logging and anti-sea erosion scheme – (Planning Commission, I&CAD Division)

## **I T E M – VI**

### **STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE BRAHMAPUTRA BOARD**

**Statements of Categories of documents that are help by the Brahmaputra Board are:**

#### **6.1 CLASSIFIED**

18. Hydrolometeorological Data of Brahmaputra and Barak Basins.
19. Master plan of main stem of river Brahmaputra (Pt-I)
20. Master Plan of river Barak & its tributaries (Pt-II)
21. 34 Nos of Master Plan of Sub- Basin tributaries of river Brahmaputra & rivers of Tripura.
22. GIS Studies.
23. Annual Report of Brahmaputra Board.

#### **6.2 GENERAL**

Following documents fall under this category:

- i) Detailed project reports prepared by Brahmaputra Board viz. 1) Pagladiya Dam Project, 2) Dhaleswari multipurpose project.
- ii) Pre-feasibility report of Dibang Dam Project.
- iii) BIS Codes prepared by Bureau of Indian Standards.
- iv) Model study reports prepared by Brahmaputra Board.
- v) Study reports carried out by Brahmaputra Board or through consultants- such as performance evaluation studies, Hydrological studies, Hydro morphological studies, reservoir capacity survey studies and System studies etc.
- vi) CPWD manuals.
- vii) Schedule of rates prepared by State Public Works Departments, Water Resources Deptt. etc.
- viii) Water and related statistics like information on water and related resource utilization, production related performance and efficiency, financial performance etc.
- ix) Reference manuals/guidelines prepared by CWC like design flood manual.
- x) Manuals/guidelines prepared by other agencies like Life of Reservoirs-CBIP, Design of small Dams-United States Bureau of Reclamation (USBR) Design of Gravity Dam-USBR etc.
- xi) Detailed Project Report received from NE State for Inter-State ramification.
- xii) Flood Estimation Report.
- xiii) Other publications brought out by Brahmaputra Board time to time.



## **I T E M – V I I**

Not Application

## **I T E M – VIII**

**A Statement of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as its part or for the purpose of its advise and as to whether meetings of those Boards, Councils, Committees and other bodies are open to public or the minutes of such meetings are accessible for public**

List of In-house committees/groups etc. constituted in Brahmaputra Board below:-

<b>Sl. No.</b>	<b>Name of the Board/ Committee/ Panel of Experts/ Groups</b>
1	High Powered Review Board
2	Brahmaputra Board
3	Standing Committee of the Board
4	Brahmaputra Board Official Language Implementation Committee*
5	Hindi Book Purchasing Committee
6	Purchase Committee for Procurement of Stores
7	Committee for Review of Old and Unserviceable Stores and their disposal
8	Committee for weeding out of old books/publications/files from Library/Office
9	Committee to look into the complaints of woman regarding sexual harassment

**\* Minutes of the meeting can be given to public.**

## I T E M – I X

### TELEPHONE DIRECTORY OF BRAHMAPUTRA BOARD

Sl. No.	Designation	No of Telephone			
		Office	Residence	Mobile No.	FAX
<b>HEAD QUARTER OFFICE, GUWAHATI.</b>					
1.	Chairman	2300290	2300290	94351-08175	2301099
2.	PPS to Chairman	2301099	2300651	98644-15547	2301099
3.	Vice-Chairman	2308590	2457632	98640-97483	2307452
4.	PS to Vice Chairman	2308590		98642-64265	2307452
5.	General Manager	2302527			2307452
6.	PS to General Manager	2302527	2303960		2307452
7.	Financial Adviser	2300607	2305243	94350-47856	2302890
8..	PS to Financial Adviser	2300607	2633682		2302890
9.	Secretary	2300128	2301013	94353-45376	2308588
10.	Chief Engineer (P&D)				
11.	Chief Engineer (I&W)	2302867	2200612	94350-47858	
12.	Deputy Financial Adviser		2305243	94350-47856	
13.	Superintending Engineer (Project)	2307454		94350-72475	
14.	Superintending Engineer (Master Plan)	2303580		94350-13187	
15.	Superintending Engineer (Drainage)	2303581	2330004	94355-58703	
16.	Executive Engineer (HQ)	2307453	2307189	94350-45905	
17.	Sr. Accounts Officer	2307594	2227900	98643-37734	
18.	Chief Vigilance Officer			94351-10713	
<b>LIAISON OFFICE, NEW DELHI</b>					
1.	Executive Engineer	011-25088697 25071476	25071544	98688-70826 98688-66391 WLL-65654504	25071476
<b>GUWAHATI CIRCLE, GUWAHATI.</b>					
1.	Superintending Engineer	2301320	2200612	94355-58703	
2.	Executive Engineer, Guwahati Division	2308589	2302250	94350-47861	
3.	Executive Engineer, North Guwahati	2680153 2680155	2412993	94351-03688	2680153
4.	Executive Engineer, Nalbari	03624-22572		94350-14277	
5.	Executive Engineer, Nagaon	03672-254923		94352-68046	

Sl. No.	Designation	No of Telephone			
		Office	Residence	Mobile No.	FAX
6.	Executive Engineer, Rangia	03621-241653 241672		94350-47863	
7.	Assistant Executive Engineer, Tezpur	03712-252088			
8.	Assistant Executive Engineer, Shillong	0364-2505269		94350-46082	
10.	Assistant Executive Engineer, Nongston			94350-46082	
<b>SILCHAR CIRCLE , SILCHAR</b>					
1.	Superintending Engineer, Silchar.	03842-234208	234083		03842-234208
2.	Executive Engineer, Barak Valley Division	03842-230454	234083	94350-47301	03842-234208
3.	Assistant Executive Engineer,	230454	260927		
4.	S.B.Sarma, Assistant Executive Engineer,	0385-223205		094360-22979	
5.	Executive Engineer, Tripura Divn.	0381-2330306		94351-00682	
<b>TINSUKIA CIRCLE, TINSUKIA.</b>					
1.	Superintending Engineer	0374-2331058		94351-91975	0374-2331058
2.	Executive Engineer Lohit Division.	03804-222316			
3.	Executive Engineer Debang Division	03803-223246	22736-2487150	94353-01372	
4.	Executive Engineer, North Lakhimpur Divn.	03752-232307	244525	94355-47022	
5.	Assistant Executive Engineer, Dibrugarh	0373-2311327	2324729	94350-31061	
6.	Assistant Executive Engineer, Marhgerita	03751-220482	03751-265377		
7.	1.Assistant Executive Engineer,, Kamalabari 2.Assistant Executive Engineer,, Garhmurh	0376-2326745	0376-2328099	94350-51748	2327254
<b>PAGLADIYA DAM CIRCLE, NALBARI</b>					
1.	Superintending Engineer	03624-224319		94350-72475	223970
2.	Pagladiya Dam Division No.II	03624-224318		94350-47864	

## I T E M - X

**Monthly remuneration received by each of its officers and staff, including the system of compensation as provided in its regulations.**

Sl. No	Name of Posts	No of Posts
<b>1</b>	<b>2</b>	<b>3</b>
1	Chairman	1
2	Vice-Chairman	1
3	General Manager	1
4	Financial Adviser	1
5	Chief Engineer (Level-I)(P&D)	1
6	Secretary	1
7	Chief Engineer (Level-II) (I&W)	1
8	Dy. Chief Engineer	1
9	Deputy Secretary	1
10	Dy. Financial Adviser	1
11	Superintending Engineer	7
12	Under Secretary (T)	1
13	Under Secretary (E)	1
14	Executive Engineer	17
15	Principal Private Secretary	1
16	Sr. Accounts Officer	1
17	Assistant Executive Engineer	40
18	Accounts Officer	2
19	Research Office	1
20	Hindi Officer	1
21	Assistant Engineer	10
22	Section Officer	7
23	Private Secretary	4
24	Office Supdt Gr.I	2
25	Steno Gr. I	3
26	Divisional Accountant	9
27	Draftsman Gr-I	1
28	Assistant Gr. I	6
29	Steno Gr. II	9
30	Junior Engineer Gr-I	70
31	Junior Engineer Gr-II	64
32	Jr. Hindi Translator	1
33	Draftsman Gr. II	6
34	Divisional Head Assistant	9
35	Steno Grade III	1
36	U.D.C.	35
37	Draftsman Gr. III	9
38	Jr. Accountant	13

Sl. No	Name of Posts	No of Posts
39	L.D.C.	69
40	Canteen Manager	1
41	Halwai	1
42	Driver	45
43	Blue Print Operator	12
44	Record Sorter	3
45	Gestetner Operator	1
46	Duftry	14
47	Peon	83
48	Chowkider	48
49	Sweeper	3
50	Cook	1
51	Canteen bearer	2
52	Wash Boy	2
<b>Total:</b>		<b>626</b>

**System of Compensation:**

Compensation is payable as per Govt. of India's rules and regulations as applicable for Gratuity, Leave Encashment etc. apart from salary.

**ITEM - XI**

**The budget allocation to each of its agency, indicating particulars of all plans, proposed expenditure and reports on disbursement made.**

SL. No.	Major Head of Account	Name of Scheme/ Works	Spilled over amount	Grants received from MoWR during 2007-08	B.E. 2007-08	Sub Head	Expenditure upto previous month	Expenditure during July '2007		Progressive Expd. (Gross) (2007-08)	
								Projection	Expd.		
1	2552	River Management Activities and Works related to Border Rivers	3.41	17.36	10.42	05-00-01	Salary	2.81	0.85	0.89	3.70
					0.30	05-00-06	Medical	0.09	0.05	0.02	0.11
					0.56	05-00-11	Dom.Travel Exp.	0.08	0.05	0.05	0.13
					0.57	05-00-13	Office Exp.	0.08	0.04	0.03	0.11
					0.02	05-00-16	Publication				-
					1.32	05-00-20	Other Adm.Exp.	0.27	0.10	0.09	0.36
					0.77	05-00-50	Other charges	0.01	0.08	0.08	0.09
					13.79	05-00-53	Major Works	5.62	2.72	4.51	10.13
		Sub.Total			<b>27.75</b>		<b>8.96</b>	<b>3.89</b>	<b>5.67</b>	<b>14.63</b>	
2	2552	Construction of Pagladia Dam project.	1.05		1.00	02-00-31	0.42	0.15	0.10	0.52	
		<b>Total</b>	<b>4.46</b>	<b>17.36</b>	<b>28.75</b>		<b>9.38</b>	<b>4.04</b>	<b>5.77</b>	<b>15.15</b>	





## **I T E M - X I I**

Not Applicable

**I T E M - X I I I**

**Not Applicable**

**I T E M - X I V**

## **Details in respect of the information available to or held by Brahmaputra Board reduced in an electronic form**

List of the documents/ information reduced in electronic form is given below:-

<b>Sl. No.</b>	<b>Details of Information</b>	<b>Custodian</b>	<b>Remarks</b>
1	Hydrometeorological data of Brahmaputra & Barak river and their major tributaries.	Chief Engineer (P&D)	Classified
2	Digitized satellite data of selected areas related to projects/ schemes	Chief Engineer (P&D)	Classified
2	Brahmaputra Board Act, 1980	IT Cell	
3	Status of progress	IT Cell	
4	Tender publications & Job advertisements	IT Cell	Available in web site

Brahmaputra Board's official web site: [www.brahmaputraboard.gov.in](http://www.brahmaputraboard.gov.in)

## **I T E M - X V**

### **Particulars of Facilities available to Citizens for obtaining Information including the Working Hours of a Library or Reading Room if maintained for Public Use**

**Library of the Brahmaputra Board** is primarily a departmental reference library on the subject of Water Resources Engineering and other allied technical subjects. It has a very good collection of books and periodicals/ Journals, newsletters, bulletins and reports etc. The library receives important technical literature, newspapers/ dailies and magazines from important organizations/ publishers. The library also co-ordinates among the small libraries located in different offices located at the Head Quarter campus for reference to technical literature for day to day use in different units/ offices such as Indian Standard/ Codes, important text books/ handbooks and govt. publications.

The officers and staff of the Brahmaputra Board from any office have access to this library and obtain books etc./ information as needed for reference purposes.

In order to disseminate information on respective topics, preparation of bibliographies for ready reference is maintained in the library. The proposal for computerization of the library system is under process. The library is under the administrative control of the Chief Engineer (P&D) with one Junior Engineer and an Assistant posted there as care taker.

#### **Working hours and Reading Room facilities**

The library is presently located at the end of the Establishment Wing of the Board located at Head Quarter complex, Basistha, Guwahati-781029 remains open on all working days during working hours from 9.30AM to 5.30 PM. There is a fully equipped reading room with a sitting arrangement of 12 readers at a time.

Since the Brahmaputra Board library is a technical departmental one, it is generally not open to the public. However bonafide users from other organizations are allowed to use the library for reference.

## **I T E M – X V I**

### **The Names, Designations and other particulars of Public information Officers**

**The names, designation and other particulars of Public Information Officers of Brahmaputra Board are given below :**

Appellate Authority	- Name:	Shri Bijoy Kumar Chakraborti	
	- Designation:	General Manager	
Brahmaputra Board	- Phone No:	0361-2302527 (O)	Basistha, Guwahati-781029
	- Fax No:	0361-2307452	

Public Information Officer  
781029

- Name: Shri Gaya Prasad Singh  
- Designation: Secretary,  
Brahmaputra Board Basistha, Guwahati-

- Phone : 0361-2300128(O),  
0361-2301013 (R)  
94353-45376 (M)  
- Fax : 361-2308588  
- e-mail : [gpsinghbbghy@sify.com](mailto:gpsinghbbghy@sify.com)

Assistant Public Information  
Officer  
781029

1. - Name: Shri Hemanta Kumar Gogoi  
- Designation: Executive Engineer (HQ)  
Brahmaputra Board Basistha, Guwahati-

- Phone No. 0361-2307453 (O) - e-mail  
[hgbg10@yahoo.co.in](mailto:hgbg10@yahoo.co.in)

Tinsukia.

2. Name : Sri Chan Mohan Das, Designation:  
Superintending Engineer  
Tinsukia Circle  
Brahmaputra Board

Phone No. 0374-2331058

3. Name: Sri Dina Nath Buzarbaruah  
Designation: Superintending Engineer (i/c)  
Silchar Circle  
Brahmaputra Board  
Silchar.

Phone No. 03842-234208.

4. Name : Sri Binanda Hazarika  
Designation: Executive Engineer

- Tezu Division  
Brahmaputra Board  
Tezu.  
Phone No. 03804-222316
5. Name : Sri Nayanjyoti Barman  
Designation: Executive Engineer (i/c)  
Roing Division  
Brahmaputra Board  
Roing (A.P)  
Phone No. 03803-223246.
6. Name : Sri Atul Ch. Sarma  
Designation: Executive Engineer(i/c)  
Lakhimpur Division  
Brahmaputra Board  
North Lakhimpur  
Phone No. 03752-232307
7. Name : Sri Raj Mohan Das  
Designation: Executive Engineer  
Barak Valley Division  
Brahmaputra Board  
Silchar.  
Phone No. 03842-230454
8. Name : Dinanath Buzarbaruah  
Designation: Executive Engineer  
Tripura Division  
Brahmaputra Board  
Agartala  
Phone No. 0381-2330306
9. Name : Sri Aswini Kalita



Designation : Executive Engineer  
Nalbari Division  
Brahmaputra Board  
Nalbari.  
Phone No. 03624-220572

10. Name : Sri Thaneswar Bora  
Designation : Executive Engineer  
Pagladiya Dam Division No.II  
Brahmaputra Board  
Nalbari.  
Phone No. 94350-47864(M)

11. Name: Sri Prahlad Saloi  
Designation: Executive Engineer  
Rangia Division  
Brahmaputra Board  
Rangia.  
Phone No. 03624-241672

12. Name: Sri Joy Barman  
Designation: Superintending Engineer  
Guwahati Circle  
Brahmaputra Board  
Basistha, Guwahati-29.  
Phone No. 0361-2301320

13. Name: Sri Trilochan Barua  
Designation: Superintending Engineer(i/c)  
Pagladiya Dam Circle No.I  
Brahmaputra Board  
Nalbari  
Phone No. 03624-240070

14.. Name : Sri Deban Sarma  
Designation: Executive Engineer  
Guwahati Division  
Brahmaputra Board  
Basistha, Guwahati-29  
Phone No. 0361-2308589

**ANNEX-I**

**LIST OF BOARD MEMBERS**

1. CHAIRMAN, BRAHMAPUTRA BOARD
2. VICE CHAIRMAN, BRAHMAPUTRA BOARD
3. GENERAL MANAGER, BRAHMAPUTRA BOARD
4. FINANCIAL ADVISER, BRAHMAPUTRA BOARD
5. COMMISSIONER (B&B), MoWR, GOI
6. FINANCIAL ADVISER, MoWR, GOI
7. JOINT SECRETARY, SC&LR, MoA, GOI
8. JOINT SECRETARY (H), MoP, GOI
9. MEMBER (TECHNICAL), IWAI, MoST, GOI
10. MEMBER (RM), CWC, NEW DELHI
11. MEMBER (HE), CEA, NEW DELHI
12. DY. DIRECTOR GENERAL, GSI, SHILLONG
13. DIRECTOR GENERAL, IMD, NEW DELHI
14. FINANCIAL ADVISER, NEC, SHILLONG
15. SECRETARY, FCD, GOVT. OF ASSAM
16. SECRETARY, FCD, GOVT. OF MANIPUR
17. SECRETARY, POWER, GOVT. OF MIZORAM
18. SECRETARY, IFCD, NAGALAND
19. CHIEF ENGINEER (IFCD), GOVT. OF ARUNACHAL PRADESH.
20. CHIEF ENGINEER, PWD, GOVT. OF MEGHALAYA
21. CHIEF ENGINEER, PWD (WR), GOVT. OF TRIPURA.
22. REPRESENTATIVE OF DONER - SPECIAL INVITEE

**LIST OF MEMBERS OF HIGH POWERED REVIEW BOARD OF BRAHMAPUTRA BOARD**

- |   |            |
|---|------------|
| 1. UNION MINISTER OF WATER RESOURCES                        | - CHAIRMAN |
| 2. CHIEF MINISTER, ASSAM                                    | - MEMBER   |
| 3. CHIEF MINISTER, ARUNACHAL PRADESH                        | - MEMBER   |
| 4. CHIEF MINISTER, MANIPUR                                  | - MEMBER   |
| 5. CHIEF MINISTER, MEGHALAYA                                | - MEMBER   |
| 6. CHIEF MINISTER, MIZORAM                                  | - MEMBER   |
| 7. CHIEF MINISTER, NAGALAND                                 | - MEMBER   |
| 8. CHIEF MINISTER, TRIPURA                                  | - MEMBER   |
| 9. MINISTER OF STATE FOR WATER RESOURCES                    | - MEMBER   |
| 10. UNION MINISTER/ MINISTER OF STATE FOR ENERGY            | - MEMBER   |
| 11. UNION MINISTER/ MINISTER OF STATE FOR AGRICULTURE       | - MEMBER   |
| 12. UNION MINISTER/ MINISTER OF STATE FOR SURFACE TRANSPORT | -MEMBER    |

13. UNION MINISTER/ MINISTER OF STATE FOR FINANCE - MEMBER
14. SECRETARY, MINISTER OF WATER RESOURCES, GOVT OF INDIA - MEMBER
15. CHAIRMEN, CENTRAL WATER COMMISSION, NEW DELHI - MEMBER
16. CHAIRMEN, BRAHMAPUTRA BOARD - MEMBER SECRETARY
17. MEMBER (RM), CENTRAL WATER COMMISSION - PERMANENT INVITEE

ORGANISATIONAL CHART OF THE BRAHMAPUTRA BOARD

