

Work Allocation, Channels of Supervision and Accountability

Sl. No.	Section	Key Work	Subordinate Staff (Sh./Smt./Ms.)	Supervisory Staff (Sh./Smt./Ms.)	Section In-Charge (Sh./Smt./Ms.)	Division In-Charge (Sh./Smt./Ms.)
1.	DIRECTOR'S OFFICE					
	PS to Director	→ Personal Section of Director	(i) Shri Manik Borah, UDC			Shri Sandeep Doley, Deputy Director (Admin)
2.	ADMINISTRATION					
	(i) Administration	→ All establishment/Human Resource related matters, including recruitment related matters. → All service matters of employees of NERIWALM. → Any other related matter.	(i) Smt. Jaylata Deori Baruah, Stenographer (ii) Shri Rupak Gohain, LDC	Smt. Rina Singha, Superintendent	(i) Administrative Officer (Vacant) (ii) Smt. Rina Singha, Superintendent (I/c)	Shri Sandeep Doley, Deputy Director (Admin)
	(ii) Construction and Maintenance	→ All matters related to construction and maintenance in the premises of NERIWALM. → Matters related to office accommodation and renovation. → Gen-set related matters. → Any other related matter.	(i) Shri Abhishek Kumar, Junior Engineer	Shri Atul Chandra Kalita, AE(c)	Shri Saligram Sunar, AD(C);	Shri Sandeep Doley, Deputy Director (Admin)
	(iii) Purchase Cell	→ Procurement of goods and services through GeM (and non-GeM). → Any other related matter.	(i) Shri Atul Chandra Kalita, Assistant Engineer (C) (ii) Shri Abhishek Kumar, JE (C) (iii) Smt Rina Singha, Superintendent (iv) Shri Rahul Biswas, Field Assistant (v) Shri Manik Chandra Das, Stenographer		Shri Tapasranjan Das, Assistant Professor (WRE) & IC Purchase	Shri Sandeep Doley, Deputy Director (Admin)
	(iv) Store	→ Stores and Stationery. → Any other related matter.	(i) Shri Manik Chandra Das, Stenographer & Store Supervisor (ii) Shri Uttam Kakoti, LDC			Shri Sandeep Doley, Deputy Director (Admin)
	(v) Library	→ Matters related to Library.	(i) Shri Binay Krishna Das, Library & Information Assistant		Dr. Luna Moni Das, Assistant Professor (S.Sc) & I/c Library	Shri Sandeep Doley, Deputy Director (Admin)
3.	ACADEMICS/RESEARCH/PROJECT					
	(i) Water Resource Engineering (WRE)	→ All matters related to Academics/ Research/Project (Water Resources Engineering) . → Any other related matter.	(i) Shri Rajnish Singh, Research Associate (WRE) (ii) Shri Saurav Bhattacharjee, Research Associate (WRE) (ii) Shri Rahul Biswas, Field Assistant (iii) Shri Shuvajit Das, Laboratory Assistant (Engineering)	(i) Shri. Bikramjit Dutta, Assistant Professor (WRE) (ii) Dr. (Smt.) Sagarika Patowary, Assistant Professor (WRE) (iii) Dr. (Smt.) Prianika Paul, Assistant		Dr. Uzzal Mani Hazarika, Associate Professor (WRE)

			(iii) Smt. Nirmali Hazarika, Draughtsman -Gd-II	Professor (WRE) (iv) Shri Tapasranjan Das, Assistant Professor (WRE)		
	(ii) Agriculture (Agri)	→ All matters related to Academics/ Research/Project (Agriculture) → Any other related matter.	Shri Bikramjit Mandal, Research Associate (Agri.), Miss Rimpa Das, Research Associate (Agri.), Shri. Golap Krishna Khound, Field Assistant (Agriculture), Miss Stutipriya Hazarika, Laboratory Assistant (Agriculture)	(i) Shri. Ritu Thakur, Assistant Professor (Agriculture); (ii) Dr. Prarthana Priyom Hazarika, Assistant Professor (Agri)		Dr. Uzzal Mani Hazarika, Associate Professor (WRE)
	(iii) Social Science (S.Sc)	→ All matters related to Academics/ Research/Project (Social Science) → Any other related matter.	Shri Chandan Bhuyan, Research Associate (Social Science)	(i) Dr. (Smt.) Chandam Victoria Devi, Assistant Professor (Social Science) (ii) Dr. (Smt.) Luna Moni Das, Assistant Professor (Social Science)		Dr. Uzzal Mani Hazarika, Associate Professor (WRE)
4.	BUDGET & ACCOUNTS					
	(i) Accounts and Budget	→ All finance and accounts related matters. → All matters related to salaries and other allowances in respect of the employees of NERIWALM → All matters related to claims for reimbursement and settlement of Advances. → Income Tax & other tax related matters. → Permanent Imprest. → All matters related to Medical Reimbursement Claims. → All matters related to Budget Estimates (BE & RE). → Other Finance & Budget related matters.	(i) Shri Suruj Kumar Bora, Accountant (ii) Shri Hirak Saharia, PA (iii) Shri Mukut Das, UDC (iii) Shri Jadav Chandra Nath, MTS		Shri Uttam-Jyoti Sarma, Accounts Officer	Shri Sandeep Doley, Deputy Director (Admin)
5.	TRAINING					
	(i) Training	→ All matters related to Training.	(i) Smt. Dipali Mohan, Stenographer		Dr. (Smt.) Chandam Victoria Devi, Assistant Professor (Social Science) & I/c Training	To report directly to Director

6. OTHERS					
(i) RTI	→ RTI matters (including Appeals).	(i) Smt. Rina Singha, Superintendent		Dr. (Smt.) Sagarika Patowary, Assistant Professor (WRE)	Dr. Uzzal Mani Hazarika, Associate Professor (WRE)
(ii) Grievance	→ All VIP References. → All Grievances received in NERIWALM i.e. PMO Grievance, Presidents Grievance, CPGRAMS etc.		Smt. Rina Singha, Superintendent		Dr. Uzzal Mani Hazarika, Associate Professor (WRE)
(iii) Vigilance	→ All Court Cases and legal matters. → Coordination with Government Counsels.	(i) Smt. Jaylata Deori Baruah, Stenographer			Dr. Uzzal Mani Hazarika, Associate Professor (WRE)
(iv) Official Language	→ All matters related to Official Language.	(i) Smt. Dipali Mohan, Stenographer			Shri Sandeep Doley, Deputy Director (Admin)
(v) Soil and Water Testing Laboratory	→ All matters related to Soil and Water Testing Laboratory	(i) Shri Bikramjit Mandal, Research Associate (Agri) (ii) Miss Rimpa Das, Research Associate (Agri.) (iii) Miss Stutipriya Hazarika, Laboratory Assistant (Agriculture)		Shri Ritu Thakur, Assistant Professor (Agri) & I/c SWTL	To report directly to Director
(vi) Research Farm	→ All matters related to Research farm	(i) Ms. Rimpa Das, Research Associate (Agri) (ii) Shri Golap Krishna Khound, Field Assistant (Agri) (iii) Shri Rahul Biswas, Field Assistant		Ms. Prarthana Priyom Hazarika, Assistant Professor (Agri) & i/c Research Farm	To report directly to Director
(vii) Office Vehicle	→ All matters related to Office Vehicle	(i) Shri Abhishek Kumar, JE(C)		Shri Saligram Sunar, Assistant Director (C) & I/C Vehicle	Shri Sandeep Doley, Deputy Director (Admin)
(viii) Trainees Hostel	→ All matters related to Trainees Hostel	Shri Chandan Bhuyan, Research Associate (S.Sc)		Dr. (Smt.) Sagarika Patowary, Assistant Professor (WRE)	Shri Sandeep Doley, Deputy Director (Admin)
(ix) Irrigation Laboratory	→ All matters related to Irrigation Laboratory	(i) Shri Rahul Biswas, Field Assistant (ii) Shri Shuvajit Das, Laboratory Assistant		Dr. (Smt.) Sagarika Patowary, Assistant Professor (WRE)	To report directly to Director
(x) GIS & Surveying Laboratory	→ All matters related to GIS & Surveying Laboratory	Shri Saurav Bhattacharjee, Research Associate (WRE)		Dr. Luna Moni Das, Assistant Professor (S.Sc) & I/c GIS & Surveying Laboratory	To report directly to Director

(xi) Hydraulics Laboratory	→ All matters related to Hydraulics Laboratory	(i) Shri Rajnish Singh, Research Associate (WRE) (ii) Shri Rommojyoti Bhattacharjee, Technical Assistant		Dr. Prianka Paul, Assistant Professor (WRE)	To report directly to Director
(xii) Utility	→ All matters related to Utility			(i) Shri Ritu Thakur, Assistant Professor (Agri) and i/c Utility (Except Auditorium, NERIWALM) (ii) Shri Saligram Sunar, Assistant Director (C) & i/c Utility for Auditorium	Shri Sandeep Doley, Deputy Director (Admin)
(xiii) Audio Visual Laboratory, Computer Laboratory & ICT	→ All matters related to Audio Visual Laboratory, Computer Laboratory & ICT	(i) Shri Iswar Das, Technical Assistant (ii) Shri Rommojyoti Bhattacharjee, Technical Assistant		Shri Tapasranjan Das, Assistant Professor (WRE) & IC Audio Visual Laboratory, Computer Laboratory & ICT	To report directly to Director