

पूर्वोत्तर क्षेत्रीय जल और भूमि प्रबंधन संस्थान

NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT

(जल संसाधन, नदी विकास और गंगा कायाकल्प विभाग, जल शक्ति मंत्रालय, भारत सरकार के अधीन एक संस्थान)

(An Institute under the Department of Water Resources, River Development and Ganga Rejuvenation, Ministry of Jal Shakti, Govt. of India)

Work Allocation and Channel of Supervision & Accountability i.r.o. Officials/Staff of NERIWALM

Sl. No.	Section	Key Work	Subordinate Staff	Supervisory Staff	Officer In-Charge/Faculty	Channel of Submission of Files/ Reporting Officer
1.	DIRECTOR'S OFFICE					
	Director's Office	→ Personal Section of Director	Shri Amarendra Kumar, MTS	Smt. Rupali Hazarika, PS to Director		To report directly to Director
2.	ADMINISTRATION					
	(i) Administration	→ All establishment related matters. → All service matters of employees of NERIWALM. → Matters related to allotment, retention and surrender of official quarters. → Any other related matter.	(i) Smt. Jaylata Deori Baruah, Stenographer (ii) Shri Rupak Gohain, LDC (iii) Smt. Mamoni Borgohain, MTS	Smt. Rina Singha, Superintendent	Administrative Officer	Shri Sandeep Doley, Deputy Director (Admin)
	(ii) Construction & Maintenance	→ All matters related to construction, maintenance and renovation in the campus of NERIWALM. → All civil and electrical works in NERIWALM campus, including official quarters, trainees' hostel, guest house etc. → Matters related to Office Vehicles → Any other related matter.	(i) Shri Abhishek Kumar, JE(C) (ii) Shri Bakhun Sarmah, MTS	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	(a) Buyer: (i) Shri Iswar Das, Technical Assistant (ii) Shri Abhishek Kumar, JE (C) (iii) Shri Rahul Biswas, Field Assistant (iv) Shri Rommojyoti Bhattacharjee, Technical Assistant (b) Consignee: (i) Smt. Rina Singha, Superintendent (ii) Shri Manik Chandra Das, Stenographer (iii) Smt. Dipali Mohan, Stenographer			Administrative Officer
→ Procurement of goods and services outside GeM (including CPPP).		(a) CPPP: (i) Shri Atul Chandra Kalita, AE (C) (ii) Shri Abhishek Kumar, JE (C) (iii) Shri Manik Chandra Das, Stenographer (b) Other than CPPP: (i) Smt. Rina Singha, Superintendent (ii) Smt. Dipali Mohan, Stenographer			(i) Shri Saligram Sonar, AD (C) (CPPP) (ii) Administrative Officer (Others),	Shri Sandeep Doley, Deputy Director (Admin)

		(iii) Shri Rupak Gohain, LDC			
	→ Others	LOCAL PURCHASE COMMITTEE			
		(i) Shri Sandeep Doley, Deputy Director (Admin)	-	Chairman	
		(ii) Shri Uttam Jyoti Sharma, Accounts Officer	-	Member	
		(iii) Shri Atul Chandra Kalita, AE (C)	-	Member	
		(iv) Shri Shuvajit Das, Laboratory Assistant (Engg.)	-	Member	
		(v) Smt. Dipali Mohan, Stenographer	-	Member Secretary	
(iv) Store	→ Stores and Stationery	Shri Uttam Kakoti, LDC	Shri Manik Chandra Das, PA & Store Supervisor	Administrative Officer	Shri Sandeep Doley, Deputy Director (Admin)
(v) Library	→ Matters related to Library	(i) Shri Binay Krishna Das, Library & Information Assistant (ii) Shri Khagendra Sarma, MTS		Dr. Luna Moni Das, Assistant Professor (S.Sc) & I/c Library	Shri Sandeep Doley, Deputy Director (Admin)
(vi) Parliament	→ All parliament related matters	(i) Smt. Jaylata Deori Baruah, Stenographer (ii) Shri Rupak Gohain, LDC	Smt. Rina Singha, Superintendent	(i) Administrative Officer (ii) Smt. Rina Singha, Superintendent (I/c)	Shri Sandeep Doley, Deputy Director (Admin)
(vii) Receipt & Issue (R&I)	→ Receipt/Distribution/ Despatch of all official documents of NERIWALM	Shri Jadav Chandra Nath, MTS	Shri Manik Borah, UDC	Administrative Officer	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)	(i) Shri Rahul Biswas, Field Assistant (ii) Shri Shuvajit Das, Laboratory Assistant (Engg.) (iii) Smt. Nirmali Hazarika, Draughtsman -Gr-II	(i) Shri Rajnish Singh, Research Associate (WRE) (ii) Shri Saurav Bhattacharjee, Research Associate (WRE)	(i) Shri. Bikramjit Dutta, Assistant Professor (WRE) (ii) Dr. (Smt.) Sagarika Patowary, Assistant Professor (WRE) & Assistant Academic Coordinator (iii) Dr. (Smt.) Prianika Paul, Assistant Professor (WRE) (iv) Shri Tapasranjan Das, Assistant Professor (WRE)	Dr. Uzzal Mani Hazarika, Associate Professor (WRE)
(ii) Agriculture (Agri)	→ All matters related to Academics/ Research/Project (Agriculture)	(i) Shri. Golap Krishna Khound, Field Assistant (Agriculture) (ii) Miss Stutipriya Hazarika, Laboratory Assistant (Agri.)	(i) Shri Bikramjit Mandal, Research Associate (Agri.) (ii) Ms. Rimpa Das, Research Associate (Agri.)	(i) Shri. Ritu Thakur, Assistant Professor (Agri.) (ii) Dr. Parthana Priyom Hazarika, Assistant Professor (Agri)	Dr. Uzzal Mani Hazarika, Associate Professor (WRE)
(iii) Social Science (S.Sc)	→ All matters related to Academics/		Shri Chandan Bhuyan, Research	(i) Dr. (Smt.) Chandam Victoria Devi, Assistant	Dr. Uzzal Mani Hazarika, Associate Professor (WRE)

	Research/Project (Social Science)		Associate (Social Science)	Professor (Social Science) (ii) Dr. (Smt.) Luna Moni Das, Assistant Professor (Social Science)	
(iv) Soil and Water Testing Laboratory	→ All matters related to Soil and Water Testing Laboratory	Miss Stutipriya Hazarika, Laboratory Assistant (Agri.)	(i) Shri Bikramjit Mandal, Research Associate (Agri) (ii) Miss Rimpa Das, Research Associate (Agri.)	Shri Ritu Thakur, Assistant Professor (Agri) & I/c SWTL	To report directly to Director
(v) Research Farm	→ All matters related to Research Farm	(i) Shri Golap Krishna Khound, Field Assistant (ii) Shri Rahul Biswas, Field Assistant	Ms. Rimpa Das, Research Associate (Agri)	Dr. Prarthana Priyam Hazarika, Assistant Professor (Agri) & I/c Research Farm	To report directly to Director
(vi) 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
(vii) GIS & Surveying	→ All matters related to GIS & Surveying	Smt. Nirmali Hazarika, Draughtsman -Gr-II	Shri Saurav Bhattacharjee, Research Associate (WRE)	Dr. Luna Moni Das, Assistant Professor (S.Sc)	To report directly to Director
(viii) Hydraulics Laboratory	→ All matters related to Hydraulics Laboratory	Shri Rommojyoti Bhattacharjee, Technical Assistant	Shri Rajnish Singh, Research Associate (WRE)	Dr. Prianka Paul, Assistant Professor (WRE)	To report directly to Director
(ix) Agrometeorological Station	→ All works related to Agrometeorological Station of NERIWALM	Field Data Collection (i) Shri Rahul Biswas, Field Assistant (ii) Shri Shuvajit Das, Laboratory Assistant (Engg.) (Duties to be performed on alternative days by the officials)	(i) Shri Rajnish Singh, Research Associate (WRE) (ii) Shri Saurav Bhattacharjee, Research Associate (WRE) (In the absence of Subordinate Staff, the Supervisory Staff will perform the duties of Field Data Collection on alternative days)	Dr. (Smt.) Sagarika Patowary, Assistant Professor (WRE)	Dr. Uzzal Mani Hazarika, Associate Professor (WRE)
4.	FINANCE & ACCOUNTS				
(i) Finance & Accounts	→ All finance and accounts related matters. → All matters related to salaries and other allowances in respect of	(i) Shri Hirak Saharia, PA	Shri Suruj Kumar Bora, Accountant		Shri Sandeep Doley, Deputy Director (Admin)

	the employees of NERIWALM → All matters related to claims for reimbursement and settlement of Advances. → Income Tax & other tax related matters. → All matters related to Budget Estimates (BE & RE). → Other Budget related matters.	(ii) Shri Mukut Das, UDC (iii) Shri Jadav Chandra Nath, MTS		Shri Uttam Jyoti Sarma, Accounts Officer	
5.	TRAINING				
	(i) Training	→ All matters related to Training	(i) Smt. Nirmali Hazarika, Draughtsman -Gr-II (ii) Smt. Dipali Mohan, Stenographer	Shri Chandan Bhuyan, Research Associate (Social Science)	Dr. (Smt.) Chandam Victoria Devi, Assistant Professor (Social Science) & I/c Training To report directly to Director
6.	OTHERS				
	(i) Vigilance	→ All matters related to vigilance	Smt. Jaylata Deori Baruah, Stenographer		Dr. Uzzal Mani Hazarika, Associate Professor (WRE) & CVO
	(ii) Legal Cell	→ All court cases/legal matters	(i) Smt. Jaylata Deori Baruah, Stenographer (ii) Shri Rupak Gohain, LDC	Smt. Rina Singha, Superintendent	Administrative Officer Shri Sandeep Doley, Deputy Director (Admin)
	(iii) RTI Cell	→ RTI matters (Academic, Project, Training & Research related matters)	Smt. Dipali Mohan, Stenographer	Shri Chandan Bhuyan, Research Associate (Social Science)	Dr. (Smt.) Sagarika Patowary, Assistant Professor (WRE) & CPIO
		→ RTI matters (all other matters)	Shri Rupak Gohain, LDC	Smt. Rina Singha, Superintendent	Administrative Officer & CPIO (on Joining)
	(iv) Grievance Cell	→ All VIP References. → All Grievances received in NERIWALM i.e. PMO Grievance, Presidents Grievance, CPGRAMS etc.	(i) Smt. Jaylata Deori Baruah, Stenographer (ii) Shri Rupak Gohain, LDC		Dr. (Smt.) Chandam Victoria Devi, Assistant Professor (Social Science) & I/c Grievance Cell Dr. Uzzal Mani Hazarika, Associate Professor (WRE)
	(v) Official Language	→ All matters related to Official Language.	Smt. Dipali Mohan, Stenographer		Administrative Officer Shri Sandeep Doley, Deputy Director (Admin)
	(vi) Trainees Hostel & Guest House	→ All matters related to Trainees Hostel & Guest House	Ms. Mridusmi Hazarika, YP (Lib) (in addition to her existing duties)	Smt. Nirmali Hazarika, Draughtsman -Gr-II	Administrative Officer Shri Sandeep Doley, Deputy Director (Admin)
	(vii) Utilities	→ All matters related to Utilities of NERIWALM		(i) Ms. Rimpa Das, RA (Agri) (Except Auditorium)	(i) Shri Ritu Thakur, Assistant Professor (Agri) and I/c Utility (Except Auditorium, NERIWALM)
				(ii) Ms. Mridusmi Hazarika, YP (Lib) (in addition to her existing duties)	

(viii) Audio Visual Laboratory	→ All matters related to Audio Visual Laboratory.	(i) Shri Iswar Das, Technical Assistant (ii) Shri Rommojyoti Bhattacharjee, Technical Assistant		Dr. Sanayanbi Hodam, Assistant Professor (WRE)	To report directly to Director
(ix) Information Technology (IT) Cell	→ All matters related to IT, Computer Laboratory & ICT. → To provide technical assistance in all events, workshops, seminars, meetings, trainings etc. conducted in/by NERIWALM.	(i) Shri Iswar Das, Technical Assistant (ii) Shri Rommojyoti Bhattacharjee, Technical Assistant		Shri Tapasranjan Das, Assistant Professor (WRE)	To report directly to Director
(x) Social Media Handling	→ Uploading of information/ activities in social media platforms		Ms. Rimpa Das, Research Associate (Agri)	Dr. Sanayanbi Hodam, Assistant Professor (WRE)	Shri Sandeep Doley, Deputy Director (Admin)
(xi) iGOT/Karmayogi	→ All matters related to iGOT Karmayogi/Capacity Building Commission.		Ms. Rimpa Das, Research Associate (Agri)	Dr. Sanayanbi Hodam, Assistant Professor (WRE)	Dr. Ujjal Mani Hazarika, Associate Professor (WRE)

2. Smt. Sagarika Patowary, Assistant Professor & CPIO (for Academic, Project, Training & Research related matters) shall also act as the CPIO for all other matters till an Administrative Officer joins this Institute and is assigned the charge of CPIO (for all other matters).

3. Any work not specified above may be assigned to any official/staff member by the Competent Authority.

(Sandeep Doley)
Deputy Director (Admin)