



# MANUAL UNDER RIGHT TO INFORMATION ACT 2005

GOVERNMENT OF TAMIL NADU  
OFFICE OF THE ENGINEER-IN-CHIEF &  
CHIEF ENGINEER (GENERAL)  
WATER RESOURCES DEPARTMENT,  
CHEPAUK, CHENNAI – 600 005

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## CHAPTER – 1

OFFICE OF THE ENGINEER-IN-CHIEF &  
CHIEF ENGINEER (GENERAL)  
WATER RESOURCES DEPARTMENT,  
CHEPAUK, CHENNAI-5

### INTRODUCTION

- 1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005” (RTI ACT) which came in to force on 15.06.2005, In pursuant to the provisions of sections 4(1) (b) of the Act, as State Level, The Engineer in Chief & Chief Engineer (General), WRD, Chepauk, Chennai-5 has brought out this manual for information and guidance of the stakeholders and the general public.
- 1.2 The purpose of this manual is to inform the general public about the organizational set-up of this office, the functions and duties of its officers and employees, records and documents available with this office.
- 1.3 This manual is aimed at the public in general and users of the services, and provides information about the schemes, projects and programmes being implemented by the Water Resources Department and the Circles/division/sub Divisions under its administrative control.
- 1.4 The Engineer in Chief & Chief Engineer (General), WRD, Chepauk, Chennai-5 has designated the following public information officers

### **PUBLIC INFORMATION OFFICERS DETAILS IN OFFICE OF ENGINEER-IN-CHIEF, WRD.**

Name of office	Name/Address/Phone No. of <b>Public Information Officers I</b>	Name/Address/Phone No. of <b>Appellate Authorities I</b>
Office of the Engineer-in-chief & Chief Engineer (General), WRD, Chepauk, Chennai-600 005.	<b>Er. P.N.S.Maheshbabu</b>	<b>Er. S. Ramesh</b>
	Deputy Chief Officer (Irrigation)	Joint Chief Engineer (Irrigation)
	Office of the Engineer-in-chief & Chief Engineer (General), WRD, Chepauk, Chennai-600 005.  Ph:044-28410402 extn.: 120	Office of the Engineer-in-chief & Chief Engineer (General), WRD Chepauk, Chennai-600 005.  Ph:044-28410402 extn.: 192

Name of office	Name/Address/Phone No. of <b>Public Information Officers II</b>	Name/Address/Phone No. of <b>Appellate Authorities II</b>
Office of the Engineer-in-chief & Chief Engineer (General), WRD, Chepauk, Chennai-600 005.	<b>Er. T. Suganthi</b>	<b>Er. C. Podhupanithilagam</b>
	Chief Personnel Officer (FAC)	Joint Chief Engineer (General)
	Office of the Engineer-in-chief & Chief Engineer (General), WRD, Chepauk, Chennai- 600 005. <b>Ph:044-28414604</b>	Office of the Engineer-in-chief & Chief Engineer (General), WRD, Chepauk, Chennai-600 005. <b>Ph:044-28410402</b>

1.5 A person requiring any information under the Act may contact the above public information officers.

1.6 The procedure and fee structure for getting information are as under:

- (a) A request for obtaining information under sub-section (1) of section 6 of the Right to Information Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer, mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.10/- (Amendment issued in **G.O.Ms.No.1012, Public (Estt. I &LEG) Department, dated 20.09.2006** by cash or by demand draft or bankers cheque. The Public Information Officer shall credit the amount to the following head of account.

“0070 Other Administrative Service – 60 Other Services – 118 Receipts under Right to Information Act, 2005 – AA – Collection of Fees under Right to Information (fees) Rules, 2005 – 227 Non – Taxation Fees – 39 Translation and Printing Fees”

**(IFHRMS DPC : 0070 60 118 AA 22739)**

The applicant may also remit the fee under the above head of account through Treasury/Pay and Accounts Office/State Bank of India/Reserve Bank of India and produce the chalan to the Public Information Officer as an evidence for having remitted the fee.

- (b) For providing information under sub-section (1) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.
- (i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
  - (ii) Actual charge or cost price of a copy in larger size paper;
  - (iii) For inspection of records, no fee for the first hour; and a fees of Rs.5/- for each every one hour (or fraction thereof) thereafter.
- (c) For providing the information under sub-section (5) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.
- (i) For information provided in diskette or floppy, @ Rs.50/- (fifty) per diskette or floppy; and
  - (ii) For information provided in printed form, at the price fixed for such publication.

1.7 Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 1.6 above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list duly certified, will be sufficient to avail this concession.

## CHAPTER-2

### OFFICE OF THE ENGINEER-IN-CHIEF & CHIEF ENGINEER (GENERAL) WATER RESOURCES DEPARTMENT, CHEPAUK, CHENNAI-5

#### 1.OBJECTIVE AND PURPOSE OF THE PUBLIC AUTHORITY:-

Objectives of this Department are formulation and implementation of the major, medium and minor irrigation schemes, operation and maintenance of irrigation systems and ensuring effective management and distribution of surface and groundwater to achieve optimum utilisation in a rational and scientific way for maximising the production and productivity of all the sectors requiring water. Under the Water Resource Department, the Water management in the state has been decentralised along basin lines and for effective control, the entire state has been divided into following four regions Chennai, Trichy, Coimbatore and Madurai. Each region is headed by the Chief Engineers with Head Quarters Chennai, Trichy, Coimbatore and Madurai.

The Engineer-in-Chief & Chief Engineer (General), Water Resources Department, Chepauk, Chennai-5 functions as the Head of the Department. The Engineer-in-chief & Chief Engineer (General), Water Resources Department assists the Government as the technical and administrative head of the department, monitors and co-ordinates the functions of all the Four Regional Chief Engineers, Seven Functional Chief Engineers who are specialized in overall planning and execution of irrigation projects respectively. This Department have are special wings for handily Inter State Water issue and one Public Sector undertaking TNWRCRRRC.

#### BRIEF HISTORY:-

**Origin:** During British period, apart from Army, the first department that was established was maintenance department for maintaining irrigation structure, Public Buildings etc., The same was later converted into Public Works Department in the year 1858.

**Development:** In the year 1867, a separate Chief Engineer was created for irrigation, considering the importance of irrigation and food production. Due to its manifold growth with Four Regional Chief Engineers, Seven Functional Chief Engineers functioned as Water Resources Organisation under the Head of Engineer-in-Chief, WRO & Chief Engineer (General) PWD in the Tamilnadu Public Works Department.

Having emphasis on conserving of the water, which is the lifeline to an living During on earth an independent department named Water Resources Department for effective management of Water Resources was formed during June 2021.

#### IRRIGATION PROJECTS-BEFORE INDEPENDENCE:

- Mettur Dam-1934
- Periyar Dam-1895
- Palaranicut across Palar-1858
- Tirukovilurancut across Thenpennaiyar-1885
- Thozhuthur barrage, Willingtom Reservoir-1923
- Pechiparai -1906

## **IRRIGATION PROJECTS AFTER INDEPENDENCE:**

- Bhavani, Manimuthar, Amarvathi, Periyar Vaigai, Sathanur reservoir projects in the first five year plan.
- Pullampadi canal, Vidur dam, Parambikulam Aliyar scheme and Pudukottai High level Canal were constructed in Second five year plan.
- Totalling about 81 irrigation reservoirs irrigating an amount of 9.26 lakh hectares, at the end of 10th five year plan.
- Currently 85 Irrigation +5 During water Reservoirs are under the control of Water Resources Department.

Water Resources department is maintaining the irrigation structures and coastal protection works in Tamilnadu and it continues to provide various services like harnessing water resources potential, extending irrigation potential etc., which are capital assets of the state.

### **THE WORKING HOURS OF THIS OFFICE:-**

10.00 A.M. to 5.45 P.M. (Lunch Break - 1.30 P.M. to 2.00 P.M)

**5 WORKING DAYS FROM MONDAY TO FRIDAY.**

## CHAPTER-3

### OFFICE OF THE ENGINEER-IN-CHIEF & CHIEF ENGINEER (GENERAL) WATER RESOURCES DEPARTMENT, CHEPAUK, CHENNAI-5

#### **POWER AND DUTIES OF OFFICERS AND EMPLOYEES:-**

The Engineer –in-Chief & Chief Engineer (General), WRD is the head of the Water Resources Organisation of the Water Resources Department and assisted by the Officers and the staffs furnished in chapter 10&11.

The Engineer-in-Chief and Chief Engineer (General), Water Resources Department assists the Government as the technical and administrative head of the department, monitors and co-ordinates the functions of all the Four Regional Chief Engineers and Seven Functional Chief Engineers who are specialized in overall planning and execution of irrigation projects respectively.

#### **Tender Award Committee**

As per G.O.Ms.No.555 Public works (G2) department dated 17.11.99 a committee has been constituted comprising of following members:

- |   |            |
|---|------------|
| 1. The Engineer -in-chief                   | - Chairman |
| 2. Chief Engineer                           | - Member   |
| 3. Chief Engineer, Chennai Region           | - Member   |
| 4. A representative from finance department | - Member   |

The tenders with a value of more than 1 crore and tenders upto 1 crore with a tender excess over department value are placed before the Tender Award Committee.

The decision on the tender proposals are taken by the above committee based on the merits and demerits of tender proposals.

#### **A. A main functions of the Regional Chief Engineers**

- Overall incharge of all Irrigation systems in their Region,
- Develop goals and objectives for the basins in their respective region, establish priority of the works, adequate quality control measures,
- Maintenance of irrigation structures and appurtenance in priority basis,
- Implement adequate quality control measures in all works,
- Ensure sound environments, land acquisition and economic rehabilitation,
- Co-ordinate basin activities. Co-ordinate with farmers and farmers organisation on implementation of new schemes.



## B. The main functions of the functional Chief Engineers:

1.	Chief Engineer, WRD, Plan Formulation, Chennai-600005	In-charge of Project Planning Investigation, Report Preparation and Special studies such as conjunctive use, Drainage relief, Sea water intrusion environment impact assessment, socio-economic and pollution.
2.	Chief Engineer, WRD, Design, Research and Construction Support, Chennai-600005.	Designs all structures in WRD, conducts special studies in river scour, calibration of weirs, energy dissipation structures and special modelling in flood control and sedimentation surveys in reservoirs and tanks, develops construction policies, procedures and standards and provides all heavy equipment for construction and maintenance. Apart from this testing of soil and construction materials such as concrete, mortar, bricks, stone, tiles, cement, lime, sand and water for its suitability for construction purpose.
3.	Chief Engineer, WRD, SDSO & Operation & Maintenance, Chennai-600005.	Develops policies, regulations and standards for operation of reservoirs and delivery systems, ensures safety of dams and other structures develops standards for maintenance facilities and ensures maximum possible participation of farmers in irrigation management.
4.	Chief Engineer, WRD, State Ground and Surface Water Resources Data Centre, Taramani, Chennai-600 113.	Collects surface and ground water data and meteorological data, and prepares legislation for regulation of surface and ground water, Watershed Studies, Monitoring of Water Levels, Collection of Rainfall Data, Intensive Survey in Dark and Grey Area Blocks, Salt Water-Fresh Water Interface Studies, Drilling of Exploratory Bore Wells, Study on Pollution due to Industrial Effluents and Fertilizer Impact, Ground Water Awareness Programmes, Water Quality Analysis, Electrical Logging Service, Certification for Ground Water Extraction are taken up by this wing. The facilities available and the activities of Ground Water Wing can also be browsed through the website. <a href="http://www.groundwatertnpwd.com">www.groundwatertnpwd.com</a>
5.	Chief Engineer and Director, WRD, Institute for Water Studies, Taramani, Chennai-600 113.	Prepare basin assessments for all river basins. Prepares State Water Plan and provides policy and advice to WRD on environmental matters, identifies methods of augmenting and conserving water resources. Conducts research and development in Water Management Quality Assurance measures in WRD Projects.

6.	Irrigation Management Training Institute	<p>Training to Strengthen the institutional capabilities of Water Resources and other related Departments. Expose the Trainers to modern Technologies in irrigation to achieve optimization of Water use.</p> <p>Training to officers &amp; Staff of the Government working in various irrigation commands and also farmers to update &amp; improve upon the Knowledge, Skills and attitude.</p>
7.	State Water Resources Management Agency (SWaRMA)	<p>Preparation of base line information on for WRO  Ensuring availability of WRD to the Department and other line Department / Agencies for their use.</p>

## CHAPTER-4

OFFICE OF THE ENGINEER-IN-CHIEF &  
CHIEF ENGINEER (GENERAL)  
WATER RESOURCES DEPARTMENT,  
CHEPAUK, CHENNAI-5.

### **RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS.**

1. The Business in the Department is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals.

- I. Tamil Nadu Government Office Manual.
- II. Tamil Nadu Engineering Service Rules.
- III. Tamil Nadu Engineering Subordinate Service Rules.
- IV. Tamil Nadu Public Works Department Code.
- V. Tamil Nadu Public Works Account Code.
- VI. Tamil Nadu Budget Manual
- VII. Tamil Nadu Government Servants (Condition of Service Rules, 2016)
- VIII. Tamil Nadu Civil Services (Discipline and Appeal) rules
- IX. Tamil Nadu Government Servants Conduct Rules, 1973
- X. Tamil Nadu Pension Rules XI. Fundamental Rules,
- XII. Tamil Nadu Financial Code. XIII. Tamil Nadu Account Code
- XIV. Tamil Nadu Treasury code.

2. The Details of the above listed Rules, Manuals and Acts are furnished below.

Sl. No.	Name of the Rules	Tamil Nadu Government Office Manual
1.	Type of the Document.	This manual Contains the rules to the office procedure and maintenance of office records etc.,
2.	Name of the Manual	Tamil Nadu Engineering Service Rules.
	Type of the Document	The rules describe the service matters (viz) appointment, educational qualification, promotions etc of the posts the TNES governed in
3.	Name of the Manual	Tamil Nadu Engineering Subordinate Service Rules.
	Type of the Document	The rules describe all service matters (viz) appointments educational qualification promotions etc of the posts governed in the TNESS.
4.	Name of the Manual	Tamil Nadu Public Works Department code
	Type of the Document	This code describe the delegation of powers to the

		P.W.D. Officers in respect of Works.
5.	Name of the Manual	Tamil Nadu Public Works Account Code.
	Type of the Document	This Code describes the accounting procedures Maintained by the P.W.D. on works.
6.	Name of the Manual	The Tamil Nadu Budget Manual
	Type of the Document	This manual contains the rules framed by the Finance Department for the guidance of estimating officers and departments of Secretariat in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorized grants or appropriation.
7.	Name of the Document	Tamil Nadu Government Servants (Condition of Service Rules, 2016)
	Type of the Rules.	The rules are made under the proviso to article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services.
8.	Name of the Document	Tamil Nadu Civil Services (Discipline and Appeal) Rules.
	Type of the Rules.	The rules are made under the proviso to article 309 of the Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the State.
9.	Name of the Document	Tamil Nadu Government Servants conduct Rules. 1973.
	Type of the Rules.	The rules are made under the proviso to article 309 of Constitution of India in relation to the conduct of the members of civil service of the State in the performance of the duty with integrity and devotion to duty.
10.	Name of the Document	Tamil Nadu Pension Rules.
	Type of the Rules.	The rules are made in relation to the pensionary benefits to the members of civil service of the State.
11.	Name of the Document	Fundamental Rules.
	Type of the Rules.	The rules are made under the proviso to article 309 of Constitution of India in relation to the pay, allowances, leave joining time, foreign service etc., of the members of civil service of the State.
12.	Name of the Document	Tamil Nadu Financial Code

	Type of the Code.	The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.
13.	Name of the Document	Tamil Nadu Account Code.
	Type of the Code.	The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures
14.	Name of the Document	Tamil Nadu Treasury Code.
	Type of the Code.	The code published by Finance department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.

The documents mentioned in item 1 to 14 are available with the Director of Stationery of Printing for sale to the Public on payment of cost.

## **CHAPTER-5**

**OFFICE OF THE ENGINEER-IN-CHIEF &  
CHIEF ENGINEER (GENERAL)  
WATER RESOURCES DEPARTMENT,  
CHEPAUK, CHENNAI-5.**

### **PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.**

The policies /Acts necessitated for the irrigation sectors are governed under the frame work of the Government which passes of the bill in the floor of assembly.

There is no provision to seek consultation / participation of Public or its representatives for formulation of policies or implementation of policies in respect of this office.

## CHAPTER-6

OFFICE OF THE ENGINEER-IN-CHIEF &  
CHIEF ENGINEER (GENERAL)  
WATER RESOURCES DEPARTMENT,  
CHEPAUK, CHENNAI-5.

### A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR ITS CONTROL.

Sl. No.	Category the Document.	Name of the Document and its introduction in one line.	Procedure to obtain the document.	Held by / under control of.
-- Nil ---				

## **CHAPTER-7**

**OFFICE OF THE ENGINEER-IN-CHIEF &  
CHIEF ENGINEER (GENERAL)  
WATER RESOURCES DEPARTMENT,  
CHEPAUK, CHENNAI-5.**

### **A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART.**

There are no Boards, Council, Committees and other bodies related to this office to provide information to the Public.

However, a reception cum facilitation counter is functioning in Head Office to provide information to the public.



## CHAPTER – 8

### NAME AND DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICER

#### 1. Public Information Officer - I

Name	Designation	Phone No. Office	Fax	E-mail	Address
Er. P.N.S. Maheshbabu	Deputy Chief Engineer (Irrigation)	044-28410402 extn.:120		eicwrtdtn@gmail.com	Office of the Engineer-in-Chief & Chief Engineer (General), Water Resources Department, Chepauk, Chennai – 600005.

#### 2. DEPARTMENT APPELLATE AUTHORITY

Name	Designation	Phone No. Office	Fax	E-mail	Address
Er. S. Ramesh	Joint Chief Engineer (Irrigation)	044-28410402 extn.:192		eicwrtdtn@gmail.com	Office of the Engineer-in-Chief & Chief Engineer (General), Water Resources Department, Chepauk, Chennai – 600005.

### 3. Public Information Officer - II

Name	Designation	Phone No. Office	Fax	E-mail	Address
Er. T. Suganthi	Chief Personnel Officer	044-28414604	044-28594148	dceglwrd@gmail.com	Office of the Engineer-in-chief & Chief Engineer (General), WRD, Chepauk, Chennai-600 005.

### 4. DEPARTMENT APPELLATE AUTHORITY

Name	Designation	Phone No. Office	Fax	E-mail	Address
Er. C.Podhupani-thilagam	Joint Chief Engineer (General)	044-28414604	044-28594148	jceglwrd@gmail.com	Office of the Engineer-in-chief & Chief Engineer (General), WRD, Chepauk, Chennai-600 005.

## **CHAPTER – 9**

**OFFICE OF THE ENGINEER-IN-CHIEF &  
CHIEF ENGINEER (GENERAL)  
WATER RESOURCES DEPARTMENT,  
CHEPAUK, CHENNAI-5.**

### **PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

This office being the office of a Heads of Department follows the rules laid down in the Tamil Nadu P.W.D. Accounts Code and Tamil Nadu P.W.D. Code in respect of all technical matters relating to the Irrigation schemes. Apart from this, the provision in other codes and Service rules mentioned in the chapter, 4 of this manual are also followed wherever applicable.

The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc; in accordance with the documented procedures/ laid down procedures / defined criteria / rules detailed above.

The process of examination is initiated by the subject dealing members and passes through Superintendent / Administrative Officer / Accounts Officer / Assistant Exe. Engineers Deputy Chief Engineer (Irrigation) / Deputy Chief Engineer (General) / Joint Chief Engineer (Irrigation) in respect of works / Joint Chief Engineer (General) in respect of establishment. The Engineer in Chief & Chief Engineer (General), WRD is the final authority in taking decisions on all the policy matters of the Water Resource Department.

## CHAPTER -10

OFFICE OF THE ENGINEER-IN-CHIEF &  
CHIEF ENGINEER (GENERAL)  
WATER RESOURCES DEPARTMENT,  
CHEPAUK, CHENNAI-5.

### DIRECTORY OF OFFICERS AND EMPLOYEES:

Sl. No.	Designation	Office	Extn.	Fax	E-mail
1.	EIC & CE (Gl.). WRD	28414604 28525351	101	044-28594148	eicwrdrtn@gmail.com
2.	JCE (Gl.)	28414604 28594145	102		
3.	JCE (I)	28414604 28594144	192		
4.	DCE (Gl.)				
5.	DCE (I)				
6.	SE IAMWARM	28414604 28418074	243		
9.	EE Procurement Cell	28414604	115		
10.	EE PIM Cell	28414604	209		
13.	AO	28414604	105		
14.	CPO	28414604	107		
15.	HDO	28414604	120		
16.	AEE T1	28414604	108		
17.	AEE T2	28414604			
18.	AEE T3	28414604			
19.	AEE T4	28414604			
20.	AEE T5	28414604			
21.	AEE T6	28414604			
22.	AEE T7	28414604			
23.	AEE T8	28414604			

**CHAPTER -11**

**OFFICE OF THE ENGINEER-IN-CHIEF &  
CHIEF ENGINEER (GENERAL)  
WATER RESOURCES DEPARTMENT,  
CHEPAUK, CHENNAI-5.**

**Monthly Remuneration received by each of the Officers and Employees including the Officers and Employees including the system of compensation as provided in the regulation.**

<b>S. No.</b>	<b>Designation</b>	<b>Number of Employees</b>	<b>Scale of pay</b>	<b>Pay Band</b>
	<b>Engineers:</b>			
1.	Engineer-in-Chief & Chief Engineer GI. WRD	1	Level 30	(123600 – 216600)
2.	Joint Chief Engineers	2	Level 28	(123100 – 215900)
3.	Deputy Chief Engineers	2	Level 25	(59300 – 187700)
4.	Superintending Engineer		Level 28	(123100 – 215900)
5.	Executive Engineer		Level 25	(59300 – 187700)
6.	Assistant Executive Engineers		Level 22	(56100 – 177500)
7.	Assistant Engineer/ Junior Engineer		Level 20	(37700 – 119500)
	<b>Drawing Branch:</b>			
8.	Head Draughting Officer	1	Level 25	(59300 – 187700)
9.	Special Draughting Officer		Level 22	(56100 – 177500)
10.	Senior Draughting Officer		Level 17	(36700 – 116200)
11.	Draughting Officer		Level 13	(35900 – 113500)
12.	Junior Draughting Officers		Level 11	(35400 – 112400)
13.	Assistant DraughtsMan		Level 8	(19500 – 62000)
	<b>Administrative Branch:</b>			
14.	Chief Personal Officer	1	Level 25	(59300 – 187700)
15.	Administrative Officers	1		
16.	Superintendent		Level 18	(36900 – 116600)
17.	Assistant		Level 10	(20600 – 65500)
18.	Camp Assistant			
19.	Junior Assistant		Level 8	(19500 – 62000)
20.	Steno Typist		Level 10	(20600 – 65500)
21.	Typist		Level 8	(19500 – 62000)
22.	Telephone Operators			
23.	Driver			
24.	Record Clerk		Level 2	(15900 – 50400)
25.	Duffador		Level 3	(16600 – 52400)
26.	Office Assistant		Level 1	(15700 – 50000)
27.	Watchman		Level 1	(15700 – 50000)

**CHAPTER-12**

OFFICE OF THE ENGINEER-IN-CHIEF &  
CHIEF ENGINEER (GENERAL)  
WATER RESOURCES DEPARTMENT,  
CHEPAUK, CHENNAI-5.

**BUDGET**

**Water Resources Department**

**Demand No: 40**

<b>Sl.No.</b>	<b>Details</b>	<b>Budget Estimate 2024-2025</b>
1.	Plan	
2.	Maintenance	

## **CHAPTER-13**

**OFFICE OF THE ENGINEER-IN-CHIEF &  
CHIEF ENGINEER (GENERAL)  
WATER RESOURCES DEPARTMENT,  
CHEPAUK, CHENNAI-5.**

### **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.**

There are no subsidy or beneficiaries programmes that are distribute of to the public in this office.

**CHAPTER-14**

OFFICE OF THE ENGINEER-IN-CHIEF &  
CHIEF ENGINEER (GENERAL)  
WATER RESOURCES DEPARTMENT,  
CHEPAUK, CHENNAI-5.

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR  
AUTHORISATIONS GRANTED BY IT.**

No concessions, permits or authorization are granted to the Public in this office.



## **CHAPTER-15**

**OFFICE OF THE ENGINEER-IN-CHIEF &  
CHIEF ENGINEER (GENERAL)  
WATER RESOURCES DEPARTMENT,  
CHEPAUK, CHENNAI-5.**

### **NORMS SET FOR THE DISCHARGE OF FUNCTIONS.**

For the discharge of functions allocated to the Water Resources Department, in respect of the works : 1) Tamil Nadu Public Works Account Code & 2) Tamil Nadu Public Works Department Code Manuals) and in respect of Establishment of Engineering employees in this Department : 1) Tamil Nadu Engineering Service 2 ) Tamil Nadu Engineering subordinate service Rules are followed in this organization.

Moreover, the day-to-day administrative functions are carried out by various Acts and Rules and instructions issued by the Government from time to time. Apart from this some of the Commonly used Acts / Rules / Manuals are also followed wherever applicable

- 1) Tamil Nadu Government Office Manual.
- 2) Tamil Nadu Budget Manual
- 3) Tamil Nadu Government Servants (Condition of Service Rules, 2016)
- 4) Tamil Nadu Civil Services (Discipline and Appeal)rules
- 5) Tamil Nadu Government Servants Conduct Rules, 1973
- 6) Tamil Nadu Pension Rules
- 7) Tamil Nadu Financial Code.
- 8) Fundamental Rules,
- 9) Tamil Nadu Account Code
- 10) Tamil Nadu Treasury code.

## **CHAPTER-16**

**OFFICE OF THE ENGINEER-IN-CHIEF &  
CHIEF ENGINEER (GENERAL)  
WATER RESOURCES DEPARTMENT,  
CHEPAUK, CHENNAI-5.**

### **DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.**

The details of the information related to various schemes can be availed of by Public in the form of floppy, Cassette according to the Right to Information Act, 2005. There is separate website for Water Resources Department and additional information about the functioning of the Water Resources Department is available in the following website:  
**[wrd.tn.gov.in](http://wrd.tn.gov.in)**

## **CHAPTER-17**

**OFFICE OF THE ENGINEER-IN-CHIEF &  
CHIEF ENGINEER (GENERAL)  
WATER RESOURCES DEPARTMENT,  
CHEPAUK, CHENNAI-5.**

### **PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION.**

The Public are provided with information through Notice Board, Newspapers, District Level and State level Tender Bulletins office Library, Web Site and Exhibitions and other means of advertising.

**Engineer-in-Chief & Chief Engineer (General), Water Resources Department**

