

From

Director,
Water & Sanitation Support Organization,
O/o Engineer-in-Chief, Haryana,
Public Health Engineering Department,
Panchkula.

To

Nodal Executive Engineers (WSSO),
Public Health Engineering Division,
Ambala Cantt./ No. 2, Bhiwani/ No. 2, Sonapat/ No. 2, Rohtak/
No. 1, Rewari/ Jind/ No. 1, Sirsa/ No. 1, Narnaul/ No. 1, Panipat/
No. 3, Palwal/ Kurukshetra/ No. 2, Yamunanagar/ No. 1, Hissar/ No. 1, Kaithal/
No. 1, Karnal/ Gurgaon/ Panchkula/ No. 1, Fatehabad/ No. 1, Nuh/ No. 1,
Faridabad/ No. 2, Jhajjar.

Memo No. 428-448
Dated Panchkula the, 21/2/13.

-WSSO I E C

Subject: - Streamlining the work of Support Activities.

The performance of the activity under NRDWP (Support) funds was reviewed by the undersigned in the meeting of District Consultants/ BRC (WSSO) in Head office on 29.01.2013.

On the basis of the feedback some difficulties are being faced by District Consultants/ BRC during performance of their duties. The difficulties faced alongwith instructions are as below:-

1. The sanction of private water connections in the rural areas is primarily and sole responsibility of the Sub-Division concerned. The District Consultant/ BRC shall not be assigned any duty of filling up the application forms, preparation of sanction letters, dispatch of sanction letter, opening and maintaining the ledger of private water connections, preparation and distribution of water bills, collection of water bills and keeping the account of revenue collection. The services of the District Consultants/ BRCs shall be utilized only for motivation of the villagers to get the private water connections or installation of taps.
2. It is expected that District Consultant shall report directly to the Nodal Executive Engineers of WSSO. His/ her attendance shall be marked and verified by PHED staff nominated by nodal Executive Engineer in Division office. Similarly the attendance of Block Resource Coordinator should be verified by District Consultant before submitting the same to Division office.
The pay, TA/DA to the District Consultants/ BRCs is not being paid in time and is delayed abnormally. Many of the times, the Head Office has to intervene to get the pay released. The instructions have already been issued to release their pay before 7th of each month. The salaries should be deposited in their Bank Accounts. The practice of handing over the cheques to them and asking getting these passed from the treasury shall be stopped henceforth. The salary cheques shall be got passed from the treasuries by SDCs. Necessary deductions such as income tax etc shall be made as per prevalent Govt. rules.
3. The Laptops, internet Data Card, Mouse, Pen Drive have been issued to all the District Consultants or BRC where District Consultant is not posted except for District Palwal.
4. The Support Activities shall be executed as per the provisions of the approved estimates, targets fixed on DDWS website and also as per directions issued by Head Office from time to time. In case of the activities performed by PHE Division other than Nodal Divisions, the Nodal Executive Engineers shall submit the demand of LOC to Head Office pertaining to that division after ensuring that activities have been performed as per the approved estimate. The demand of LOC shall contain the activity performed, expenditure on the activity and name of the division who carried out the activity.

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5. The Projectors in Districts namely Faridabad, Kurkshetra, Jind, Mohindergarh, Fatehabad, Panchkula, Mewat, Panipat and Jhajjar are required to be arranged as these are not available with the E.E. PHED in these Districts. The matter is being taken up with HARTRON accordingly.
6. A report showing the success stories for atleast two villages in each District recently covered under Water Conservation Award may be sent to this office through E-mail by 03.02.2013. The success stories may cover the number of additional houses who have started receiving water and also the reduction in number of supply hours after Water Conservation Award alongwith daily saving in quantity of water and energy. Any other special aspect may also be specified in the report.
7. The leave as applicable to BRCs shall be sectioned by Executive Engineer on the recommendations of District Consultant. In case District Consultant is not posted in any District it shall be sanctioned by Nodal Executive Engineer directly. The leave of the District Consultant shall be sanctioned by Nodal Executive Engineer.
8. The payment of all Support Activities including pay component shall be handled by one Sub-Divisional Engineer for better financial control.
9. As per Govt. of Haryana, Finance Department the Haryana Civil Service Rules, Part-II, Leave Rules-2012 (1st Addition), the following leave to employees appointed on contract are admissible:-
 - (a) Leave on full pay may be sanctioned @ 1.25 days per month's period spent on duty;
 - (b) Half pay leave for 20 days per year on medical certificate after putting one year service;
 - (c) Leave without pay may be granted subject to a maximum of one month in a year;
 - (d) Maternity leave to female Government employees will be admissible for a period of three months;
 - (e) Leave of one kind in combination of others may be granted upto a maximum period of three months at any one time.

The too much hierarchy/ channels are creating unnecessary obstacles which shall be avoided. The District Consultants & BRCs have been put under the control of Executive Engineer to have better coordination of WSSO with PHED.



Director
WSSO

Dated: 1/02/2013.

Endst. No. 449 - 519

A copy of the above is forwarded to the following for information and necessary action.

1. All Superintending Engineers, Public Health Engineering Circles in Haryana.
2. All Executive Engineers in Public Health Engineering Department, Haryana except Nodal Executive Engineers (WSSO).
3. All District Consultants in WSSO.



Director
WSSO