

**OFFICE ORDER**

In view of the present work load of Brahmaputra Board and to achieve focus, efficiency, speed and ease of discharging of business, the following wings / departments based on the broad activities are created in headquarters office in supersession of Office Order No. BB/3103/04/Pt-I/5 dated 10.08.2012.

Sl. No.	(a) Wing (b) Short Name (c) Head	Broad Functions
1	(a) Administration and Secretariat (b) A&S (c) Secretary	Overall Administration, Establishment related matters in respect of all regular and work charge staff. Meetings of the Brahmaputra Board, High Powered Review Board (HPRB), Standing Committee and all other committees. All residual matters not assigned to other wings, Liaison work, RTI matters, Trainings, Services and running of offices of Brahmaputra Board, Liaison Office at Delhi. All services and supplies in the offices, including the office equipments with the exception of central air-conditioning, lift and building maintenance. Other activities as assigned from time to time.
2	(a) Finance & Accounts (b) F&A (c) Financial Adviser	Finance, Accounts and Audit. Disbursement of funds to field offices, scrutiny & financial concurrence on proposals. Payments of salary to staff in Headquarters, medical, TA, LTC etc.; Providing expenditure related information; monitoring activities relating to accounts in the field to ensure efficiency. Computerisation of accounts. Co-ordination with all external Audits and & settlement of audit paras. Other activities as assigned from time to time.
3	(a) Vigilance Cell (b) V (c) CVO	Vigilance, complaints, investigations, inquiries. Monitoring of Settlements of Grievances. Other activities as assigned from time to time.
4	(a) Works (b) W (c) Chief Engineer-II	Execution of all Drainage Development Schemes, Anti-erosion schemes, Raised platforms including the related court cases, arbitrary to works and contracts; Maintenance of properties of the Board but excluding day to day running of offices / guest houses etc. Other activities as assigned from time to time.
5	(a) Planning (b) P (c) Chief Engineer-I	Master Plans including Survey, Investigation and Collection of all data needed; River and Basin Studies; Planning; Design and Preparation of Detailed Project Report (DPR) of Multipurpose Projects; Planning and preliminary design of Drainage Development Schemes, Anti-erosion schemes and Flood Management Schemes; Co-ordination and Liaison with States and to keep track of all relevant activities in relevant organisations in relevant States/ countries; Monitoring of FMP Schemes being implemented by States; NEHARI. Other activities as assigned from time to time.

2. The Field Divisions / Circles would carry out all activities in the field as per standing / existing / special directions by the respective wings of the Headquarters and shall be responsible to the headquarters wings for the respective functions. Accounts staff in the field would be under dual control of field officer as also the F&A and both will write their Annual Reports. Annual Report of Engineering staff would be reviewed by each wing of the Headquarters.

- Execution of the sanctioned works would be responsibility of the field division to which the work is assigned. For these matters, they would look up to the Works Wing in the headquarters.
- Maintenance of vehicles allocated to the respective office would also be responsibility of the head of office in the field. Maintenance of vehicles of Headquarters will remain with the Guwahati Division. Vehicles of the field Superintending Engineers would be maintained by the division which is so decided by the Superintending Engineer. And for exercise of headquarters officers powers in these matters, divisions would look up to the Secretary in the headquarters.

3. Secretary will be the Head of Office for entire headquarters office and staff. All establishment issues will be dealt by the Secretary for all staff irrespective of whether he is regular or work-charged, engaged in field or any wing of Headquarters. All establishment matters of the field offices would be dealt by respective Executive Engineers and Superintending Engineers. Proposals in respect of all matters which require powers to be exercised by headquarters officers; Secretary would be the officer of the headquarters.

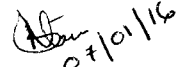
4. Establishment related matters of Superintending Engineers including leave would be dealt by the Secretary. In respect of all kinds of leave, the leave application after recommendation (oral / telephonic / written) by the controlling officer would go to the A&S Wing for further processing, sanction by competent authority and record. The Superintending Engineer would invariably include a line in his leave application as to if he has got clearance for leave from his Controlling Officer.

This issues with the approval of competent Authority.

Sd/-
(J. Barman)
Secretary

Copy to:

1. All Members of Brahmaputra Board (As per list attached) for favour of information please
2. All the officers and officials of Brahmaputra Board
3. Guard File


(B. P. Baruah)
Under Secretary (E)