

**Water Resources Department  
Govt. of Jharkhand**

**Duties and Responsibilities for maintenance and smooth  
functioning of Website of WRD and MIS of Minor and  
Major Irrigation, Jharkhand**

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**(i) General**

Website of the Water Resources Department, Jharkhand [www.wrdjharkhand.nic.in](http://www.wrdjharkhand.nic.in) and Management Information System (MIS) of Minor Irrigation have been inaugurated on 14.11.2011 by Shri Sudesh Mahto, Hon'ble Deputy C.M. cum Minister, WRD, Government of Jharkhand. In order to maintain and update the website on regular basis, all the documents of common interest should be made available for uploading on the website. Approval for making the documents available on website shall be obtained at the time of getting approval of a particular order/ Circular/ Notification by the concerned authority. The role of departmental officers for maintenance and smooth functioning of website will be as follows:-

**Principal Secretary/ Special Secretary**

- To allow any major modifications in the structure/ design of webpage (main menu/ appearance etc.)
- To take major policy decisions regarding website.

**Chief Engineer (Monitoring)**

- To co-ordinate among all Chief Engineers of WRD for providing updated data which are required to be uploaded/ updated on website.
- All the data which are to be uploaded by different wings of department has to be routed through CE (Monitoring).

**Joint Secretary (Management)**

- To make available all notifications/ circulars/ Information/ any other documents of common interest to Web Information Management Cell as soon as they are published in soft copy (scanned copy) as well as in hard copy.



### **Joint Secretary (Engineering)**

- To make available all allotment orders/ circulars/ administrative approval/ any other documents of common interest to Web Information management cell as soon as they are published in soft copy (scanned) as well as hard copy.

### **Deputy Secretary (concerned with LA and RR)**

- To make available all orders/ letters available in soft copy as well as hard copy for uploading on website.

### **Web Information Manager/ AE**

- To liaison with National Informatics Centre (NIC) regarding uploading, updating and overall monitoring of Website and to undertake routine work related to website. In absence of Web Information Manager, MIS cell in-charge will act as Web Information Manager.

### **Computer Programmer**

To execute the updation work and programming of website as per requirement and instructions.

### **Data Entry Operators (2)**

Typing, scanning and miscellaneous works.

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### **(ii) Maintenance of MIS system of Minor Irrigation**

For maintenance of MIS of Minor Irrigation, the team will work under guidance of Special Secretary/ Chief Engineer (Project Monitoring and Planning).

C.E. (Mon) will co-ordinate with field Chief Engineers (Minor Irrigation). Ranchi & Dumka.

S.E. Planning and Monitoring Circle-3 will compile data with the help of EEs and AEs.

Shri Jitendra Kumar, Assistant Engineer, Minor Irrigation and Shri Santosh Kumar, Assistant Engineer, Planning and Monitoring Circle-3,

Ranchi will co-ordinate with NIC for data updating and uploading related to MIS of Minor Irrigation.

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**(iii) Development of Management Information System (MIS) of Major and Medium Irrigation.**

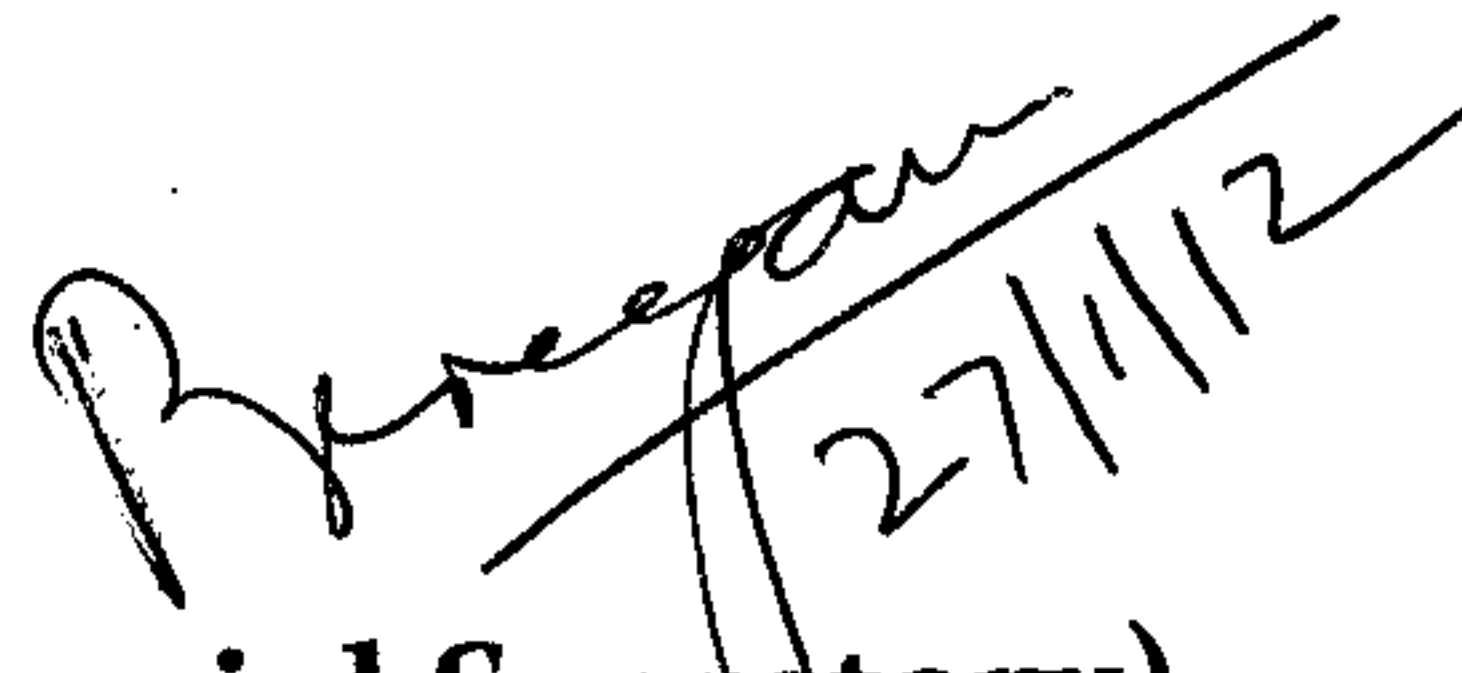
MIS of Major & Medium scheme has to be developed on the pattern of MIS of Minor Irrigation. For this purpose, Shri Vishwanath Prasad Tanti, Assistant Engineer, Planning & Monitoring Circle-1, Ranchi and Shri Rajesh Kumar Chaudhary, Assistant Engineer, Master Planning, Investigation and Hydrology Circle-1 will compile the data which are to be provided to NIC for developing the software. The format and data for MIS has to be finalised in consultation with the concerned monitoring wings. Chief Engineer, Project Monitoring and Planning will co-ordinate with field Chief Engineers for making all data available and also overall monitoring of MIS development work.

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**(Special Secretary)**

**Memo No-1/PMC/468/11-.....14.3...../ dated - 27.01.2012**

Copy forwarded to Consultant (Major), Consultant(Minor)/Engineer in Chief I/II, WRD, Ranchi/ Chief Engineer, Project Monitoring & Planning / Joint Secretary (Management)/ Joint Secretary (Engineering)/ Superintending Engineer, Planning & Monitoring Circle-1, 2 & 3/ Deputy Secretary(Headquarter)/ Shri Onkar Nath, Web Information Manager/ MIS cell in-charge,WRD/ Shri Santosh Kumar, A.E., Project Planning & Monitoring Circle-3/ Shri Vishwanath Prasad Tanti, Assistant Engineer, Planning & Monitoring Circle-1/ Shri Rajesh Kumar Chaudhary, A.E. Master Planning & Investigation Circle, Ranchi/ Shri Jitendra Kumar, Assistant Engineer, Minor Irrigation Design Division, Ranchi/ All Chief Engineers (including Minor Irrigation), Water Resources Department, Jharkhand, Ranchi/ State Informatics Officer, NIC, Ranchi for information and necessary action.

  
**(Special Secretary)**