

Under RTI act 2005 the following officers have been designated as public information officer and  
**1 – Appellate authority at public officer**

- a. **Shri Anil Kumar Poddar (A.O.)**  
Public Information
- b. **Shri B. Nijalingappa (C.E.O.)**  
1<sup>st</sup> Appellate authority

2– Officers and their work

**Table 1: Functions of SLNA Team Members**

Designation	Function	Remarks
Chairman EC	<ul style="list-style-type: none"> <li>• Guide and support overall functioning of JSWM-SLNA and provide strategic directions to IWMP</li> <li>• Facilitate convergence of IWMP with various other line departments and agencies.</li> <li>• Approve Annual Plans of SLNA and IWMP (Administrative Approval of PPRs and DPRs)</li> <li>• Develop necessary enabling policy framework (Partnership Policy, HR Policy etc) for effective implementation of IWMP</li> <li>• Review and monitor the functioning and progress of IWMP</li> <li>• Approve the process of               <ul style="list-style-type: none"> <li>• Releasing of funds to PIAs</li> <li>• Procurement of goods and services (more than 10 lakhs)</li> </ul> </li> <li>• Any other function not covered here but is required for the betterment of the program</li> </ul>	
CEO, SLNA	<ul style="list-style-type: none"> <li>• Ensure timely execution and progress (physical and financial) of the projects</li> <li>• Develop HR policy and systems for JSWM-SLNA and WCDC indicating               <ul style="list-style-type: none"> <li>○ Recruitment and performance appraisal systems of SLNA and WCDC staff</li> <li>○ Staff capacity building and welfare including</li> </ul> </li> </ul>	In the absence of CEO, AO shall be in charge of day to day activities

Designation	Functions	Remarks
	<p style="text-align: center;">statutory requirements such as EPF, leave policy, medical, etc.</p> <ul style="list-style-type: none"> <li>○ Providing enabling office/ working facility and environment</li> <li>● Selection of PIAs</li> <li>● Approval of quarterly action plan of the SLNA-Area, projects, CB, Finance etc</li> <li>● Approval of internal capacity building plan vis. tours, study leave, exposure etc</li> <li>● Procurements of works, goods and services (evaluators, consultants, auditors, research experts for studies etc) and sign relevant MoUs/ Agreements - Up to Rs. 10 Lakhs</li> <li>● Develop partnerships with Resource Organizations for various functions</li> <li>● Ensure smooth fund flow at all levels</li> <li>● Facilitate preparation of annual budget of WCDC considering the number of projects and required staff at each WCDC level</li> <li>● Nurture and guide WCDC for efficient functioning</li> <li>● Coordinate with other line departments</li> <li>● Organize planning, review and monitoring meetings of EC, GB, SLNA, SLNA Team, WCDC, PIAs/PIUs/WDT level</li> <li>● Foreclosure of projects due to non performance or other reasons</li> <li>● Day to day management and administration</li> <li>● Mobilizing additional Funds for supporting/ strengthening administrative expenses of SLNA, WCDC, WDTs and WC</li> <li>● Any other function for the betterment of the programme or as delegated by Chairman EC</li> </ul>	
<b>Officers on</b>	<ul style="list-style-type: none"> <li>● Assisting CEO in day to day work as assigned for IWMP in</li> </ul>	

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<b>Special Duty (OSD)</b>	the state	
<b>Administrative Officer (AO)</b>	<ul style="list-style-type: none"> <li>• Overall Administration of SLNA</li> <li>• Administer day to day work culture and discipline</li> <li>• Staff welfare and worksite facilities</li> <li>• Logistics arrangements and approval (equipment, infrastructure, workshops, vehicle hiring, log of staff movement etc)</li> <li>• Procurement of works, goods and services</li> <li>• Ensuring timely appraisal of performance of staff</li> <li>• Function as empowered officer on behalf of Chairman of EC</li> <li>• Authorized RTI officer</li> <li>• Liason and convergence with line departments, training institutions, senior officers, resource organizations etc</li> <li>• Preparation of Annual Report</li> <li>• Preparation of Agenda for EC and GB meet and prepare proceedings</li> <li>• Any other, as delegated by CEO</li> </ul>	In the absence of Administrative Officer Finance Officer shall take charge of day to day activities.
<b>Finance Officer</b>	<ul style="list-style-type: none"> <li>• Coordinate Financial and Administrative Cell in SLNA</li> <li>• Preparation of annual financial report, budget of the projects and institutional fund</li> <li>• Ensure maintenance of books of accounts at all levels</li> <li>• Ensure financial discipline in the implementation of the projects at all levels</li> <li>• Coordinate Internal and statutory audits of SLNA, WCDC, PIA, District level PIA, Watershed Committee/ WDF, through state level empanelment of Auditors.</li> <li>• Strengthening of empanelled Auditors</li> <li>• Provide handholding support to WCDC and PIA in financial matters</li> </ul>	In the absence of Finance Officer Administrative Officer shall be in charge of day to day activities.

Designation	Functions	Remarks
	<ul style="list-style-type: none"> <li>• Procurement of works, goods and services</li> <li>• Release of project funds, institutional funds</li> <li>• Coordinate with DoLR, PIA/ PIU, WCDC, WC for MPR, QPR, UC, ASA, Evaluation etc.</li> <li>• Management of contingency fund up to Rs. 10,000 for day to day activities</li> <li>• Providing/ procuring information for MIS</li> <li>• Any other, as delegated by CEO/ AO</li> </ul>	
<b>Account Officer</b>	<ul style="list-style-type: none"> <li>• Maintenance of books of accounts of SLNA</li> <li>• Assisting Finance Officer and Administrative Officers</li> <li>• Actively participate in the financial review system</li> <li>• Assist CEO in the foreclosure of old/ new projects</li> <li>• Closure of completed projects</li> <li>• Any other, functions as delegated by AO and FO</li> </ul>	In the absence of Account Officer Finance officer will have the additional responsibility of account officer also.
<b>Account Assistant 1</b>	<ul style="list-style-type: none"> <li>• Assist Account Officer in the maintenance of books of accounts of project and institution fund</li> <li>• Assisting in day to day functioning of Finance and Administrative Officers</li> <li>• Compilation of MPR, QPR and other relevant data as required</li> <li>• Initiation and maintenance of files</li> <li>• Typing work</li> <li>• Any other, as delegated by their reporting officer.</li> </ul>	In the absence of one account assistant other assistant shall be in charge of other account assistant
<b>Account assistant 2</b>	<ul style="list-style-type: none"> <li>• Assist in the maintenance of WDT/ PIA/ WCDC/ WC's member's data.</li> <li>• Segregation and collation of important Government Orders/ EC/ GB/ Fund release etc</li> <li>• Maintenance of stock and stock register (tools, equipments,</li> </ul>	

Designation	Functions	Remarks
	furniture, library, files etc) <ul style="list-style-type: none"> <li>• Facilitating accountants of WCDC in auditing WC accounts and WDF account</li> <li>• Initiation and maintenance of establishment files</li> <li>• Typing work</li> <li>• Any other work, assigned by AO and Finance Officer</li> </ul>	
<b>Technical Expert</b> <i>(Agriculture/ Agriculture Engineering)</i>	<ul style="list-style-type: none"> <li>• Coordinate Technical Support and Research Cell in SLNA</li> <li>• Scrutiny and Finalization of PPR using GIS, remote sensing technology and submission of same to appraisal committee</li> <li>• Scrutiny of designs and estimates as per SoR and facilitate finalization and submission of DPR to appraisal committee</li> <li>• Introducing innovative, contemporary, and indigenous technologies related to land and water management</li> <li>• Analysis of non scheduled items and finalization of their rates for approval</li> <li>• Preparation of different formats for DPR, APR, baseline, annual phasing of budgets</li> <li>• Providing technical support to WCDC and WDT</li> <li>• Develop model design and estimates of NRM physical activities/ structures</li> <li>• Monitoring of NRM activities mentioned in DPR and EPA</li> <li>• Support State Level Data Centre by providing relevant data</li> <li>• Identification of related resource organizations/ persons</li> <li>• Provide NRM related data to GIS cell</li> <li>• Coordinate with consortium and JSLPS</li> <li>• Participating in evaluation and impact analysis</li> <li>• Any other work, as assigned by CEO/ AO</li> </ul>	In the absence of TE (Ag/ AEn) TE(CB) will be in charge.
Technical Expert (Capacity Building and	<ul style="list-style-type: none"> <li>• Coordinate Capacity Building Cell in SLNA</li> <li>• Develop annual plan, training calendar, modules and schedule for trainings</li> </ul>	In the absence of TE (CB and WM) TE

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Water Management)	<ul style="list-style-type: none"> <li>• Develop annual internal CB Plan for SLNA</li> <li>• Capacitate WCDC, PIA, WDT, WC in as per the CB needs assessed</li> <li>• Scrutiny of estimates of capacity building and training plan</li> <li>• Institutional development and handholding to CBOs such as SHGs, UGs, WCs, WDF (exit protocol)</li> <li>• Facilitate registration of Watershed Committees under Society Act</li> <li>• Identification of Resource Organization for pooling at the state level</li> <li>• Formation of CB manual in coordination with Pool of Resource Organization and Consortium</li> <li>• Monitoring of CB plan activities</li> <li>• Organizing workshops, seminars, exposures, research etc</li> <li>• Coordinate with relevant institutions/ universities for diploma in watershed management course in the state</li> <li>• Establishment of DLCBC and pool of resource institutes, persons, villages at the district/ project level.</li> <li>• Identifying training institutes such as FTS, RUD-SETI for execution of training calendar</li> <li>• Coordinate all WCDCs in the state</li> <li>• Coordinate with consortium and JSLPS</li> <li>• Organize monthly review meeting at SLNA level</li> <li>• Promoting techniques to enhance water efficiency / management, recharging of aquifer, etc.</li> <li>• Any other functions, as assigned by CEO</li> </ul>	(Agriculture/ Agriculture Engineering) will be in charge.
<b>Technical Expert</b> (Livelihood, Production System and micro enterprises)	<ul style="list-style-type: none"> <li>• Scrutiny of livelihood, production enhancement and micro enterprise plans and submit to appraisal committee.</li> <li>• Scrutiny of estimates of livelihood plan as per SoR, market rate and facilitate finalization and submission of DPR to appraisal committee</li> </ul>	In the absence of TE (Livelihood, Production System and micro

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	<ul style="list-style-type: none"> <li>• Analysis of non scheduled items and finalization of their rates for approval</li> <li>• Evolve systems for preparation of Micro Credit Plan of SHG, UG, Federation and other CBOs and facilitate for credit linkages with banks and other financial institutions (NABARD, SC and ST Corporation, Credit Cooperative etc.)</li> <li>• Providing technical support to WCDC and WDT</li> <li>• Develop the model estimates of livelihood related activities/ and assets and Packages of Practices (PoPs)</li> <li>• Monitoring of livelihood activities mentioned in DPR and EPA</li> <li>• Scouting for best practices in the state and plan for replication</li> <li>• Support State Level Data Centre and SLCBC</li> <li>• Coordinate with consortium and JSLPS</li> <li>• Documentation of success stories, developing IEC materials.</li> <li>• Identification of related resource organizations/ persons.</li> <li>• Provide livelihood related data to GIS cell</li> <li>• Any other work, as assigned by CEO/ AO</li> </ul>	<p>enterprises)TE (CB) will be in charge.</p>
<p><b>GIS and MIS Expert</b></p>	<ul style="list-style-type: none"> <li>• Coordinate State level Data Centres</li> <li>• Maintain the GIS cell as system administrator</li> <li>• Online monitoring through MIS and change detection analysis</li> <li>• Coordinate with WCDC for collection of information and online submission to national level data centre/ portal</li> <li>• Identification of watershed treatable area in consultation with JSAC and facilitation for preparation of PPR</li> <li>• Support PIAs for procurement of topo-sheets and cadastral maps for the project area</li> <li>• Support JSAC for digitization of cadastral maps</li> </ul>	<p>In the absence of GIS expert , Data entry operator cum GIS/ MIS assistant shall be in charge</p>

<b>Designation</b>	<b>Functions</b>	<b>Remarks</b>
	<ul style="list-style-type: none"> <li>• Helping in issuing NoCs to other organizations</li> <li>• Scrutiny of different maps submitted along with DPRs and incorporate different land use pattern in the concerned DPRs as per DoLR requirement</li> <li>• Coordinate with JSAC for the review of projects under SLNA</li> <li>• Procurement of scientific equipment and its maintenance</li> <li>• Development of JSWM Website and its updation on regular basis</li> <li>• Any other task, as designated by CEO and AO</li> </ul>	
<b>Data Entry Operator cum assistant (GIS/MIS)</b>	<ul style="list-style-type: none"> <li>• Preparation of PPR</li> <li>• Online operation of MIS</li> <li>• Digitization of maps</li> <li>• Change detection analysis</li> <li>• Assisting GIS expert in its functioning</li> <li>• Initiation of files</li> <li>• Typing of letters and noting</li> <li>• Any other task, as designated by CEO, AO, GIS Expert</li> </ul>	In the absence of the Data entry operator, GIS Expert will be in charge
<b>Data entry operator cum assistant -1</b>	<ul style="list-style-type: none"> <li>• Dispatch and documentation of files, letters etc</li> <li>• Initiations of files</li> <li>• Typing of letters and noting</li> <li>• Any other work, as assigned by CEO and AO</li> </ul>	
<b>Data entry operator cum assistant -2</b>	<ul style="list-style-type: none"> <li>• Typing of all official letters</li> <li>• Initiation of Files (establishment etc)</li> <li>• Any other work, as assigned by CEO and AO</li> </ul>	

- C.E.O's chamber is on 1<sup>st</sup> floor of F.F.P. bulding ,rest of the officers sit on the 4<sup>th</sup> floor of the same bulding .