

Particulars of organisation, functions and duties:

(a) organisation

- Name of the office : Ground Water Cell
- Complete address of the office : Directorate of Agriculture, Haryana,
Krishi Bhawan, Sector-21, Panchkula –
134112 (Haryana)
- Contact number(s) : 0172-2590093
0172-2563242 (FAX) Extn. 131
- Website address : www.agriharyana.nic.in
- E-mail address : gwcharyana@gmail.com,
- Names, Designation, contact numbers and e-mail addresses of all the staff

Sr. no.	Name (Sh./Smt.)	Designation	Address	Contact. No
1.	Rakesh Kumar	Chief Hydrologist	# 48, Laxmi Enclave, Dhakoli, Zirakpur (Punjab)	09416358828
2.	Pankaj Mahala	WDS	# 40, Transit flat, Sector- 12, Panchkula	09416444474
3.	Satinder Singh	TA	# 162B, Sector-51A, Chandigarh	09466487217
4.	Jaswant Rai	Deputy Supdt.	# 2578, Sector-20C, Chandigarh	09467147990
5.	Abhinav	SO	# 1242, Sector-19B, Chandigarh	09569802760
6.	Harbans Lal	DMAN	# 1330, Sector-26, Panchkula	09417040330
7.	Premvati	Assistant	# 927, Sector-21, Panchkula	09463743096
8.	Balram	Peon	# 11, Peer Muchala, Zirakpur (Punjab)	06283441724

(b) Functions and duties

A. TECHNICAL STAFF

- **Chief Hydrologist:** Supervision of complete work of Ground Water Cell
- **Hydrologist:**
 1. Artificial recharge and water logging.
 2. Guide in preparation of various maps i.e. water table, ground water quality, water table contour, fluctuation (pre and post monsoon) etc.
 3. Preparation of technical reports i.e. Ground water assessment etc.
 4. Follow up of finalization of technical reports from field offices.
 5. All technical case routed through Hydrologist.
 6. To assist Chief Hydrologist and any other work assigned by Chief Hydrologist.
- **Water Development Specialist:**
 1. Follow up of finalization of technical reports from field offices.
 2. Tour programme and other field offices matter routed through WDS.
 3. To assist Chief Hydrologist and Hydrologist and any other work assigned by Chief Hydrologist.
- **Technical Assistant:**
 1. To deal with all technical data and correspondence.
 2. Compilation of water resource estimation data.
 3. Compilation of various reports received from field offices i.e. Geohydrological survey, draft study, pump efficiency, pump test, district write up, micro level surveys, quantum of water recharge etc..
 4. Compile Monthly quarterly physical progress report of field offices
 5. To Assist Water Development Specialist and Hydrologist.
- **Sectional Officer:**
 1. Preparation of field programme and its follow up.

2. Preparation of departmental officers meeting agenda and its follow up.
3. To Assist Technical Assistant and other officers.
4. Any other assignment from Chief Hydrologist/ Hydrologist.

B. DRAWING BRANCH

- **Head Draftsman (HDM):**

1. Supervise the complete work of Drawing branch.
2. Compilation and preparation of data i.e. water level, water quality, water logging, grid observation points, MI units etc received from field offices.
3. Supervision of checking and sanctioning of estimates received from field offices.
4. Assign work to any official of drawing branch i.e. Draftsman and Tracer.

- **Draftsman:**

1. Prepare all maps i.e. water table, water table contour, historical fluctuation in water table, water quality, depth of tube well, position of pumps, position of grid observation points every year.
2. Checking of all estimates.
3. Instruct Tracer for work and follow up of work assigned by HDM.

- **Tracer:**

1. Tracing work of all maps.
2. Maintenance of all State level maps.
3. Annual safe custody certificate of top sheets to GOI.
4. To assist HDM and other officers of the section.

C. MINISTERIAL STAFF

- **Deputy Supdt:**

1. Supervision of all work of ministerial staff.

2. Keeping of ACRs, Maintenance of Attendance and moving registers.
3. Monthly record of file sent to DG and State Govt.
4. Any other work assigned by Chief Hydrologist.

- **Assistant:**

1. All scheme (Plan and Non plan), their budget allotment, rectification, physical verification etc.
2. Dealing of all matters i.e. pay fixation, ACRs entry, Chargesheet, tour programme and other administrative matters etc. of all the Hydrologists and Assistant Geologist in field offices.
3. All matters related to court case.
4. To assist Deputy Supdt. And Assistant.
5. Work assigned by Chief Hydrologist, Hydrologist, DS or WDS.

- **Clerk:**

1. To assist Deputy Supdt. And Assistant
2. To keep clerical record.
3. Dairy and dispatch

- **Peon:**

All peon related work.