

GOVERNMENT OF ASSAM
PUBLIC HEALTH ENGINEERING DEPARTMENT
DISPUR, GUWAHATI-6

NOTIFICATION

No. PHED 62/2020/47

Dated Dispur the 18th March 2020

In pursuance of the decision held in the Apex Body Meeting of the State Water & Sanitation Mission held on 29th February 2020 in line with the operational guideline of Jal Jeevan Mission, the Governor of Assam is pleased to notify the Mission Directorate of Jal Jeevan Mission, Assam which will function under the overall supervision and guidance of State Water & Sanitation Mission

No.	Staff Position	No of Positions	Category Govt (Deputation) or Market/Contract
1	Mission Director	1	From IAS Cadre (in the rank of Secretary & above to govt of Assam)
2	Additional Mission Director (Non Technical)	1	From IAS/ACS cadre
3	Additional Mission Director (Technical)	1	CE, PHE
4	Director (Technical)	1	In the rank of ACE, PHE
5	Director (Procurement & Budget)	1	In the rank of ACE, PHE
6	Director (Monitoring & Evaluation))	1	In the rank of ACE, PHE
7	Director (Water Quality Monitoring and Surveillance)	1	In the rank of ACE, PHE
8	State Finance Manager	1	Sr. FAO of PHE
9	Deputy Director (Technical/ Procurement/ Budget/ Monitoring/ WQM&S)	6	In the rank of SE (One in the rank of SE -Chief Water Analyst)
10	State Project Manager (Technical/ Procurement/Budget/ Monitoring/ WQM&S/ Contract Management)	11	In the rank of EE (Two in the rank of EE - Senior water Analyst)
11	Asst Project Manager	11	In the Rank of AEE
12	Manager/Asst Manager	20	In the Rank of AE
13	State Project Specialist (Institutional, Policy & Programme Management)	1	Contractual
14	State Project Specialist (Financial Management)	1	Contractual
15	State Project Specialist (Monitoring & Evaluation)	1	Contractual
16	State Project Specialist (IEC and capacity Building)	1	Contractual
17	State Project Specialist (Hydro Geology)	1	Contractual
18	State Coordinator (Contract Management)	1	Contractual
19	State Coordinator (Legal)	1	Contractual
20	State Coordinator (IMIS)	1	Contractual
21	State Coordinator (HRD)	1	Contractual
22	State Coordinator (Water Quality Monitoring & Surveillance)	1	Contractual
23	State Coordinator (IT)	1	Contractual
24	State Coordinator (ISA coordination)	1	Contractual

**Support Staffs as per the requirement of the Mission Directorate will be taken after taking approval from SWSM.*

Presently the Mission Directorate will operate from the Office of the Chief Engineer Public Health Engineering Department.

Roles & Responsibilities of State Jal Jeevan Mission Directorate

The function of State Jal Jeevan Mission Directorate will be mandated by the State water & Sanitation Mission. Indicative function of the Mission Directorate are as follows (but not limited to)-

- 1) To provide policy guidance and will be responsible for the overall planning, strategizing, and implementation of JJM in the State;
- 2) To achieve coordination and convergence amongst various state departments
- 3) Responsible for finalization of State Action Plan (SAP) to provide FHTC to every rural household of the State by 2024;
- 4) Decide charges for providing FHTC to rural household;
- 5) Decide water service standards;
- 6) Responsible for financial planning including ensuring timely utilization of fund and no parking of fund;
- 7) Decide modalities for operation of single nodal account;
- 8) Finalize ToR for various contracts especially penal provision for delays and its monitoring;
- 9) Developing O&M strategy and monthly tariff/ user charges for ensuring financial sustainability of the system/ scheme. To firm up policy on O&M accounts and its operation process by GP and/ or its sub-committee;
- 10) To firm up policy on earmarked % of support fund for IEC/ BCC activities;
- 11) Decide action on unauthorized/ unmetered/ unaccounted connections to stop continued loss of water/ revenue.
- 12) support in creation of DWSMs, ensure necessary capacity building, regular monitoring of its functioning; coordinate with DWSMs, collate information, finalize Annual Action Plans (AAPs);
- 13) Monitoring of physical and financial performance and management of the water supply projects;
- 14) Approval for opening a single nodal account and ensure PFMS implementation;
- 15) Prepare and share design of different types of schemes with DWSMs;
- 16) promote/ support innovation, new technology wherever feasible;
- 17) Take up evaluation studies, impact assessment studies, R&D activities;
- 18) Empanelment of consultant for DPR preparation
- 19) Ensure regular updates of JJM physical and financial progress on IMIS and validate the same;
- 20) Decide rate contracts and empanel reputed construction agencies/ vendors through centralized tendering for expeditious implementation;
- 21) Empanel partner NGOs/ Vos/ SHGs as Implementation Support Agencies (ISAs);
- 22) Tendering of schemes and services as required
- 23) Issue notifications for setting up of various committees after approval of SWSM
- 24) Prepare various policy documents and guidelines related to implementation & O&M of Water Supply Schemes
- 25) Engage third party inspection agencies for inspection of work before payment;
- 26) Finalize State Information, Education and Communication (IEC)/ Behavioural Change Communication (BCC) strategy. Ensure effective utilization of the earmarked support fund for IEC activity;
- 27) Prepare capacity building action plan for personnel at various levels of the mission and monitor its implementation, arrange Training of Trainers (ToTs), IEC material use, etc.;
- 28) Ensure that Utilization Certificates (UCs), Audited Statement of Accounts (ASA), etc. Are submitted to Government of India on time;
- 29) Sharing of reports, success stories, best practices on IMIS and within State and disseminate through State social media accounts;
- 30) Conduct campaigns across State that are initiated by both Central and State governments;
- 31) Recognize well performing Districts, Gram Panchayat and/ or its sub-committee, i.e. VWSC., ISAs from time to time and develop policy to encourage them;
- 32) Create and maintain digital inventory of JJM assets on a GIS platform;
- 33) Decide on state-specific slogans for introducing JJM, wall paintings based on the number of houses in a village and areas where it will be painted.



Addl. Chief Secretary to the Government of Assam
Public Health engineering Department
Dispur, Guwahati-06

Memo no: **No. PHED 62/2020/47-A**

Dated, Dispur the 18th March 2020

Copy forwarded for kind information and necessary action

1. The Secretary, Ministry of Drinking Water & Sanitation, Govt of India, CGO complex, Lodhi Road, New Delhi-110003
2. The staff officer of the Chief Secretary to the Govt. of Assam, Dispur
3. The P.S. To the Hon'ble Minister, PHE, Assam for kind appraisal of the Honble Minister
4. The Addl. Chief Secretary to the Govt of Assam, PHE Department, Guwahati-6
5. Commissioner & Secretary, Finance Department, Assam, Dispur
6. Commissioner & Secretary, Transformation & Development Department, Assam
7. Commissioner & Secretary, Power Department, Assam
8. Commissioner & Secretary, Water Resource Department, Assam
9. Commissioner & Secretary, Information & Public relation Department, Assam
10. Commissioner & Secretary, Environment & Forest Department, Assam
11. Commissioner & Special Secretary, Public Works Department, Assam
12. Commissioner & Secretary, Health & Family Welfare Department, Assam
13. Commissioner & Secretary, Education (Elementary & Secondary) Department, Assam
14. Commissioner & Secretary, Panchayat & Rural Development Department, Assam
15. Director, State Project Management Unit, Neer Nirmal Pariyojana, Assam
16. Mission Director, Jal Jeevan Mission, Assam
17. Mission Director, SBM-G, Assam
18. The chief Field Officer, UNICEF, Assam
19. The Chief Engineer, PHE(Water), Assam, Guwahati-36
20. The Chief Engineer, PHE(Sanitation), Guwahati-36
21. Guard File



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