

INDEX OF MANUALS AND APPENDICES

MANUAL – I	The particulars of Upper Yamuna River Board, its functions and duties
MANUAL – II	The powers and duties of its officers and employees
MANUAL – III	The procedure followed in the decision making process, including channels of supervision and accountability
MANUAL – IV	Norms set for the discharge of functions
MANUAL – V	The rules, regulations. Manuals and records held by it or under its control or used by its employees for discharge of its functions
MANUAL – VI	Statement of the categories of documents
MANUAL – VII	Particulars of any arrangement that exists for consultation with, or representation by, the members of public in relation to the formulation of its policy or implementation thereof
MANUAL – VIII	Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.
MANUAL – IX	A directory of its officers and employees
MANUAL – X	Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations
MANUAL – XI	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made
MANUAL – XII	The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes
MANUAL – XIII	Particulars of concessions, permits or authorisations granted by it
MANUAL – XIV	Details in respect of information, available to or held by it, reduced in an electronic format
MANUAL – XV	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use
MANUAL – XVI	The names, designations and other particulars of the public information officers
APPENDIX – I.1	Text of the MOU
APPENDIX – I.2	Composition of the UYRB
APPENDIX – I.3	Composition of the UYRC
APPENDIX – I.4	Constitution and functions of UYRB
APPENDIX – II.1	Duties and functions of its officers

MANUAL – I

THE PARTICULARS OF UPPER YAMUNA RIVER BOARD, ITS FUNCTIONS AND DUTIES.

Upper Yamuna refers to the stretch of Yamuna from its origin upto and including the Okhla Barrage at Delhi.

There used to be differences between the co-basin states on sharing of water of Upper Yamuna River from time to time which was finally resolved by signing of a MoU by the five basin states i.e. Himachal Pradesh, Uttar Pradesh, Haryana, Rajasthan and Delhi on 12th May, 1994. The text of the MoU is at Appendix I.1. Accordingly the Central Govt. constituted the Upper Yamuna River Board vide resolution No. 10(66)/74-IT dated 11.3.95. The state of Uttaranchal came into existence after the signing of MoU and was inducted as a Member of the Upper Yamuna River Board and also the Upper Yamuna Review Committee vide MoWR resolution dated 16th March, 2001

The MoU provides for creation of an “Upper Yamuna River Board” (UYRB) to implement the said MoU and an “Upper Yamuna Review Committee” to supervise the functioning of the UYRB. Composition of the UYRB is at Appendix I.2 and that of UYRC at Appendix I.3. Constitution and functions of UYRB are at Appendix I.4.

MANUAL – II

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.

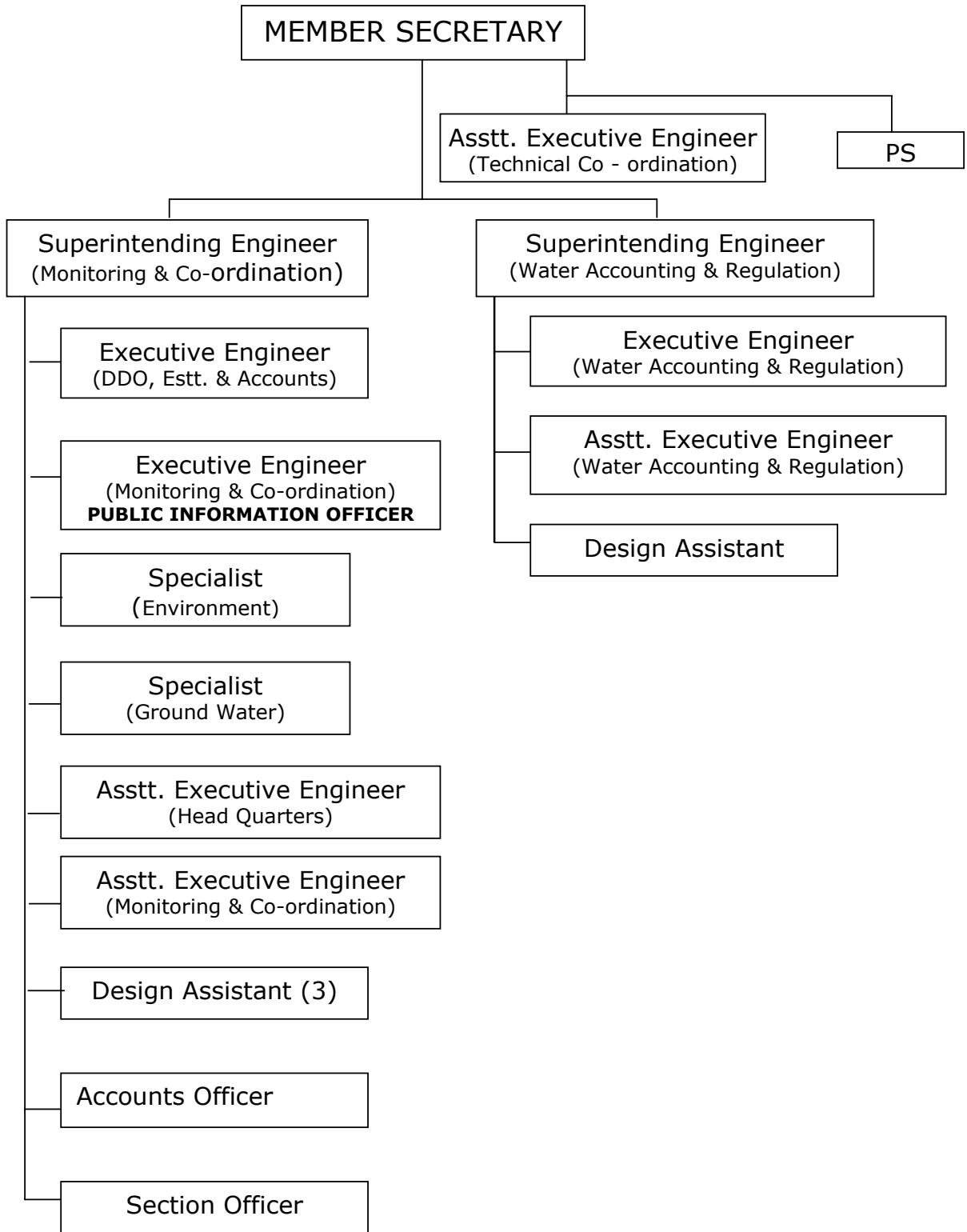
Financial powers – no works powers have been delegated to any officer of Upper Yamuna River Board. Other financial powers are as per Delegation of Financial powers Rules.

Member Secretary, UYRB is declared as HOD and has been delegated powers of the Head of the Department as per MoWR letter No. 26/3/99-IT/900 dated 6th July, 1999.

Duties and functions of its officers are as per enclosed Appendix - II.1

MANUAL III

**THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**



MANUAL – IV**NORMS SET FOR THE DISCHARGE OF FUNCTIONS**

Upper Yamuna River Board (UYRB) has been set up with the objectives as described in Chapter – 1. In order to discharge its duties, UYRB has set up certain norms for the smooth functioning of the organization. The norms have stressed upon the reaction time that officers & officials of UYRB, i.e. the organization in totality, shall take to discharge the duties as assigned.

The norms can be broadly classified into three (3) categories, viz. Technical, Administrative and Financial.

(1) Technical

The norms for discharging technical duties are as follows:

Reply to Parliament Questions:	Within the time limit set by the concerned Ministry.
Reply to VIP Reference:	If any information is required from any other agency, the request for the same shall be sent within ten (ten) working days. After receipt of all necessary information, or if no such information is required, a reply will be sent within one (1) month.
Attend to the complaints lodged by the basin states for short supply of water	Within two (2) working days.

by the controlling state(s):	
-------------------------------------	--

(2) Administrative

Action on all personal matters of officers and staff like leave, LTC etc.	Within five (5) working days of receiving the request.
--	--

(3) Financial

Processing of bills from contractors and suppliers	Within five (5) working days of receipt of the bills.
Processing of personal bills of all officers and staff :	
(a) Reimbursement	Within ten (10) working days of receiving the bills.
(b) All advances except medical	Within five (5) working days of receiving the request.
(c) Medical Advance	Within two (2) working days of receiving the request.

It may, however, be noted that these are norms and not deadlines. All attempts are made to adhere to these norms, but depending upon the merits of each case and also the demand by other works, the actual reaction time may vary.

MANUAL - V

THE RULES, REGULATIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE OF ITS FUNCTIONS

(a) Administrative and financial purposes:

1. Fundamental Rules
2. Supplementary Rules
3. Leave Rules
4. Travelling Allowance Rules
5. LTC Rules
6. Medical Attendance Rules
7. Central Civil Services (Conduct) Rules
8. Central Civil Services (CCA) Rules
9. Central Civil Services (Pension) Rules
10. Central Civil Services (Commutation of Pension) Rules
11. Central Civil Services (Temporary Service) Rules
12. General Provident Fund Rules
13. Staff Car Rules
14. Brochure on Reservation for SC & ST in Services
15. Manual of Office Procedure
16. CPWD Manual Vol. I and II
17. CPWD Accounts code
18. Delegation of Financial Powers Rules
19. General Financial Rules

(b) General references:

1. Topographical Sheets of Survey of India available in CWC's Map record section (SOI)
2. BIS Codes on related topics (BIS)
3. The MOU, Constitution of UYRB/UYRC etc.

MANUAL - VI

STATEMENT OF THE CATEGORIES OF DOCUMENTS

Ever since the Upper Yamuna River Board (UYRB) has been set up, there have been regular meetings and correspondence with the basin states as well as different ministries/ organizations. All these documents can be broadly classified into three (3) categories, viz. Technical, Administrative and Financial.

(4) Technical

The technical documents can be broadly classified as follows:

- i. **Technical correspondence:** Replies to Parliament Questions, VIP references, meetings of the UYRB, Inter-state matters, water supply to Delhi, Annual reports etc.
- ii. **Technical reports:** agreements, annual reports etc.
- iii. **Technical data:** Hydro-meteorological data, water use data, water quality data etc.

(5) Administrative

The administrative documents can be broadly classified as recruitment rules, recruitment process, infrastructure and facilities, personal matters of officers and staff etc.

(6) Financial

The financial documents can be broadly classified into salary and other bills of the officers and staff; bills of contractors and suppliers; budget; stores accounts etc.

MANUAL VII

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

Presently, no such arrangement exists in the Upper Yamuna River Board.

MANUAL VIII

STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

Upper Yamuna River Board – Upper Yamuna River Board was constituted vide resolution No. 10(66)/74-IT dated 11-3-95 and consists of the following members.

- (i) Member (WP&P), Central Water Commission, New Delhi.
Chairman
- (ii) Chief Engineer (WR), Irrigation Dept., Govt. of Uttar Pradesh, Lucknow.

(Chief Engineer, Ganga, Irrigation Deptt., Govt. of Uttar Pradesh, as Alternate Member)
- (iii) Chief Engineer (Level-I), Irrigation Department, Uttaranchal
Member
- (iv) Chief Engineer, Yamuna Water Services, Haryana
Member
- (v) Secretary to the Government, Irrigation Department, Govt. of Rajasthan, Jaipur

(Chief Engineer, Irrigation Dept., Govt. of Rajasthan, Jaipur as Alternate Member)
- (vi) Engineer-in-Chief, Irrigation and Public Health Deptt., Govt. of Himachal Pradesh
Member
- (vii) Engineer-in-Chief (Water), Delhi Jal Board
Member
Govt. of NCT of Delhi
- (viii) Chief Engineer (HP&I), Central Electricity Authority,
Member

Upper Yamuna River Board

New Delhi

- (ix) Chief Hydrogeologist & Member, Central Ground Water Board
- (x) Senior Environmental Engineer, Central Pollution control Board
- (xi) Chief Engineer, Upper Yamuna River Board Member

Secretary

The Board has started functioning w.e.f. 22-4-1995.

UYRB has constituted the following four Committees also for assistance in discharging its functions.

The Board has constituted four committees, the detail of which follows.

1. Committee on Rules of Business of the Board.

Composition of the Committee

- I. Superintending Engineer (Irrigation), Govt. of Haryana.
- II. Chief Engineer, DWS & SDU. Govt. of Delhi.
- III. Additional Chief Engineer, Govt. of Rajasthan.
- IV. Representative of Uttar Pradesh
- V. Representative of Himachal Pradesh.
- VI. Asstt. Law Officer, Central Pollution Control Board.
- VII. Joint Commissioner (Indus), MOWR
- VIII. Member-Secretary, Upper Yamuna River Board – Convenor.

Functions of the Committee:

- (i) To draft a set of rules and regulations for conducting the business of the Board.
- (ii) To look into the aspects of financial matters including operation of Upper Yamuna River Board Fund and delegation of financial powers.

2. Committee on Staffing Pattern.

Composition of the Committee

- I. Superintending Engineer (Irrigation), Govt. of Haryana.
- II. Chief Engineer (E&M), DSW & SDU Govt. of Delhi.
- III. Additional Chief Engineer, Govt. of Rajasthan.
- IV. Representative of Uttar Pradesh.
- V. Scientist-'D', CGWB.
- VI. Director (BP), CWC – Convenor.

Functions of the Committee:

To study and propose the staffing pattern.

3. Committee on Hydrometric Network, Data Monitoring and Transmission.

Composition of the Committee

- I. Representative of Govt. of Haryana.
- II. Executive Engineer (P&M), DWS & SDU, Govt. of Delhi.
- III. Additional Chief Engineer, Govt. of Rajasthan.
- IV. Representative of Uttar Pradesh
- V. Representative of the Govt. of Himachal Pradesh.
- VI. Representative of CGWB.
- VII. CPCB
- VIII. Superintending Engineer, Hydrological Observations Circle, NOIDA, CWC- Convener (Alternate: Executive Engineer, Upper Yamuna Division).

Functions of the Committee:

- (i) Identifying locations of gauging stations necessary for keeping flow records of water lifting points, water inflow points, hydrologic structures, abstractions etc.
- (ii) Preparation of a flow chart.
- (iii) Procedure for deciding stage – discharge ratings for various canal regulators gauge discharge sites, etc.
- (iv) Procedures for deciding quantities diverted/pumped from the river.

4. Committee on Water Accounting Procedures and Operational rules.

Composition of the committee

- I. Representative of haryana.
- II. Chief Engineer (E&M), DSW & SDU Govt. of Delhi.
- III. Additional Chief Engineer, Govt. of Rajasthan.
- IV. Representative of Uttar Pradesh
- V. Representative of Himachal Pradesh.
- VI. Representative of CPCB.
- VII. Representative of CEA.
- VIII. Director (ISM) [Alternate Director (IP)], CWC.
- IX. Member-Secretary of the Upper Yamuna River Board – Convener.

Functions of the Committee:

- (i) Preparation of Water accounting equations;
- (ii) Procedures for deciding losses in canals, river reaches, etc;
- (iii) Procedures for accounting for intermediate contributions and return flows into the river system;
- (iv) Procedures for collecting 10-day water demands at different points and curtailing the demand according to the availability.
- (v) Procedure for deciding water to be accounted against each State; and
- (vi) Procedures regarding adjustment of unutilized allocation of one 10-day period toward another.

The meetings of the Committees are not open to the public. The minutes of meetings of the Committees for items on which a final decisions has been taken, are accessible to the public.

MANUAL IX

A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Address for Communication:

Upper Yamuna River Board
West Block – I
Ground Floor, Wing – 4
R.K. Puram
New Delhi – 110 066

Designation	Office Telephone
Chairman	26108590
Member Secretary	26174147
Private Secretary to Member Secretary	26177916
Superintending Engineer (Water Accounting & regulation)	Vacant
Superintending Engineer (Monitoring & coordination)	Vacant
Executive Engineer (Accounting)	Vacant
Executive Engineer (Estt. & Accounts)	26177916
Executive Engineer (Coordination & Monitoring)	26174147
Specialist (Environment)	Vacant
Specialist (Ground Water)	26177916
Assistant Executive Engineer (Accounting)	Vacant
Assistant Executive Engineer (Accounting)	Vacant
Assistant Executive Engineer (Head-quarter)	Vacant
Assistant Executive Engineer (Co-ordination & Monitoring)	Vacant
Accounts Officer	Vacant
Section Officer	Vacant

Chairman Office Fax:
Office Fax:
Office website:
Office e-mail:

011- 26195289
011- 26184025
<http://uyrb.gov.in>
uyrb-mowr@nic.in

MANUAL X**MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS**

S. No.	Designation	Pay scale	Average Monthly Remuneration
1	2	3	
1	Member Secretary	18400-500-22400/-	43000/-
2	Superintending Engineer	12000-375-16500/-	30500/-
3	Executive Engineer	10000-325-15200/-	27000/-
4	Specialist (Environment)	10000-325-15200/-	27000/-
5	Specialist (Ground Water)	10000-325-15200/-	27000/-
6	Assistant Executive Engineer	8000-275-13500/-	23500/-
7	Accounts Officers	8000-275-13500/-	23500/-
8	Design Assistant	6500-200-10500/-	19000/-
9	Section Officer	6500-200-10500/-	19000/-
10	Private Secretary	6500-200-10500/-	19000/-

Total monthly remuneration is basic pay + allowances as per Govt. rules notified from time to time. Other compensation consisting of honorarium, LTC etc. is followed as per Govt. of India rules notified from time to time.

CHAPTER XI

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENT MADE

The budget allocation for Upper Yamuna River Board for the year 2005-06 is as follows:

S.No	Head	Amount (Rupees in lakhs)
1	Salaries	55.6
2	Medical Treatment	6.00
3	Domestic Travel Expenses	1.90
4	Foreign Travel Expenses	1.00
5	Office Expenses	35.00
6	Rent Rate and Taxes	8.00
7	Publications	0.50
8	BCTT	0.10
9	Other Administrative Expenses	1.45
10	Major Works	15.00
	TOTAL	140.00

There are no agencies under Upper Yamuna River Board to whom funds are disbursed.

MANUAL XII

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES,
INCLUDING THE AMOUNT ALLOCATED AND THE DETAILS OF
BENEFICIARIES OF SUCH PROGRAMMES**

There is no provision of any subsidy programmes under the Upper Yamuna River Board.

MANUAL XIII

**PARTICULARS OF CONCESSIONS, PERMITS OR AUTHORISATIONS
GRANTED BY IT**

No concessions, permits or authorizations are granted by the
Upper Yamuna River Board.

MANUAL XIV

DETAILS IN RESPECT OF INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORMAT

Presently there is no information available with the Upper Yamuna River Board that is reduced to electronic format.

MANUAL XV

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

Following information is available to the public at the website of UYRB, <http://www.uyrb.nic.in>.

- MoU dated 12-5-94 for sharing of waters of Upper Yamuna Basin.
- Tender notices and employment notices etc.
- Tentative water distribution for the year.

For any other information, the Public Information Officer can be contacted.

MANUAL XVI

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF
THE PUBLIC INFORMATION OFFICERS**

No.UYRB/ESTT./15/2005
Government of India
Ministry of Water Resources
Upper Yamuna River Board

New Delhi

Dated the 28th September 2005

ORDER

In pursuance of Section 5(1) of the Right to Information Act, 2005 (No. 22 of 2005), the incumbent officer of the following post is designated as the Central Public Information Officer at the Headquarters of the Upper Yamuna River Board :-

Designation & Office Address

Executive Engineer (Coordination & Monitoring)

Upper Yamuna River Board
B-4 building, First floor
B-1 Block Community Centre
Janakpuri, New Delhi 110 058

Phone: 011-25549151; FAX: 011-25549882

Within his/her respective jurisdiction, each of the above mentioned officer shall carry out the duties as Central Public Information Officer in addition to his/her own duties. As Central Public Information Officer he/she shall deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information. The Central Public Information Officer may seek assistance of any other officer as he/she considers it necessary for the proper discharge of his/her duties. Any officer whose assistance has been sought under the above Act shall render all assistance to the Central Public Information Officer, and for the purposes of any contravention of the provisions of the above Act, such other officer shall be treated as a Central Public Information Officer under sub clause (5) of Section 5 of the Right to Information Act, 2005.

Hindi version will follow.

sd/-

(CHETAN PANDIT)

Member Secretary
Tele:011-25549115

1. Chairman UYRB, New Delhi
2. Ms Meeta Singh, Deputy Secretary (Coord/PPP), Ministry of Water Resources, New Delhi - w.r.t. O.M. No. 12/6/2005-Coord dated 4.8.2005

MEMORANDUM OF UNDERSTANDING BETWEEN UTTAR PRADESH, HARYANA, RAJASTHAN, HIMACHAL PRADESH AND NATIONAL CAPITAL TERRITORY OF DELHI REGARDING ALLOCATION OF SURFACE FLOW OF YAMUNA

1. WHEREAS the 75% dependable notional virgin flow in the Yamuna river upto Okhla has been assessed as 11.70 Billion Cubic Metres (BCM) and the mean year availability has been assessed as 13.00 BCM.
2. AND WHEREAS the water was being utilised by the Basin States ex-Tajewala and ex-Okhla for meeting the irrigation and drinking water needs without any specific allocation.
3. AND WHEREAS a demand has been made by some Basin States on this account and the need for a specified allocation of the utilisable water resources of river Yamuna has felt for a long time.
4. AND WHEREAS to maximise the utilisation of the surface flow of river Yamuna a number of storage projects have been identified.
5. AND WHEREAS the States have agreed that a minimum flow in proportion of completion of upstream storages going upto 10 cumec shall be maintained downstream of Tajewala and downstream of Okhla Headwork throughout the year from ecological considerations, as upstream storages are built up progressively in a phased manner.
6. AND WHEREAS it has been assessed that a quantum of 0.68 BCM may not be utilisable due to flood spills.
7. NOW THEREFORE, considering their irrigation and consumptive drinking water requirements, the Basin States agree on the following allocation of the utilisable water resources of river Yamuna assessed on mean year availability.

subject to the following:

- i) Pending construction of the storages in the upper reaches of the river, there shall be an interim seasonal allocation of the annual utilisation flow of river Yamuna as follows:-

STATES	SEASONAL ALLOCATION OF YAMUNA WATERS (BCM)			
	July - Oct.	Nov. - Feb.	March - June	Annual
Haryana	4.107	0.686	0.937	5.73
Uttar Pradesh	3.216	0.343	0.473	4.032
Rajasthan	0.963	0.07	0.086	1.119
Himachal Pradesh	0.19	0.108	0.08	0.378
Delhi	0.58	0.068	0.076	0.724
Total	9.056	1.275	1.652	11.983

Provided that the interim seasonal allocations will be distributed on ten daily basis.

Provided further that the said interim seasonal allocations shall get progressively modified, as storages are constructed, to the final annual allocations as indicated in para 7 above.

- ii) Separate agreement will be executed in respect of each identified storage within the framework of overall allocation made under this agreement.

Upper Yamuna River Board

iii) The allocation of available flows amongst the beneficiary States will be regulated by the Upper Yamuna River Board within the overall framework of this agreement.

Provided that in a year when the availability is more than the assessed quantity, the surplus availability will be distributed amongst the States in proportion to their allocations.

Provided also that in a year when the availability is less than the assessed quantity, first the drinking water allocation of Delhi will be met and the balance will be distributed amongst Haryana, U.P., Rajasthan and H.P. in proportion to their allocations.

8. This agreement may be reviewed after the year 2025, if any of the basin States so demand.

9. We place on record and gratefully acknowledge assistance and advice given by the Union Minister of Water Resources in arriving at this expeditious and amicable settlement.

New Delhi, the 12th May, 1994.

Sd/-
(Mulayam Singh Yadav)
Shekhawat)
Chief Minister
Uttar Pradesh

Sd/-
(Bhajan Lal)
Chief Minister
Haryana

Sd/-
(Bhairon Singh
Chief Minister
Rajasthan

Sd/-
(Virbhadra Singh)
Chief Minister
Himachal Pradesh

Sd/-
(Madan Lal Khurana)
Chief Minister
Delhi

In the presence of:-

Sd/-
(Vidyacharan Shukla)
Minister (Water Resources)

No.26/1/95-IT
Government of India
Ministry of Water Resources (Indus Wing)

11th Block, 8th Floor,
CGO Complex, Lodhi Road,
Dated the 24th April, 2001.

ORDER

In pursuance of Govt. Resolution No. 26/3/2001-IT dated 16.3.2001 the Upper Yamuna River Board which was earlier constituted in pursuance of Govt. Resolution No. 10(66)/74-IT dated 11.3.95, vide Order No. 26/1/95-IT dated 20.4.95, 4.9.95, 3.2.97 and 21.10.98 is reconstituted as under:

- | | | |
|-----|---|----------|
| 1. | Member (WP&P), Central Water Commission | Chairman |
| 2. | Chief Engineer (WR), Irrigation Department, Govt. of UP
(Chief Engineer, Ganga, Irrigation Department, Govt. of U.P.
as alternate Member) | Member |
| 3. | Chief Engineer (Level-I), Irrigation Department, Uttaranchal | Member |
| 4. | Chief Engineer, Yamuna Water Services, Govt. of Haryana | Member |
| 5. | Secretary to the Government, Irrigation Department, Govt. of
Rajasthan
(Chief Engineer, Irrigation Department, Govt. of Rajasthan as
alternate Member) | Member |
| 6. | Engineer-in-Chief, Irrigation and Public Health Department,
Govt. of Himachal Pradesh | Member |
| 7. | Engineer-in-Chief (Water), Delhi Jal Board, Govt. of NCT of
Delhi | Member |
| 8. | Chief Engineer (HP&I), Central Electricity Authority, Delhi | Member |
| 9. | Chief Hydrogeologist and Member, Central Ground Water
Board | Member |
| 10. | Senior Environment Engineer, Central Pollution Control Board | Member |

Chief Engineer (BPMO), Central Water Commission, New Delhi shall continue to look after the functions of Member-Secretary of the Upper Yamuna River Board till such time that the regular appointment of the Member-Secretary of the Board is made by the Government.

Sd/-
(S.Mahto)
Senior Joint Commission (Indus)
Tel No.4362539

Appendix – I.3

No.26/3/2000-IT
Government of India
Ministry of Water Resources
(Indus Wing)
8th Floor, Block No.11,
CGO Complex, Lodhi Road

New Delhi, dated 24th April, 2001

MEMORANDUM

In pursuance of Government Resolution No. 26/3/2000-IT/ dated 16.3.2001, the Upper Yamuna Review Committee earlier constituted in pursuance of Government Resolution No. 10(66)/74 –IT dated 11.3.95, vide Memorandum No. 26/1/95-IT dated 22.4.95 is reconstituted as under:-

- | | | |
|----|--|----------|
| 1. | Union Minister/
Minister of State for Water Resources | Chairman |
| 2. | Chief Minister of Haryana | Member |
| 3. | Chief Minister of Uttar Pradesh | Member |
| 4. | Chief Minister of Uttaranchal | Member |
| 5. | Chief Minister of Rajasthan | Member |
| 6. | Chief Minister of Himachal Pradesh | Member |
| 7. | Chief Minister of NCT of Delhi | Member |

II. In case of President's Rule in any of the aforesaid basin States, the Governor/Lt. Governor of the concerned State shall function as Member of the Upper Yamuna Review Committee.

III. The Chairman of the Upper Yamuna River Board shall be the Secretary of the Upper Yamuna Review Committee.

Sd/-
(S. Mahto)
Senior Joint Commissioner (Indus)
Tel: 4362539

CONSTITUTION AND FUNCTIONS OF UPPER YAMUNA RIVER BOARD**1. CONSTITUTION**

The Board shall consist of Member, Central Water Commission as part time Chairman and one nominee each from the States of Uttar Pradesh, Haryana, Rajasthan, Himachal Pradesh and National Capital Territory of Delhi not below the rank of Chief Engineer and a Chief Engineer of Central Electricity Authority and representatives of Central Ground Water Board and Central Pollution Control Board as part time members.

The Board shall have a full time Member-Secretary. He shall be appointed by the Central Government for a period of three years at a time and he shall not belong to any of the basin States.

2. FUNCTIONS

The functions of the Upper Yamuna River Board shall include:

(a) Regulation and supply of water from all storages and barrages upto and including Okhla barrage, having regard to the agreements entered into or the arrangements made between the Govts. of the Basin States in pursuance of MOU dated 12.5.94 but keeping in view the peaking requirements of the existing and run-of-the river hydro power stations. The operation and maintenance of the control structures shall remain with the respective States as per agreements in respect of each structure. Should, at any time, there be a dispute regarding regulation of flows at any of the structures, the Board shall take over the operation and control of that structure till the dispute is resolved; provided such take over shall take place with the approval of the Review Committee; provided further that if the Review Committee could not meet within 15 days, Chairman of the Review Committee shall take a decision in this regard.

(b) Maintenance of a minimum flow, in proportion of completion of upstream storages going upto 10 cumec downstream of Tajewala/Hathnikund and downstream of Okhla Head Works throughout the year from ecological considerations as upstream storages are built up progressively in a phased manner.

(c) Monitoring return flows from the waters withdrawn by Delhi from Yamuna after allowing for the consumptive use for the municipal and drinking water purposes as agreed to and after providing treatment to ensure the proper quality of the effluent as per standards of Central Pollution Control Board. For this purpose, the Board shall chalk out a plan in consultation with the concerned Basin States detailing the location from where the raw water will be drawn and the quantum thereof and the points on which water drawn in excess shall be returned back to the system after proper treatment.

(d) Monitoring return flows from the waters withdrawn from Yamuna by the States of Uttar Pradesh and Haryana for the purpose of silt exclusion.

Upper Yamuna River Board

- (e) Monitoring of flows from tail race of Khara hydel station into river Yamuna upstream of Hathnikund; provided that the design of Hathnikund Barrage should ensure optimum operation of Khara tail race channel and provision should also be made for stage II W.J.C. hydro electric project.
- (f) Framing of rules and regulations for water accounting and determination of the shares of water for each State for every 10-day period for purpose of regulation.
- (g) Keeping of concurrent records of the flow of the Yamuna at all stations considered necessary by the Board, consideration/completion of the records and determination of the volume of water flowing in river Yamuna in a water year.
- (h) Keeping concurrent records of data of withdrawals for irrigation, domestic, municipal and industrial or any other purpose and of water going down the river below Okhla.
- (i) Ensuring delivery of supplies to all the concerned States in accordance with their entitlements by taking all necessary measures, inter-alia, by giving directions as regards installation of self recording gauges, taking observations without hindrance, preparing rating curves etc. The selection of the control points at which the Board requires appropriate measures to be taken as mentioned above shall include, but not be limited all points at which Yamuna discharges are being shared by more than one State and all regulation points on the concerned rivers and canals for determining the shareable supplies. The decision of the Board shall be final and binding so far as the selection of the control points are concerned. All the concerned States shall co-operate fully and shall carry out promptly the day to day directions of the Board in regard to regulation and control of supplies, operation of gates and any other matters in their territory, for ensuring delivery of supplies as determined by the Board in accordance with their entitlements.
- (j) Co-ordination of activities relating to and giving of appropriate directions so as to ensure as best as possible, the following;
 - (1) Construction of different works keeping in view funds availability and the desirability of obtaining quick results;
 - (2) Integrated operation of schemes for various uses like water supply, irrigation, industries, hydro-electric power, flood control, etc., including withdrawals during construction of various works consistent with the provisions in the agreements between the basin States.
 - (3) Monitoring, conservation and upgrading the quality of the surface and ground waters; and
 - (4) Smooth implementation of inter-State projects.
- (k) Overseeing plans for catchment area treatment, watershed management, rehabilitation of affected population and conservation of the environment of inter-State projects and projects submerging areas in other States.

Upper Yamuna River Board

(l) Monitoring and reviewing the progress of all projects upto and including Okhla Barrage and advising on the phasing of projects on the basis of the work plans submitted by the Basin States.

(m) Monitoring of, in consultation with the Central Ground Water Board, exploitation of ground water in the Upper Yamuna Catchment and formulation of such regulations as would prevent over-exploitation of the ground water detrimental to the surface flow especially for ensuring minimum flow in the river system.

(n) Submission of Annual Report of its work done during each year to the Central Government as also to the Basin States.

(o) Such other function as the Central Government may, after consultation with the Government of the States of Haryana, Uttar Pradesh, Rajasthan, Himachal Pradesh and National Capital Territory of Delhi, may entrust to it.

3. The Board may, from time to time, appoint one or more advisory committee or committees for the purpose of enabling it to carry out its functions under this Resolution.

4. The Board shall meet as often as necessary but atleast once in every 3 months, and decide on a proper management of water including the manner and details of withdrawals from the storages and the river system.

5. The Chairman or any of the duly authorised representatives of the Board shall have power to enter upon any land property upon which any project or development of any project or any work of gauging or any other hydrological station or measuring device has been or is being constructed, maintained or operated by any State for the use of Yamuna waters. Each State through its appropriate Departments shall render all co-operation and assistance to the Board and its authorised representative in this regard.

6. The Board shall have powers to employ such staff as it may consider necessary for the efficient discharge of its functions. For this purpose, the Board shall make efforts to obtain staff from member States and Centre on deputation.

7. The expenditure on Upper Yamuna River Board shall be shared equally by the basin States.

8. The Board may, with the previous approval of the Central Government, make rules and regulations to provide for:

(a) Regulating the time and place of meeting of the Board and the procedure to be followed for transactions of business at such meetings.

(b) Delegation of powers and duties of the Chairman or any official of the Board.

(c) The appointment and the regulation of the conditions of service of the officers and other staff of the Board.

(d) Any other matter for which regulations are considered necessary by the Board.

Appendix – II.1

Duties and functions of officers & officials of UYRB

I. Member Secretary

This post is being created as per Annexure I of the Resolution No. 10(66)/74-II dated 11.3.95 of the Ministry of Water Resources constituting the Upper Yamuna River Board which also enumerates the functions of the Member-Secretary. However, its needs and functions are reiterated as below:-

The Member-Secretary is the highest full time executive officer of the Board Secretariat. He will provide secretarial services for implementation of the decisions of the Board, including collection of data and information on water distribution and regulation and other such information for assisting the Board in taking decision, coordination with the members, arrangements of Board meetings and necessary services for carrying out the functions assigned to the Board. He will provide overall administrative control and guidance to the officers in the Board secretariat for implementing decisions of the Board in regard to:

- (i) Regulation and supply of water from all storages and barrages upto and including Okhla barrage, Maintenance of a minimum flow d/s of Tajewala and Okhla.
- (ii) Monitoring return flows from the waters withdrawn by the basin States from Yamuna.
- (iii) Framing of rules and regulations for water accounting and sharing of water for each State.
- (iv) Records of the flow of the Yamuna, Data on withdrawals for irrigation, domestic, municipal and industrial or any other purpose and of water going down the river below Okhla as considered necessary by the Board.
- (v) Ensuring delivery of supplies to all the concerned States as decided by the Board.
- (vi) Activities relating to
 - (a) Construction of different works;
 - (b) Integrated operation of schemes for various uses like irrigation, water supply, industries, hydro-electric power, flood control, etc.;

- (c) Conservation and upgrading the quality of the surface and ground waters; and
- (d) Implementation of inter-State projects.

- (vii) Plans of the Member States for catchment area treatment, watershed management, rehabilitation of affected population and conservation of the environment of inter-State projects and projects submerging areas in other States.
- (viii) Phasing of projects on the basis of the work plans submitted by the basin States.
- (ix) Exploitation of ground water in the Upper Yamuna Basin and regulations as would prevent over-exploitation of the ground water.

II. Perusal of the functions of the Board enumerated in the Resolution indicate that the basic functions of the Board are Water Accounting, Regulation and Monitoring of Yamuna Waters up to Okhla so that the beneficiary States get their share of water as per their allocation in the MoU. With this end in view, two posts of Superintending Engineers have been created. They will be directly responsible to the Member-Secretary. Their functions have been envisaged as (i) Water Accounting and Regulation, (ii) Monitoring and Coordination. The Specific details of the need and functions for these posts are given herein below:-

II (a) Superintending Engineer (Water accounting and regulation)

1. Providing administrative control and technical guidance to the divisions under the charge of Superintending Engineer engaged in the works relating to the following functions:
 - (i) Calculations of shares of water as per availability and as per the agreement under the directions of the Board.
 - (ii) Planning, selection and establishment of hydrological observation stations in the jurisdiction of Upper Yamuna River Board as per the directions of the Board.
 - (iii) Collection of hydrological/water availability and water quality data including study and analysis.

- (iv) Collection and maintenance of data regarding withdrawal of water from the river Yamuna by member States at various points for irrigation, power, domestic and industrial requirements.
- (v) Collection and analysis of data regarding return flows, ground water quality of effluents discharged into the river.
- (vi) To maintain a complete water accounting of Yamuna upto Okhla, analysis and study of the data to assess the quality and quantity of water at selected locations. Estimation of regeneration and losses in river reaches and canals. Preparation of graphs and other displays. Computation of the volume of minimum flow in the river as well as the share of water to be drawn by member States on 10 daily basis. Comparison of the results to ascertain whether all member States are drawing water allocated to them as per the agreement.

2. Assisting the Member Secretary in the works relating to:

Implementing the decision taken by the Upper Yamuna River Board for ensuring delivery of supplies to all concerned States as per their requirements.

3. Maintenance of Tools & Plants and installations of the Board.

4. Updating and improvement of the existing system of observations in the divisions under him.

II (b) Superintending Engineer (Monitoring and co-ordination)

1. Providing administrative control and technical guidance to the divisions under the charge of Superintending engineer engaged in the works relating to the following functions:

- (i) Co-ordination with the Member States in formulating short-term, long-term and perspective plans for water resources development and utilization in Yamuna Basin up to Okhla.
- (ii) Coordination with the member states in preparation of guidelines for operation of the structures for regulation of water.
- (iii) Monitoring the progress of projects under the jurisdiction of the Board and review when found necessary.
- (iv) Monitoring of ground water exploitation in consultation with Central Ground Water Board.

Upper Yamuna River Board

- (v) Monitoring of water pollution in consultation with Central Pollution Control Board.
- 2. Coordination of activities and giving appropriate directions so as to ensure:
 - (i) Progress of construction of different works.
 - (ii) Integrated operation of schemes for various uses consistent with the provision in the agreements.
 - (iii) Smooth implementation of inter-state projects.
- 3. Providing assistance to Member Secretary in respect of:
 - (i) Conducting the regular meetings of Board and its various Committees constituted for specific purposes.
 - (ii) Preparation of agenda notes, minutes of the meetings and dissemination of the information to all members and concerned officers and
 - (iii) Implementation of the decisions taken by the Board.
- 4. Operation of funds allocated to the Board and keep accounts.
- 5. Procurement of materials for the Board.
- 6. Appointment of personnel as per the recruitment rules of the Board.
- 7. Providing facilities for the inspection of various installations of the Board.
- 8. Preparation and publication of annual reports of the Board.
- 9. Other misc. works as and when assigned by Member Secretary.

III. Following gives the details of the supporting staff at the level of executive Engineer and below who will assist the Superintending Engineers in accomplishing their job. The details of the need and functions of each of these post have been enumerated herein below.

III (a) Executive Engineer (Accounting)

1. Providing Administrative control and technical guidance to the staff working under the division in works relating to
 - (i) Analysis and study of the data collected to assess the quantity of water at selected locations.
 - (ii) Preparation of graphs, drawings and displays.
 - (iii) Computation of minimum flow, share of water drawn by member states, scrutiny of data relating to withdrawals at different locations and comparison with actually allocated water as per the agreement.
2. Assisting the Superintending Engineer in implementation of the decisions taken by Upper Yamuna River Board.

III (b) Executive Engineer (Estt. & Accounts)

1. Providing administrative control and technical guidance to staff working under the division.
2. Dealing with the service matters of all employees of employees of Upper Yamuna River Board.
3. Dealing with all accounts matters, operation of funds allocated to Board, drawing and disbursing of staff salary/allowances etc.
4. Procurement of materials for the Board.
5. Providing facilities for the inspection of installations.
6. Maintenance of vehicles.
7. Miscellaneous works as and when assigned.

III (c) Executive Engineer (Coordination & Monitoring)

1. Providing administrative and technical guidance to Staff working under the division.
2. Overseeing of plans from the Board for catchment area treatment, water-shed management, rehabilitation and conservation of environment.
3. Monitoring the progress of projects.

4. Coordination of various activities to ensure:
 - (i) Progress and smooth implementation of construction works/inter-state projects.
 - (ii) Integrated operation of schemes consistent with the provisions in the agreements.
5. (i) Providing assistance to conduct regular meetings of Upper Yamuna River Board.
 - (iii) Preparation of agenda notes, minutes of the meetings and dissemination of information to all members and related offices.
6. Publication of annual reports.

IV. Specialist (Environment)

1. Monitoring of the quality of water discharged into the river from various drains.
2. Monitoring of the quality of water in Yamuna and its tributaries and in the canals at selected locations.
3. Monitoring of the quality of ground water.
4. Organising the bio-monitoring of the river.
5. Performance evaluation of the future effluent treatment plants in the basin.

V. Specialist (Ground Water)

1. Planning, selection and design of Ground Water Monitoring stations for water level and quality monitoring in coordination with participating States.
2. Arranging monitoring the Ground Water Level at regular periodically through network stations.
3. Arranging data collection, storage and analysis of ground water data from the participating States.

4. Examining the existing Network of Observation wells with regard to density of network vis-à-vis the objectives of Monitoring so as to initiate appropriate action for optimization of observation Network.
5. Computing the quantum of groundwater withdrawal from different abstraction structures throughout the Upper Yamuna River Basin, to keep track of status of Groundwater development in the Basin in general and in "dark/grey" blocks in particular.
6. Computing the groundwater balance in collaboration with other disciplines in the basin and to evolve suitable management strategy for sustainable development of ground water resources in the Yamuna Basin.
7. Advising the Board on the various aspects of ground water.

VI (a) Assistant Executive Engineer (Accounting)- 2 Nos.

1. Providing administrative control and technical guidance to staff working under his control.
2. Analysis and study of data collected to assess the quantity and quality of water at selected locations.
3. Preparation of graphs, drawings and displays.
4. Computation of the minimum flow in the river and share of water drawn by member States. Scrutiny of data relating to actual water drawn and entitlement as per the agreement of member states.
5. Assisting the Executive Engineer in implementation of decisions taken by Upper Yamuna River Board.

Considering the amount of work involved in carrying out the above activities, two posts of AEEs would be required.

VI (b) Assisting executive Engineers (Head Quarter)- 1 No.

1. Assistant Executive Engineers in the works allotted to the division such as:
 - (i) Procurement of materials.
 - (ii) Providing facilities for inspection of installations.
 - (iii) Maintenance of vehicles.
 - (iv) Miscellaneous works as and when assigned.

- (v) Publication of Annual Report.

**VI (c) Assistant Executive Engineer (Co-ordination & Monitoring)-
1 No.**

1. Assisting Executive Engineer in works relating to:
 - (i) Overseeing plans of the Board for catchment area treatment, water-shed management, rehabilitation and conservation of environment.
 - (ii) Monitoring of progress of projects.
 - (iii) Coordination of activities to ensure progress and smooth implementation of inter-state projects.
 - (iv) Coordination of integrated operation of projects consistent with decisions of Board.
 - (v) Providing assistance to conduct the meetings of Board, prepare and dispatch of agenda notes minutes of meetings etc.

IX. Accounts Officer

To assist Executive Engineer in keeping the accounts and operating the funds allocated to Upper Yamuna River Board in accordance with the rules of the Board.

X. Section Officer

1. Service matters of all employees of Upper Yamuna River Board.
2. General duties such as distribution of work among the staff, training, helping and advising the staff, management and coordination of work, etc.
3. Responsibilities relating to the dak.
4. Responsibilities relating to issue of drafts.

XI. Private Secretary (1+2+6 Nos.)

The PS will be attached to the Member Secretary, Two Pas will be attached, one each to the two SEs, the six stenographers will be attached, one each to the six officers of Executive Engineer level.

1. Taking dictation in shorthand and its transcription in the best manner possible.
2. Fixing up appointments.
3. Screening the telephone calls and visitors.
4. Keeping the list of engagements, meetings, etc. and reminding the officer.
5. Maintaining the papers required by the officer in proper order.
6. Keeping a note of the movement of files, passed by his officer and other officers, if necessary.

The location of all these posts will be at New Delhi.