

No.: HR-19011/1/2020-HR NMCG
भारत सरकार/ Government of India
जल शक्ति मंत्रालय/ Ministry of Jal Shakti
जल संसाधन नदी विकास और गंगा संरक्षण विभाग
Department of Water Resources, River Development and Ganga Rejuvenation
राष्ट्रीय स्वच्छ गंगा मिशन/ National Mission for Clean Ganga

1st Floor, Major Dhyanchand National Stadium,
India Gate, New Delhi – 110001

Dated: 9th September 2026

OFFICE ORDER

Subject: Work distribution amongst the Senior Officials of NMCG

In supersession of all earlier office orders of even no. dated 30.11.2025, 02.07.2025 and 13.05.2026 on work distribution respectively, a revised work distribution amongst the senior officials of NMCG is enclosed herewith along-with its detailed description (Annexure-I), for your kind reference and perusal.

2. This issues with the approval of DG, NMCG.

(Vinod Kumar Gupta)
Deputy Secretary (Admin.)

To,

1. All concerned officers
2. All other staff members of NMCG

Copy to:

- (i) PS to DG, NMCG
- (ii) PS to DDG & Executive Directors, NMCG

Work Distribution amongst senior officials of NMCG

Concerned Officer	Verticals	Channel of Submission
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ED(A)	General Administration	DG
	Authority Order Administration	
	Ecological Restoration II	
	Ecological Restoration III	

ED(F)	Finance	DG
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ED(P)	Sewerage Projects	DG
	RFD and others	
	Ecological Restoration I	
	Coordination	
	Jan Ganga I	

DDG	Urban Affairs	DG
	International Cooperation	
	RBM	
	Sewerage Operations	
	Gyan Ganga	
	Jan Ganga II	

ED(T)	Technical	DG
	Industrial Pollution and monitoring	
	Legal	
	Regulatory	

Dir/ DS -I	Arth Ganga - I	DG
	Arth Ganga - II	
	Sewerage Projects	ED(P)
	Ecological Restoration I	
	Coordination	
	Jan Ganga I	

Dir/ DS- II	Urban Affairs	DDG
	International Cooperation	
	RBM	
	Sewarage Operations	
	Gyan Ganga	
	Jan Ganga II	
	RFD and others	ED (P)

Dir/ DS- III	GAD	ED(A)
	Authority Order Administration	

Dir/ DS - IV	Finance	ED(F)
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Dir/ DS/JC - V	Technical	ED(T)
	Industrial Pollution and Monitoring	
	Legal	
	Regulatory	

Annexure I			
Detailed Description of Works			
S. No.	Vertical	Work Areas	Details
1	GAD	General Office Administration	i. Office maintenance, ii. Payment of Bills –MTNL, Water bills, Speed post bills iii. Reimbursement of bills claimed by Officers iv. Matters related to Balmer & Lawrie
			i. Payment of Bills –Vehicle, Rent, Newspapers, Electricity, Crockery, A/C, horticulture, furniture, meeting items ii. Payment of bills in respect of manpower deployed through various agencies in NMCG iii. Handling of imprest Account iv. Audit para, Library
			i. Consultant Establishment matters, Salary and Recruitment ii. Labour court case matters, iii. Matters related to various correspondences received from D/o Water Resources, RD & GR viz. reports, vigilance lists, data sought, etc, iv. Assistance in Recruitment matters of NMCG v. Public Grievances
			i. Preparation of attendance of consultants & manpower deployed through various agencies in NMCG ii. Maintenance of leave record of all consultants and support staff of NMCG
			i. RTI replies & appeals ii. Preparation of data for reports iii. Insurance of consultants iv. Record maintenance of all Consultants and related matters
			i. Work of DDO ii. Overview of all the Admin & HR work, iii. Sub- Appellate Authority of Public Grievances
			i. Court Cases

			i. Diary & Dispatch of Items & Parcels ii. Verification of Speed Post Bills Store-Receiving of Store items, record keeping & custody of such items
		SMD	i. Procurement Management Consultant ii. Program Management Consultant Rajbhasha related matters All SMD matters
		Office related Procurement (except IT)	
		General liaison, Protocol	i. Meeting arrangements, ii. Vehicle arrangement, iii. Manpower deployment (MTS), iv. Store (Pantry, Stationery, housekeeping)
		Ganga Authority Order related aspects	i. Matters related to NGC, ETF & EC of NMCG ii. All SPMG matters including recruitment iii. Misc. DGC matters, DPOs iv. Matter related to State Ganga Council v. Matter related to Authorities Order 2016
		National Ganga Council, EFT, EC	
2	Authority Order Administration	SGC	
		State Project Management Groups,	
		DGC	
		District Ganga Plans	
3	Ecological Restoration II	Afforestation	Matters related to Afforestation in states
		In situ Bioremediation	Matters related to Bio-remediation
		Ganga Task Force	Matters related to GTF
4	Ecological Restoration III	Conservation of Fisheries, Mammals, and Other Aquatic Wildlife	
		Biodiversity Park	
		Wetland Conservation	
		Nature based solutions II	
		Matters related to WII, CIFRI	
			Financial scrutiny and concurrence of Namami Gange Projects
			Release of funds to SMCGs
			Financial scrutiny and concurrence of proposals from Admin & Media Units

5	Finance	All Financial Matters	Parliamentary matters & RTI
			Monitoring of UCs
			Statutory dues : deposit & filing of returns (TDS on GST & Income Tax)
			Release of funds to agencies through PFMS (PAO functions)
			Data Analysis
		All Budget Matters	Budget
			Expenditure monitoring
		All Audit Matters	Maintenance of Books of Accounts
			Preparation of Annual Accounts & Audit by C&AG
			Internal Audit of NMCG & co-ordination with SMCGs
		Clean Ganga Fund	Financial Scrutiny and concurrence of CGF projects
			Investment of CGF Funds and secretariat works including meetings of the Board of Trustee
			CGF: maintenance of books, preparation of annual accounts & audit of accounts
			CGF-Issue of receipts
6	Sewerage Projects	All issues related to Conceptualization of Projects and Implementation	i. Pollution abatement works on Ganga main Stem towns of UP
		Projects under Hybrid Annuity Mode / DBOT/ OCOP	ii. Pollution Abatement works in UK, BH, JH, WB, HR, HP, RJ, and MP
		Detailed Project Reports	iii. Tributaries of UP
		Procurement unit	iv. HAM Projects procurement v. PE Services Procurement
		Environmental safeguards, OSHA issues related to projects	Environmental safeguards, OSHA issues related projects
7	Sewerage Operations	Functioning/Operation & Maintenance of Sewerage Projects	-
		Innovation/ R&D in Sewage Sector	Net Zero, Carbon footprint assessment, CBG, improvement in operational efficiency, cost reduction etc.
		River Front Development including Maintenance	

8	RFD and other interventions	Crematoria & other interventions	
		River Surface Cleaning Interventions etc	
		Drains Management / Solid Waste Interception	
		SRTW Projects	
9	Ecological Restoration I	Small Rivers Rejuvenation	-
		Nature Based Solutions	
		Centre for Capacity Building on NBS	
10	Coordination	World Bank matters	i. Public/ PMO Grievances/ Appeals ii. VIP References iii. SMD including matters related to coordination with other Ministries/ Departments iv. Laying of Reports to Parliament v. Matter related to Rajbhasa
		Parliament Questions and Assurances	
		Monitoring and disposal of VIP refs	
11	Urban Affairs		Urban Planning (URMP etc.)
			River Cities Alliance
			Global River Cities Alliance
			Urban Task Force, NIUA
			Reuse Policy and City Action Plans
			Plastic Waste management
12	International Cooperation		Denmark, Netherlands, etc.
			EU, GIZ, etc.
			Centres of Excellence
13	RBM		River Basin Management Cell
			Memorandum of Understanding (MoUs) with central ministries and departments
14	Arth Ganga I		Promotion of Natural Farming
			Improvement of Livelihood opportunities
			Promotion of Tourism & Cultural heritage
15	Gyan Ganga		PRAYAG
			Ganga Knowledge Centre
			R&D projects
			GeoInformatics
			Websites

			IT (Hardware, Software, Networking)
16	Jan Ganga I	Media	Print Media , Audio Visual media channels, Social Media including Press Releases , Communication & Public Outreach Activities
			Production of Movies/Documentaries/Magazines / IEC material etc including sponsorships/Advertisements
			Newsletters
		Public Outreach	Communication & Public Outreach via Institutions , Projects
			Strategic Communication -Specific Target Groups & Institutions
			Ganga Vichar Manch
			Sponsorship to Public Outreach Events like Exhibitions, Local Melas etc.
17	Jan Ganga II	Camaigns, Events, Competitions	Theme Based Community Campaigns
			Ganga Utsav and Other Public Events
			Events like Marathon, River Rafting etc including Sponsorships
			Competitions (Movies/Documentaries/Photography/songs etc), Literary Festivals etc.
18	Technical	E flows	Work of environmental flows (e- Flow) river Ganga, Yamuna and its tributaries
		Flood Plain Zoning Matters	UK, UP, Bihar, MP, Draft Technical Guidelines
		Hydroelectric Projects	UK HEP Projects
		Technical scrutiny of projects, Technical studies	Sand Mining
			i. Water balance Studies & economic Evaluation of River Ganga
			ii. Mekong Ganga River Cooperation
19	Industrial Pollution and Monitoring	Industrial Pollution related projects	CETPs
		River / Drain Water Quality monitoring	Bio-monitoring-WQM, Real-time water quality Monitoring etc
		GPI Survey	i. PIAS related matters ii. Inspection of GPIs
		Coordination with CPCB and SPCBs	PTB & Strengthening of labs of State PCBs
			Central monitoring Committee Meetings
			i. Strengthening of Environmental Regulator ii. Inspection of STPs/CETPs/Drains etc.

20	Legal	All matters in Supreme Court, High Court, NGT, District Courts etc	Nature of court Case- Sand mining, FPZ, Water Quality, Regulatory, e-flows, HEP/ STP/CETP implementation;
21	Regulatory	Permission Cell dealing with the Section 42 of Authority order	Nature of Projects- Parks, Dredging, Water withdrawal, Bridge across rivers, Dams & Barrages, Temporary Structures, Ghats, River Cruise, Laying of pipelines etc.
22	Arth Ganga II	Reuse of Treated water and sludge from the STPs	Implementation of Reuse Policy