

GOVERNMENT OF PUNJAB

DEPARTMENT OF WATER RESOURCES

ORDER

1.0 In order to ensure expeditious disposal of cases and smooth functioning of Water Resources Department, online WRD portal with various Modules has been implemented. As of now, the Standard Operating Procedures alongwith time line for functioning of different modules have been prepared, the detail of which is mentioned below:-

S.no	Module Name	Attached as
1	Senior - Junior Pay Anomaly	Annexure - A
2	Resignation/Premature Retirement	Annexure - B
3	Permission for Higher Education	Annexure - C
4	Time Barred Bills	Annexure -D
5	Experience Certificate	Annexure - E

2.0 The above said SOPs are notified for information and compliance of these SOPs by all the concerned quarters/Module Managers.

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Principal Secretary Water Resources

Endst. No. 68 / मप१.२१ / २०२४

Dated 013/05/2024

A copy of the above is forwarded to the following for information and further necessary action:

- (i) All Chief Engineers, Water Resources Department, Punjab.
- (ii) All Superintending Engineers, Water Resources Department, Punjab.
- (iii) All Executive Engineers, Water Resources Department, Punjab.
- (iv) All concerned officers/officials.

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Principal Secretary Water Resources

SOP Document (WRD Portal)

Module Name : Senior / Junior Pay Anomaly

Sr. No.	Procedure	TimeLine
1	Senior Employee will submit the application online on WRD Portal with complete particulars to DDO.	T
2	DDO of Senior Employee will upload the details of Senior employee such as service book, cadre seniority list, Govt. instructions etc. and same will be sent online to DDO of Junior employee with whom comparison is to be made.	$T+2=T_1$
3	The DDO of Junior employee will online the pay particulars, service book, case findings etc. of Junior employee from the date of joining till date and forward to the DDO of Senior employee.	$T_1+2=T_2$
4	After getting report from DDO of Junior employee, the DDO of Senior employee will prepare the comparative statement the same will be forwarded to Module Managers (Senior/Junior Pay anomaly).	$T_2+2=T_3$
5	Module Manager (Senior / Junior Pay Anomaly) and Superintendent (dealing with Senior/Junior Anomaly) will jointly examine the case. They will give the proposal explaining the reasons of anomaly along with instructions under which the case is covered and send the proposal for audit to ADFA.	$T_3+2=T_4$
6	ADFA will pre-audit the case and forward to Chief Engineer Headquarter for approval.	$T_4+2=T_5$
7	Chief Engineer Headquarter will check the case and forward to Principal Secretary Water Resources Department for approval.	$T_5+1=T_6$
8	After the approval from Principal Secretary Water Resources Department, online Sanction will be generated on the portal.	$T_6+1=T_7$
Total Number of Days		12 Days

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ANNEXURE - B**SOP Document (WRD Portal)****Module Name : Resignation / Premature Retirement**

Sr. No.	Procedure	TimeLine
1	The applicant will make online request on WRD Portal to his DDO	T
2	DDO will forward the same to Module Manager (Resignation / Premature Retirement) in the office of Chief Engineer, Headquarter.	$T + 2 = T_1$
3	Module Manager (Resignation / Premature Retirement) in the Chief Engineer, Headquarter office will examine the case and will forward it to Chief Engineer, Headquarter for approval.	$T_1 + 2 = T_2$
4	The Chief Engineer, Headquarter may approve, reject or forward the case to Principal Secretary Water Resources, (if required).	$T_2 + 1 = T_3$
5	After the approval from competent authority, Sanction Letter will be generated on Portal automatically.	$T_3 + 1 = T_4$
Total Number of Days		6 Days

Note: Resignation / Premature Retirement Manager shall ensure that show cause notice & charge sheet which are entered online on the portal are checked.

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Annexure – C

SOP Document (WRD Portal)

Module Name : Permission for Higher Education

Sr. No.	Procedure	TimeLine
1	Employee will apply online on WRD Portal to the concerned DDO.	T
2	Concerned DDO after examination of request shall forward the case to Module Manager (Permission for Higher Education) in the office of Chief Engineer, Headquarter	$T + 2 = T_1$
3	Module Manager (Permission for Higher Education) after examination shall forward the case to Chief Engineer, Headquarter	$T_1 + 2 = T_2$
4	Chief Engineer, Headquarter may approve / reject or forward the case to Principal Secretary, Water Resources Department (if so required)	$T_2 + 1 = T_3$
5	After approval from competent authority, Sanction Letter will be generated on Portal automatically.	$T_3 + 1 = T_4$
Total Number of Days		6 Days

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Annexure - D

SOP Document (WRD Portal)

Module Name : Time Barred Bills

Sr. No.	Procedure	Time Line
1	Employee will make a request online on WRD portal.	T
2	Request will be forwarded to clerk in the DDO Office for checking. After checking, case will be forwarded to DDO.	$T + 2 = T_1$
3	DDO will forward the request to Module Manager (Time Barred Bills) after examination.	$T_1 + 2 = T_2$
4	Module Manager (Time Barred Bills) will examine the bill and send it to the Chief Engineer, Headquarter for approval.	$T_2 + 2 = T_3$
5	a) If the time period of case is less than 3 years, Chief Engineer, Headquarter will be the competent authority to approve / reject the case. b) If the time period of case is more than 3 years, case will be sent to Principal Secretary, Water Resources Department for decision.	$T_3 + 1 = T_4$
6	After approval from competent authority, Sanction Letter will be generated on Portal automatically.	$T_4 + 1 = T_5$
Total Number of Days		8 Days

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Annexure - E

SOP Document (WRD Portal)

Module Name : Experience Certificate

Sr. No.	Procedure	TimeLine
1	Employee will make an online request on the WRD portal to DDO.	T
2	DDO will verify the details from office record / service book and will forward the case to Module Manager (Experience Certificate) in the office of Chief Engineer, Headquarter.	$T + 2 = T_1$
3	Module Manager (Experience Certificate) in the office of Chief Engineer, Headquarter will examine the case and forward it online to Chief Engineer, Headquarter for approval.	$T_2 + 2 = T_3$
4	Chief Engineer, Headquarter may approve / reject or forward the request to Principal Secretary, Water Resources Department (if required)	$T_3 + 1 = T_4$
5	After approval from competent authority, Sanction Letter will be generated on Portal automatically.	$T_4 + 1 = T_5$
Total Number of Days		6 Days

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