Best Practices of the MP Water Resources Department

1. **Standardization of Project Sanctioning Process:**
   Standardization for selection of minor irrigation projects:
   a. Feasibility of minor irrigation project is filled in a standard format, which gives necessary details required for deciding the Feasibility of a project.
   b. All the feasibility formats are filled in by the field engineers ONLINE.
   c. On the basis of information filled online, the decision to approve the feasible projects is taken at state level.
   d. After approval survey is done and the DPRs are prepared in a predefined time limit. The submission of DPRs at state level office is also monitored online.
   e. DPRs are prepared which includes technical sanction, detailed drawings & design, along with bill of quantities and all necessary formalities for tendering purpose. So that, as soon the DPRs are sanctioned, tendering process begins very next day.

2. **Centralized e-Procurement:**
   a. All works costing > Rs. 2 lakhs are tendered through e-tendering process.
   b. Centralized e-tendering process is in-place since year 2011. The process has matured enough now. In this process, tenders are published thrice a month in a single advertisement in newspapers. The tenders are opened in a centralized e-tendering cell and decision is also taken centrally by different level committees in a time limit. At present the time taken from publication of NIT to final decision on a tender takes approximately 30 to 40 days. Earlier this process use to take about 90 to 120 days.

3. **E Monitoring of works:**
   a. The payment to the contractors with contracts more than Rs. 10 lakhs are monitored through e-MB module of EIMS (on departmental website). In this module contractors upload their bills with their login IDs and within 10 days of uploading decision on the payment of contractors bill is taken.

b. Review of contract works at state level with the Executive Engineer in charge of work and the Contractor is done at regular interval. This has resulted in speedy decision of contract bottlenecks and hence speedy completion of contract works.

4. **Transparency and e documentation:**

   a. All circulars, instructions, minutes of meetings, orders (transfer/ promotion / punishment/ enquiry/ scheme sanction/ allotment etc.) are published on department website in public domain. This way the department has abandoned, sending hard copies of circulars, instructions, minutes of meetings, orders etc., across the state.

   b. Online publication of circulars, instructions, minutes of meetings, orders etc., has resulted in speedy decision, disposal, action and compliance.

   c. All technical circulars and instructions are published on departmental website in public domain.

   d. All acts, policies, manuals, specifications, UCSR are published on departmental portal.

5. **Use of Information Technology:**

   a. For ensuring of computer literacy in engineering cadre, qualifying computer proficiency test is provisioned in rules for promotion from AE to EE to SE to CE to EnC.

   b. Meeting with all CE, SE and EEs of the state through 3 hour long video conferencing, every week for monitoring of works. In video conferencing almost all important works, issues related with other department; Forest, Revenue (Collectorate) etc.; are discussed and necessary decision is taken to resolve and expedite the works.

   c. Water level and water availability in 136 important reservoirs of the state are collected by SMS based technology and is available on departmental web site in public domain. In this module almost real time water availability in reservoirs is monitored. In rainy season, the levels in the reservoirs are monitored 4 times a day.

   d. Irrigation planning for Rabi crop in the state is done every year in a systematic way. Water availability in all reservoirs as on 25th Sep is entered in online system. Chief Engineer/ Superintending Engineer level meetings are held to fix the scheme wise Rabi

irrigation target. These targets are then converted in to achievement through rigorous monitoring at micro level using online feeding and test check in field.

6. **Fast Track Working:**

   a. For speedy disposal of cases related with disciplinary action, time bound system of departmental enquiry has been done.

   b. Departmental promotions in all cadres of the department have been done in a time bound manner. Now the DPC is being done at regular intervals.

7. **Appraisal of Good Work:**

   a. Annual awards are given for commendable performance this has given a moral boost up and a sense of positive competition is created.

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