



(112)

**GOVERNMENT OF ASSAM**

**STATE PROJECT MANAGEMENT UNIT :: NEER NIRMAL PARIYOJANA (NNP), ASSAM**

RWSSP-LIS, World Bank Project, 5th Floor, Redstone Building, G.S Road, Dispur, Guwahati - 781006

Website: <https://phennp.assam.gov.in>

Phone No. 0361 - 2334345

Email ID: [assam\\_worldbank@rediffmail.com](mailto:assam_worldbank@rediffmail.com)

No. SPMU/HR/HRD SPMU/187/2016-17/ 5127

Dated: 08/06/18

**OFFICE ORDER**

Subsequent to this Office Order, the work allotments of the SPMU staff are as follows.

**Job Chart and Responsibility**

Sl. No	Employee Name	Designation	Place /Unit	Job Responsibility
1	Dr. Jhumpa Dey	Sr. Specialist (Institutional Management, Communication & BCC)	SPMU	<ul style="list-style-type: none"><li>• Develop and implement a state wide communication campaign for SBM, focused on motivating and sustaining community wide ODF status. The campaign will include both inter-personal communication and mass-media outreach.</li><li>• Working with the external consultants (if any supported by WSP/WB) and based on Consumer research/market diagnostics, prepare the communication plans and tools for SBM in the state. Additionally to hold consultations and advance strategic alliances with other key players and institutions in sanitation.</li><li>• Prepare action plan for implementation of the IEC/BCC component of SBM and guide the project districts in the preparation of the district plans of the same.</li><li>• Setup Rapid Action Learning Units (RALUs) as per SBM strategy and guidelines.</li><li>• Guide the Specialist-Communication in district Sanitation Cells in the preparation and implementation of Communication programs for SBMs in the district.</li><li>• Monitor the progress of communication programs in the state and modify strategies and plans as necessary.</li><li>• Create/manage social media tools to facilitate advocacy and communication, including but not limited to Facebook, Twitter, Youtube, Instagram etc.</li><li>• Lead the production of newsletters/reports etc. on IEC/BCC programs in the state, for wider dissemination.</li><li>• Manage documentation (case studies and lessons learnt) of best practices.</li><li>• Report to the Director/State Co-ordinator of SBM on the communication programs in the state.</li></ul>
2	Papori Banikya	Social Development & Communication Specialist	SPMU	<ul style="list-style-type: none"><li>• Assistance to District teams and GPs/GPWSCs in implementing the water supply and sanitation schemes in the project villages.</li><li>• Support in social safeguard compliance</li><li>• Develop annual capacity building plans and implement them.</li><li>• Support in preparing and implementing communication strategy and action plan. Prepare IEC materials for different project phases based on best practice examples and readily available IEC materials.</li><li>• Contributing to detailing out of the Project Implementation Plan for implementation at district and downstream, development of contracts and service agreements required under the Project.</li><li>• Support in undertaking workshops at various levels on the implementation of various reform initiatives envisaged as a part of the Project.</li><li>• Support DPMU and DPMC/SOs in effectively carrying out their activities.</li><li>• Timely submission of all relevant project progress reports, budget and utilization certificates.</li></ul>
3	Partha Jyoti Gogoi	Monitoring & Evaluation Specialist	SPMU	<ul style="list-style-type: none"><li>• Report on progress of the project (reforms, financial disbursements and other relevant indicators and formats) and flag issues to the SWSM, SPMU, DWSM/DWSC, and NPMU from time to time.</li><li>• Monitor schemes sanctioned under the project and progress in terms of physical, financial targets and against overall monitoring parameters.</li><li>• Follow up with DPMU and DPMC/SOs and PRI/GP level institutions for up-dation of data and provision of progress reports.</li><li>• Support in implementing capacity building activities relevant to monitoring and evaluation and social audits.</li></ul>

Project Director  
SPMU, NNP, Assam  
G.S. Road, Guwahati-22



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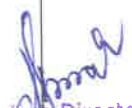
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Sl. No	Employee Name	Designation	Place /Unit	Job Responsibility
				<ul style="list-style-type: none"><li>• Ensure that data and information in the MIS System is maintained and up-to-date.</li><li>• Support the development of annual work plans and budgets, including annual milestones.</li><li>• Ensure that officials are inputting accurate and timely data in the MIS and provide regular analysis of the project implementation.</li><li>• Supervise the MIS, M&amp;E, and Social Audit systems of the project.</li><li>• Prepare performance reports of various components of project for external and internal review.</li><li>• Identify and formulate lessons learned to be integrated into broader project improvement plan.</li><li>• Conduct regular review meeting with related stakeholders.</li></ul>
4	Nupur Das	Financial Management Specialist	SPMU	<ul style="list-style-type: none"><li>• Prepare realistic budgets of SPMU based on work plans, consolidated annual budget for the project and coordinate for timely submission.</li><li>• Monitor budget variances between planned expenditure and receipts and the actual expenditures and receipts of SPMU/DPMU and analyze such variances; keep the head of the SPMU/DPMU informed of such variances.</li><li>• Assist in arranging timely and adequate flow of funds as per the approved work plans and utilization norms.</li><li>• Support in implementing capacity building activities institutions relevant to financial management and audits.</li><li>• Maintain accounts of SPMU and ensure that they are up-to-date. Ensure that the accounts are up-to-date and if not, will bring it to the notice of the head of the SPMU. Ensure monthly consolidation of the accounts.</li><li>• Prepare the quarterly consolidated interim unaudited financial reports of the project as per the project agreements.</li><li>• Assist in proper planning and execution of external and internal audits of the project. Ensure that significant audit observations, if any, are addressed in a timely manner.</li><li>• Ensure that any major internal control lapses, if any, pointed out by internal auditors are addressed in a timely manner.</li><li>• Timely escalation of issues pertaining to financial management.</li></ul>
5	Anjan Kumar Sarma	Institutional Specialist	SPMU	<ul style="list-style-type: none"><li>• Support the implementation of institutions development component as per the project design. Contribute in the execution of implementation arrangements.</li><li>• Support in development and implementation of relevant policies for the project.</li><li>• Supervise the monitoring and evaluation activities with focus on governance and accountability issues.</li><li>• Support in preparing and implementing a comprehensive capacity building strategy and action plan for the project.</li><li>• Conducting timely performance evaluation of DPMU, DPMC/SO and submit report.</li><li>• Providing handholding support to other team members as and when required.</li><li>• Timely submission of all relevant project progress reports, budget and utilization certificates.</li></ul>
6	Kakoli Acharyya	Training Coordinator	SPMU	<ul style="list-style-type: none"><li>• Conduct training need assessment to identify capacity building needs of different stakeholders.</li><li>• Develop and strategize Annual Capacity Building Plans and Training Calendars for effective implementation.</li><li>• Conduct capacity building programs for State/district/block/panchayat level stakeholders as per the Capacity Building Plan with assistance from Community Mobilizers and DPMU Specialists.</li><li>• Strengthen the community cadre – Community Mobilizers and Enumerators and develop them as local resource persons.</li></ul>

  
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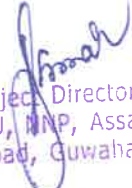
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				<ul style="list-style-type: none"><li>• Ensure updation of the CBMIS, also adequate and timely documentation and reporting of the capacity building programmes</li></ul>
7	Pravakar Chakraborty	Media Expert	SPMU	<ul style="list-style-type: none"><li>• Design &amp; develop IEC materials, training modules, and support in Capacity Building activities.</li><li>• Develop &amp; strategise Annual IEC plan for effective implementation in line with Annual CB plan.</li><li>• Maintenance official website and social media platforms .</li><li>• Assist in organizing other knowledge events, workshops, seminars, awareness camps and annual meets.</li><li>• Adequate and timely documentation and reporting of the capacity building programmes, along with updation of CB-MIS is a requisite under the project.</li><li>• Maintenance of Website updation.</li></ul>
8	Arupjyoti Borah	PA to Director	SPMU	<ul style="list-style-type: none"><li>• Make and receive calls on behalf of Director &amp; Project Director</li><li>• Timely checking of official email id of NNP, Assam and appraise concerned authority/specialists in absence of Upper Division Assistant</li><li>• Providing travel and boarding support for Director/ Project Director as and when required</li><li>• Managing appointments for Director/ Project Director</li><li>• Drafting letters/ taking note from Director/Project Director</li></ul>
9	Sangita Sarmah	Upper Division Assistant	SPMU	<ul style="list-style-type: none"><li>• Management of SPMU Imprest Account and related vouchers</li><li>• Ensure efficient intra and inter departmental file movement and updation of the same in File Tracking System under NNP,ORMS</li><li>• Timely checking of official email id of NNP, Assam and appraise concerned authority/ specialists</li><li>• Coordinate with concerned specialists/authority regarding holding of meeting/training in SPMU and making all correspondence with the participants in this regards</li><li>• Ensure maintenance of all correspondence records (receiving &amp; dispatch of DAK)</li><li>• Ensure proper work allotment of Grade -IV staffs and security personnel and ensure proper completion of the same</li><li>• Ensure proper cleanliness of office premises through engagement of daily wage employees as and when required and ensuring timely payment to all concerned</li><li>• Correspondence for NNP office property related matters including house rent, waste disposal and others</li><li>• Take fortnightly stock and ensure availability of all office stationeries, spare parts, consumables and other materials of daily use</li><li>• Ensure proper maintenance of all registers related to administrative matters (Meeting Register, Letter Issue Register, Stock Register, Fixed Asset Register, File Issue Register, Electricity Bill Register, Phone and Internet Bill Register, Dak Issue Register etc)</li><li>• Prepare TA/DA claims of Project Director/ Technical Specialist and process for payment</li><li>• Arrangement of food, refreshments and stationeries for meetings/ workshops/ trainings etc and ensure timely processing of bills and payments</li><li>• Any other task as and when assigned by the concerned authority</li></ul>
10	Pranjit Baruah	Upper Division Assistant Accounts	SPMU	<ul style="list-style-type: none"><li>• Processing of Bills/Fund Demands</li><li>• Processing of monthly salary</li><li>• Preparation of IUFR (Interim Unaudited Financial Report), Cheques and Sanction orders</li></ul>

  
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				<ul style="list-style-type: none"><li>• Preparation of TDS statement, Professional Tax Statement, Statement of Remuneration</li><li>• Co-ordinate with the Bank/NNP Specialist/staff</li><li>• Liasoning with concurrent Auditor for Income Tax &amp; Audit related matters</li><li>• Liasoning with External Auditor &amp; other stakeholders on Audit paras, ASA &amp; ATR, etc</li><li>• Liasoning with various stakeholders such as PHED, Treasury, DDO etc. for fund related matters</li><li>• Assist Financial Management Specialist in receiving the sanctioned fund to SPMU Account</li><li>• Maintenance of various Registers like Bid Security Register, Procurement Register, Salary Register, TDS Register, etc</li><li>• Support in preparation of realistic budgets of SPMU based on work plans, consolidated annual budget for the project and coordinate for timely submission.</li><li>• Support in monitoring budget variances between planned expenditure and receipts and the actual expenditures and receipts of SPMU/DPMU and analyze such variances; keep the head of the SPMU/DPMU informed of such variances.</li><li>• Maintain accounts of SPMU and ensure that they are up-to-date. Ensure that the accounts are up-to-date and if not, will bring it to the notice of the head of the SPMU. Ensure monthly consolidation of the accounts.</li><li>• Maintain accounts of SPMU on Tally and ensure that they are up-to-date. Ensure that the accounts are up-to-date and if not, will bring it to the notice of the head of the DPMU/SPMU. Ensure monthly consolidation of the SPMU accounts.</li><li>• Assist in proper planning and execution of external and internal audits of the project. Ensure that significant audit observations, if any, are addressed in a timely manner.</li><li>• Timely escalation of issues pertaining to financial management</li></ul>
11	Manas Sarma	Lower Division Assistant	SPMU	<ul style="list-style-type: none"><li>• Processing Office Internet and Phone Bills.</li><li>• Processing mobile and internet bills of SPMU/DPMU staffs</li><li>• Maintenance of Asset Register</li><li>• Updation of FTS in absence of UDA</li><li>• Inventory management of office stationeries and other consumables and raise timely requisition of the same to ensure availability</li><li>• Providing travel and boarding support to officials/delegates as and when required</li><li>• Drafting/ mailing letters, correspondence as and when required</li><li>• Any other task as and when assigned by the concerned authority.</li></ul>
12	Partha Pratim Mahanta	Lower Division Assistant - Accounts	SPMU	<ul style="list-style-type: none"><li>• Maintenance of Cash Book, Ledger Book, Bank Reconciliation Statement (BRS)</li><li>• Inventory Management</li><li>• Processing of Invoice(s) and bill(s)</li><li>• Preparation of monthly reports of Receipts and Payments</li><li>• Processing of TA/DA/Local Conveyance claims</li><li>• Recording and summarizing of Statutory Tax deduction</li><li>• Preparation of Voucher(s)</li><li>• Support in preparation of realistic budgets of SPMU based on work plans, consolidated annual budget for the project and coordinate for timely submission.</li><li>• Support in monitoring budget variances between planned expenditure and receipts and the actual expenditures and receipts of SPMU/DPMU and analyze such variances; keep the head of the SPMU/DPMU informed of such variances.</li><li>• Maintain accounts of SPMU and ensure that they are up-to-date. Ensure that the accounts are up-to-date and if not, will bring it to the notice of the head of the SPMU. Ensure monthly consolidation of the accounts.</li><li>• Maintain accounts of SPMU on Tally and ensure that they are up-to-date. Ensure</li></ul>

  
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				that the accounts are up-to-date and if not, will bring it to the notice of the head of the DPMU/SPMU. Ensure monthly consolidation of the SPMU accounts. • Assist in proper planning and execution of external and internal audits of the project. Ensure that significant audit observations, if any, are addressed in a timely manner. • Timely escalation of issues pertaining to financial management. • Any other task as and when assigned by the concerned authority.
13	Piyali Dutt	HR Executive	SPMU	• Support in recruiting staffs, conducting interviews, conducting and analyzing exit interviews; recommending changes • Support in induction and orientation programme for new employees • Support in timely performance appraisal of the staffs • Maintain historical human resource records, leave and attendance records and periodic submission to management • Support in updating human resource strategy, policy and human resource requirement plan, HR code of conduct for the organisation • Support in updating job requirements, job descriptions, remuneration packages for all position • Any other task as and when assigned by the concerned authority.
14	Krishanu Dhar	MIS Executive	SPMU	• Maintenance of Computers, IT accessories, LAN, Internet Connectivity • Technical support for procurement of IT infrastructure • Liaising with different IT related service providers • Arrangement of Projector, Laptop and other related services in meetings & workshops • Constant support & guidance to all Enumerators during baseline survey and quality check on entered data into the tablet based monitoring application • Assist M&E Specialist, SPMU in data uploading, report compilation, preparation of progress report, maintenance of project website contents • Any other task as and when assigned by the concerned authority
15	Bobita Sarmah	Receptionist	SPMU	• Welcoming visitors and officials, maintaining Visitors' Register, and directing them to the concerned authority. • Maintaining Issue Register and Bill Register • Operating and maintaining NNP toll free number • Maintaining biometric attendance system and submitting monthly attendance system • Data Entry • Translation of in-house documents • Any other task as and when assigned by the concerned authority.

This order will be effective from the date of issue of this order.

By order etc/-

  
Project Director,  
Neer Nirmal Pariyojana, Assam  
RWSSP-LIS, World Bank Assisted Project

No. SPMU/HR/HRD SPMU/187/2016-17/ 5128-29

Dated: 08/06/18

Copy to:

1. The Director, NNP, RWSSP-LIS, for favour of kind information
2. Office Copy.

  
Project Director,  
Neer Nirmal Pariyojana, Assam  
RWSSP-LIS, World Bank Assisted Project