

Formulation of Schemes:-

Sl.No.	Subject/Topic	Arrangement for seeking public participation
1.	<p><u>Submission of Representation/Application-</u> Submission of Representation/Application by the Member of public for availing Irrigation facilities to the District Offices through the Local Durbar/Headman/Dolloi/Sirdar etc.duly recommended by the Local Representative. (MLA/MDC).</p>	By directly handing the application to the District Offices.
2.	<p><u>Investigation Report-</u> Making necessary arrangement for conducting a Preliminary Investigation Report on the particular Scheme/Project of which the public had applied for after getting approval from the Head Office.</p>	Headman/Dolloi/Sirdar etc. is Contacted for Assistances & guidance during the process of the Investigation.
3.	<p><u>Survey Estimate-</u> After the Preliminary Investigation Report is done and if the Scheme/Project is found to be Technically Feasible and economically viable, Survey Estimate is Prepared at the District Offices & submit to the Head Office accordingly.</p>	Does not arise
4.	<p><u>Conducting of Detail Survey-</u> When the Survey Estimate is duly approved by the Head Office, detail survey is conducted by the District Offices at the site of the project and collection of all important Data required for the formulation of the scheme is being carried out accordingly.</p>	Headman/Dolloi/Sirdar etc. is Contacted for Assistances & guidance during the process of conducting the detail survey.
5.	<p><u>Formulation of the Scheme/Project-</u> After the detail survey has been done and all the required data collected, the Engineers (EEs,SDOs,AEs.) of the District Offices, with the help of the Junior Engineers and other Assistants get ready to formulate the project by preparing all the required Drawings, Designs,Estimates,Maps and other Datas etc. and submit the same to the Head Office to get necessary approval.</p>	Should submit a list of Beneficiaries and a NOC duly approved by the Headman / Dolloi/Sirdar etc. to the District Offices.
6.	<p><u>Checking & Scrutinisation of the Scheme/Project-</u> The Formulated Schemes/Projects, received at the Office of the S.E., are thoroughly checked and scrutinized by the Officers of the Office and submit the same to the Chief Engineer if they are found to be in proper order, which otherwise if any queries or observations are being made after these Schemes/Projects have been checked, the same are to be sent back to the District Offices, to make necessary corrections and rectification accordingly.</p>	Does not arise