



भारत सरकार / *Government of India*  
केन्द्रीय जल आयोग / *Central Water Commission*  
प्रशिक्षण निदेशालय / *Training Directorate*



No.3/26/2020-Trg/ 474-507

Dated 20.02.2020

**Sub: Invitation for proposals on training courses for inclusion in the Training Calendar of CWC for the year 2020-21 – reg.**

The preparation of Training Calendar for conducting training courses at CWC Head Quarters, New Delhi and its Regional Offices during the year 2020-21 (April, 2020 to March, 2021) by utilizing funds at the disposal of Training Directorate, CWC is presently under process.

In this connection, it is requested that proposals for including training programmes in the Training Calendar of CWC for the year 2020-21 on the following aspects may please be suggested to this office (through concerned coordination Directorates) with approval of the concerned Member/Chief Engineer (HRM) in respect of HRM organization latest **by 02-03-2020** for taking further necessary action.

1. Refresher Courses on Technical subjects for in-service officers of CWC and State Governments.
2. Training Programmes on Computers for different group of officers (one or two programmes for each group/level).
3. Training Programmes on "e-Office, e-HRMS, PFMS" etc. for different group of officers (one or two programmes for each group/level).
4. Training Programmes on Administration covering aspects of vigilance/Disciplinary Matters, preparation of HBA/Pension Cases, O&M Matters and Hindi Workshops, etc.
5. Training Programmes on Management Matters.
6. General Awareness Courses covering subjects such as Human Rights, Women's Participation, Fitness etc. for different levels and groups.

The topics indicated above are only suggestive. Therefore, additional topic, if any, considered necessary, may also be included in the proposal. The tentative dates for conducting the programme along with level and number of participants, course coordinators, etc. may be indicated as per the enclosed prescribed format. Courses in specialized fields such as Hydrology, Dam Safety, Instrumentation, Environment etc. where in service Engineers from States and other Central Agencies are interested to participate with CWC officers, may also be included in the proposal.

Training programmes for which there is any demand from staff Association of CWC may also be considered for inclusion. The courses / programmes which have been organized repeatedly should preferably be avoided.

Programmes that are organized at NWA, Pune should not be included in this list. An officer not below the rank of Director / Superintending Engineer may also be identified and indicated for each programme as coordination officer for the faculty and for designing the programme. The duration of the programme could be one week or less.

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It has been experienced that responses of some field offices have not been very positive with regard to conducting Training Program in their Jurisdiction. It is therefore requested that training programs which have not conducted may be send for inclusion of Training Calander 2020-21. Field Chief Engineers may select the topics depending upon the requirement of a particular organization.

However, a request is made to all CWC officers to indicate a list of suitable courses to be held abroad during the year 2020-21, so that those could also be taken into consideration.

Enclo: As above

  
(एस.के. सिन्हा)

निदेशक (प्रशिक्षण)

1. All Chief Engineers, Central Water Commission.
2. Advisor (I.S.O.)/J.S. (In-situ), CWC, New Delhi.
3. Secretary, CWC/Director (TC)/Director (Estt.I/Estt.II)/Director (Admn.), CWC, New Delhi.
4. Director (WP&P)/Coord. (D&R)/ (RM), CWC, New Delhi. It is requested that information in respect of their Wing may be consolidated and sent to this office with the approval of the concerned Member latest by 02/3/2020.
5. JE, Training, CWC, New Delhi with a request to upload this circular on the website [www.cwc.nic.in](http://www.cwc.nic.in) and on CWC intranet portal.

संख्या. 3/26/2019-Trg/

दिनांक .03.2019

विषय: केन्द्रीय जल आयोग - प्रशिक्षण कैलेंडर वर्ष 2019-20 में शामिल करने के लिए प्रशिक्षण पाठ्यक्रमों पर प्रस्तावों के लिए-आमंत्रण।





**Central Water Commission**  
**Training Directorate**

### Proposal of Training Programmes for inclusion in CWC Training Calendar for 2020-21.

**I. Programme Proposed to be organized by CWC(at HQ & Field Organizations)**

[illegible]

**II. List of Programme to be held abroad indicating the name & address of the Institute, course fee etc.**

[illegible]