

**No.11/3/2014-CM&V-
Government of India
Central Water Commission
(O/o Secretary)**

**Room No. 313(S), Sewa Bhawan
R K Puram, New Delhi – 110 066
27th October, 2014**

Office Order

1. The 188th Commission Meeting convened on 24th Sept 2014 observed that senior Officers in CWC often undertake official tours to places such as, project sites; hydrological observation sites; offices under their controls; CWC (Hq); and several others at intervals. The intent of majority of such visits are chiefly hinged around to accelerate decision making process in the system; to define objectives, goals and action plans to cascade through their organizations; and/or to offer guidance to subordinates authorities. Nonetheless, force of such visits fades quickly in absence of any effective communication particularly in writing to all concerned.

Meeting unarguably held that tour reports of such visits can be a significant source for inducing innovations in the system, and also speeding up actions closely aligned towards achieving organizational goals in a given timeframe;

2. In CWC, measures like preparation of work plans and concept of Performance Indicators (PIs) have been introduced to help senior Officers focus on attaining targets defined by such organizations themselves as well as by CWC (Hq) by way of assessing strengths and weaknesses of their set-up (more precisely by SWOT analysis), repositioning resources, and prioritizing actions;
3. In view of the above, the 188th Commission Meeting decided that Chief Engineers of CWC to invariably submit their tour reports containing key features of their visit like highlighting strategic and technical aspects requiring attention of all concerned; list of pending issues; status of grievance cases and any other as deemed fit, to their respective controlling officer. A copy of such report may also be marked to concerned officers of their organizations to invite their attention to issues that demand swift actions like settlement of grievance matters, court cases, etc.

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Accordingly, Chief Engineers in CWC are hereby requested to comply with above observation of the 188th Commission Meeting, and invariably submit their tour report to authorities as underlined in Para (3) above in order that these reports can provide much needed impulse to departmental activities. Chief Engineers may consider enforcing this concept for Director level officers also.



(Anup Kr Srivastava)
Secretary, CWC

Copy for necessary action to:

All Chief Engineers of CWC (as per list attached). It is also requested to take note of OM issued earlier vide no.3/6/2012-O&M dated 25th March 2013 (copy enclosed).

Copy for kind information to:

1. PPS to Chairman, CWC
2. PPS to Member (D&R)
3. Sr.PPS to Member (RM)
4. PPS to Member (WP&P)

Copy to:

Dir, RMC/Dir (C), WP & P/ Dir (C), D & R/Under Secretary (O&M), CWC

Chief Engineers of CWC

1. Chief Engineer (BP&MO)
2. Chief Engineer (CMO)
3. Chief Engineer (DES-NW&S)
4. Chief Engineer (DES-E&NE)
5. Chief Engineer (DES-N&W)
6. Chief Engineer (Dam Safety)
7. Chief Engineer (Environment Management)
8. Chief Engineer (Flood Management)
9. Chief Engineer (Hydrological Studies)
10. Chief Engineer (HRM)
11. Chief Engineer (Irrigation Management)
12. Chief Engineer (NBP)
13. Chief Engineer (Project Monitoring)
14. Chief Engineer (Project Appraisal)
15. Chief Engineer (PO & MI)
16. Chief Engineer (Project Preparation)
17. Chief Engineer (Plan & Development)
18. Chief Engineer (B & BBO)
19. Chief Engineer (C & SRO)
20. Chief Engineer (IBO)
21. Chief Engineer (KGBO)
22. Chief Engineer (LGBO)
23. Chief Engineer (M & ERO)
24. Chief Engineer (Monitoring – Central)
25. Chief Engineer (Monitoring – South)
26. Chief Engineer (NBO)
27. Chief Engineer (NTBO)
28. Chief Engineer (TBO)
29. Chief Engineer (UGBO)
30. Chief Engineer (YBO)
31. Chief Engineer (NWA)

केन्द्रीय जल आयोग
CENTRAL WATER COMMISSION

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No.3/6/2012-O&M
Government of India
Central Water Commission

Room No.326(S), Sewa Bhawan
R.K.Puram, New Delhi - 110 066.

March 25, 2013

OFFICE MEMORANDUM

Subject: Suo motu disclosure on official tours of Ministers and other officials.

Sub-section (2) of Section 4 of RTI Act, 2005 requires every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information suo motu to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to use the Act to obtain information.

2. It has, therefore, been advised by DoPT vide O.M.No.1/8/2012-IR dated 11th September, 2012 that Public Authorities may proactively disclose the details of foreign and domestic official tours undertaken by Minister(s) and officials of the rank of Joint Secretary to the Government of India and above and Heads of Departments, since 1st January, 2012. The disclosures are to be updated once every quarter starting from 1st July, 2012.

3. It has, therefore, been decided that details of all official visits undertaken by all officers of the rank of Chief Engineer (CE) in Central Water Commission (CWC) [including field formations] and above each quarter shall be uploaded on the CWC website by 5th of the month following each quarter. The information to be disclosed for domestic and foreign tours should be as per Annexure 'A' enclosed.

4. The concerned officers/officials shall take necessary action in respect of above as mentioned below:

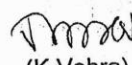
- (a) PPS/PS of Chairman & Members, CWC shall forward the above quarterly report within the stipulated time regarding the tour programmes of Chairman & Members to Director, SMD to upload the same on the website.
- (b) PPS/PS/PA/office staff of CEs posted at HQ shall send above quarterly report within the stipulated time regarding the tour programmes of respective CEs to Director, SMD to upload the same on the website and copy of the same shall also be sent to Director (Coordn.) of their wing.

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- (c) Offices of CEs in field organisations and CE, NWA shall send the above quarterly reports within the stipulated time to Director, SMD for uploading the same on the website and a copy of the same shall also be sent to Director, RMCD.
- (d) Director (SMD) shall make arrangement for creating an appropriate place in CWC website for uploading above information and do needful to upload the same on quarterly basis as received from concerned officers.
5. The exemptions under Section 8 of the RTI Act, 2005 may be taken in view while disclosing the information.
6. This issues with the approval of Chairman, CWC vide their Office Dy.No.230/F dated 13th March, 2013.

Encls:a/a.


(K.Vohra)
Secretary, CWC
Tel.No.26187232

Copy to:

1. PSO to Chairman, CWC
2. PPS to Member (D&R)/Member(WP&P)/Member(RM), CWC
3. All CEs (including field formations including NWA, Pune), CWC
4. Director, WP&P (Coord)/Director (RMCD)/Director, D&R(C), CWC
5. Nodal Officer, CWC of RTI matters w.r.t. letter No.F. 14/10/2012-O&M/1019 dated 26/9/2012
6. Director, SMD, CWC – with a request to arrange to upload the OM on CWC website.
7. Guard file (O&M) Section, CWC.