

I/123874/2023

भारत सरकार  
जल शक्ति मंत्रालय  
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग  
केन्द्रीय जल आयोग  
प्रशिक्षण निदेशालय



Government of India  
Ministry of Jal Shakti  
Department of WR, RD&GR  
Central Water Commission  
Training Directorate

### **CIRCULAR**

#### **Sub: Invitation for proposals on training courses for inclusion in the Training Calendar of CWC for the year 2023-24 – reg.**

The preparation of Training Calendar for conducting training courses at CWC Head Quarters, New Delhi and its Regional Offices during the year 2023-24 (April, 2023 to March, 2024) by utilizing funds at the disposal of Training Directorate, CWC is presently under process.

In this connection, it is requested that proposals for inclusion of training programmes in the Training Calendar of CWC for the year 2023-24 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 **28-02-2023** for taking further necessary action.

1. Refresher Courses on Technical subjects for in-service officers of CWC.
2. Training Programmes on Basic Computer Training including MS Office, Excel, Power Point for different group of officers (one or two programmes for each group/level).
3. Training Programmes on "e-Office, e-HRMS, PFMS, Bhavishya, eLIMBS, GeM" 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. 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.

The tentative dates for conducting the programme along with level and number of participants, course coordinators, etc. may be indicated as per the

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राम कृष्ण पुरम, नई दिल्ली : 110066  
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ईमेल:trngdte@nic.in

जल संरक्षण – सुरक्षित भविष्य



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enclosed prescribed format. 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.

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 been conducted may be send for inclusion of Training Calendar 2023-24. Field Chief Engineers may select the topics depending upon the requirement of a particular organization.

Requests are made to those Regional Offices who have not provided 5 days training to Ministerial Cadre of Sub-ordinate Services of Central Water Commission i.e. LDC, UDC, Assistant, Office Superintendent, Steno Class I, II and III, Hindi Translator and Store Keeper etc. in the year 2022-23, can send proposal for inclusion in this training calendar 2023-24.

The required information may please be send to this office in prescribed Performa as attached.

Enclosure:- As above

Signed by Venkateswarlu  
E.

Date: 08-02-2023 13:21:13

Reason: Approved  
(Venkateswarlu E.)

Dy. Director (Training)

Copy for information and necessary action to:

1. All Chief Engineers, Central Water Commission.
2. Advisor (I.S.O.), CWC, New Delhi.
3. Secretary, CWC/Director (TC), CWC, New Delhi.
4. Director (Estt.I/ Estt.II/Estt.III)/ Director (Admn.), 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 CE, HRM latest by **28/02/2023**.
5. Director Coord. WP&P/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 **28/02/2023**.
6. CWC Website/e-Office Notice Board.

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**Training Calendar of CWC for the Year 2023-24**

**Programmes to be organized by CWC (H.Q. & Field Organizations)**

Sl. No.	Organization	Venue	Name of Training Program	April 2023	May 2023	June 2023	July 2023	Aug. 2023	Sep. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Level of participants	No. of slots	Coordinator