

I/128074/2023

Government of India
Central Water Commission
Training Directorate

OFFICE ORDER

Approval of the Chairman, CWC is hereby conveyed in respect of the following officers, for their participation in in-house training of **Batch-IV Level-1 Mandatory Cadre Training Programme for Junior Engineer officers of CWES (Group-B) to be held at NWA, Pune from 10.04.2023 to 04.05.2023 as enclosed at Annexure -I.**

2. The nominated officers are requested to ensure to attend the above training.
3. The above officers will be governed by the following terms and conditions:
 - a. They will be entitled to draw TA/DA as admissible under rules.
 - b. They will get full pay and allowances during the programme.
 - c. No substitute will be provided in their place.
4. The comprehensive details of the Mandatory Cadre Training Plan (MCTP) for Central Water Engineering Service (Group-B) are outlined in CWC OM No. A-12011/1/2007-Estt.V/285 Dt. 28.02.2020 (copy enclosed).

Signed by Venkateswarlu
E.

Date: 20-03-2023 13:52:45

Re: Venkateswarlu E.)

Dy. Director (Training)

Copy to:

1. Sr. PPS to Chairman, CWC, New Delhi.
2. PPS to Member, (RM/WP&P/D&R), CWC, New Delhi.
3. Chief Engineer, HRM, CWC, New Delhi.
4. Chief Engineer, NWA, CWC, Pune.
5. All Chief Engineers, CWC (HQ)/Field with a request to ensure that the concerned officers are relieved on time to attend the MCTP as per schedule.
6. Director (Coordination), WP&P/RM/D&R, CWC, New Delhi.
7. Director (Admin), CWC, New Delhi.
8. Shri. G. Srinivasulu, Dy. Director and Course Director (MCTP Level – 1), NWA Pune w.r t Ltr No: A-33023/2/2022-NWA/I/23937/2023 Dated: 08.02.2023.
9. Under Secretary, ESTT-VI, CWC, New Delhi.
10. Officers Concerned through CWC Website/E-Office Notice Board. In case of any training related issues, they may contact Shri. G. Srinivasulu, Dy. Director and Course Director (Mobile No: 9911340729), NWA, CWC, Pune. They are requested to submit a feedback report after completion the training programme.
11. CWC website/E-Office Notice Board.

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Annexure - I

List of JEs for participation in 4-Weeks Batch-IV Level-1 Mandatory Cadre Training Programme of CWES Group-B to held at NWA, Pune from 10.04.2023 to 04.05.2023

Sl. No	Name of the Officer(Mr./Mrs./Miss) and Organisation
01	Vanjarapu Sugunakara Rao, KGB0, Hyderabad
02	Krushna Chandra Swain, MERO, Bhubaneswar
03	Rajat Kumar Garg, CWC, HQ
04	Jyoti Sharma, UGBO, Lucknow
05	Sourabh Mantri, YBO, New Delhi
06	Vinit Kumar Sharma, YBO, New Delhi
07	Vishal Gupta, YBO, New Delhi
08	Bollam Siva Sai Santosh Kumar, KGB0, Hyderabad
09	Vivek Kumar Yadav, NBO, Bhopal
10	Amit Kumar, T&BDBO, Kolkata
11	Prasanta Bhaya, T&BDBO, Kolkata
12	Pinaki Raha,T&BDBO, Kolkata
13	Md. Amir Warsi, LGBO, Patna
14	Sanjeet Kumar, CWC, HQ
15	Ankit, YBO, New Delhi
16	Ashvin Patidar, MERO, Bhubaneswar
17	Jitendra Karva, MTBO, Gandhinagar
18	Veerendra Kumar Sahu, MERO, Bhubaneswar
19	Ramarajan K., MSO, Benagaluru
20	Ravi Kumar, IBO, Chandigarh
21	Prem Chand, YBO, New Delhi
22	Rahul Sharma, UGBO, Lucknow
23	Uday Kumar Singh, T&BDBO, Kolkata
24	Vishal Guleria, IBO, Chandigarh
25	Sathish Kumar Ayancha, KGB0, Hyderabad
26	Tarun Mehta, NBO, Bhopal
27	Devendra Kumar Meena, CWC, HQ
28	Prashant Shankar Pandey, NBO, Bhopal
29	Biswabinayak Balabantaray, MERO, Bhubaneswar
30	Sanjeev Kumar, LGBO, Patna
31	Ankit Kumar, YBO, New Delhi
32	Saurabh Dubey, UGBO, Lucknow
33	Anurag Jha, MSO, Bengaluru
34	Giriraj Sharan Singh Dangi, MCO, Nagpur
35	Jyotsnarani Swain, MERO, Bhubaneswar

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36	Ankesh Ranjan Sinha, MERO, Bhubaneswar
37	Himanshu Singh, YBO, New Delhi
38	Avinash Kumar, UGBO, Lucknow
39	Naveen Lasiyal, YBO, New Delhi
40	Krishan Sharma, YBO, New Delhi
Reserve List	
01	Rojina K, CSRO, Coimbatore
02	Devnarayan Mali, YBO, New Delhi
03	Dheer Singh, IBO, Chandigarh
04	Virendra Singh Rajpurohit, MTBO, Gandhinagar
05	Gaurav Kumar Jha, T&BDBO, Kolkata

No. A-12011/1/2007-Estt.V / 285
Government of India
Department of Water Resources, RD & GR
Central Water Commission

3rd Floor (s), Sewa Bhawan,
R.K. Puram, New Delhi-110066.

Dated : 28th Feb., 2020

OFFICE MEMORANDUM

Sub: Introduction of Mandatory Career Training Plan (MCTP) for JEs and ADs Grade-II -regarding.

The matter relating to framing a comprehensive policy guideline for Mandatory Career Training Plan (MCTP) had been under consideration for a long period. Therefore, after detailed deliberations on this issue and consultation with NWA, Pune, the Chairman is pleased to issue comprehensive Mandatory Cadre Training Plan (MCTP) for Central Water Engineering (Group-B) Service, as contained in the Appendix of this O.M., for effecting trainings in the cadre of the JEs and ADs Grade-II, has been prepared and approved by Chairman, CWC.

2. This MCTP guidelines will take place with immediate effect. The field offices of Central Water Commission shall give wide publicity of this policy among all members of Junior Engineers and Assistant Directors Grade-II and shall also ensure its strict compliance.


(RATNAKAR YADAV)

UNDER SECRETARY (E.V& E.VI)

Tel. No. 011-29583304

Fax No. 011-29583327

To

- Assistant Directors Grade-II,
- Junior Engineers; through CWC official website.

Copy to:

1. PPS to Chairman, CWC.
2. All Chief Engineers of CWC.
3. All Superintending Engineer (C), CWC.
4. Under Secretary (E.I), DoWR, RD&GR, Shram Shakti Bhawan – for info. please.
5. All Assistant Directors Grade II.
6. All Junior Engineers.
7. Section Officer, Estt.III Section, CWC.
8. Deputy Director, SMD, CWC with the request to upload it on CWC website.

**Mandatory Cadre
Training Plan for
Central Water
Engineering Service
(Group-B)**

Mandatory Cadre Training Plan for Central Water Engineering Service (Group 'B')

INTRODUCTION:

The Government of India's policy is to impart training at various levels to enrich the officers with the modern approach to governance and equip them to cater to the needs of the society. There has neither been any structured Training Policy for officers of the Central Water Engineering Service (Group 'B') nor the Mandatory Cadre Training Plan (MCTP) courses have been a part of the Service Rules of CWES-Group 'B', till issue of these instructions. Therefore, a need was felt to have a detailed cadre training plan with mandatory training programmes including in-service training and refresher training courses for CWES-GROUP 'B' Officers in line with CWES Group 'A' officers.

1. Mandatory Cadre Training Program of CWES-GROUP 'B' Officers:

1.1 Level "I" Training Programme for Junior Engineers (JEs):-

1.1.1 Junior Engineers after recruitment from SSC, having completed three (03) years' service in the grade shall be nominated for this training programme and the duration of the course shall be of **4 weeks** at NWA, Pune as per schedule attached at Annexure-'A'.

1.1.2 The participation in this training programme will be mandatory for all the JEs, who have successfully completed their probation period, to be eligible for their next promotion in the Assistant Director Grade II of CWES GROUP 'B'. The National Water Academy (NWA) shall organize required number of courses in a calendar year, to cover all the Junior Engineers with three years' service. Nominations for undergoing the programme will be made by the Training Directorate, CWC and a maximum two opportunities will be provided to a Junior Engineer to undergo Level-I Training. However, preference would be given to seniors in zone of consideration for promotion.

1.2 Level 'II' Training Programme for Assistant Directors Grade II (AD-II)/Sub-Divisional Engineers (SDE):

1.2.1 CWES-GROUP 'B' Officers in the grade of AD-II/SDE who have rendered at least 3 years of regular service in the grade of AD-II shall be nominated for this training programme as per the Seniority in the AD-II grade. The duration of the training shall be of **4 weeks** at NWA, Pune as per schedule attached at Annexure-'B'.

1.2.2 Successful completion of training shall be essential for promotion to the Junior Time Scale of CWES or entry in CWES group 'A'. Nominations for undergoing the programme will be made by the Training Directorate, CWC and a maximum two opportunities will be provided to a AD-II/SDE to undergo Level-II Training. However, preference would be given to seniors in zone of consideration for promotion.

2. Refresher Training Programmes:-

2.1 In addition to above MCTP courses referred in Para 1, NWA, Pune/Training Directorate will conduct/organise Refresher training programmes for various grades in domain specific areas, as well as in the areas of office management and financial management. These refresher courses may be in-house at New Delhi/Pune or at some other Institute of repute.

3. General Conditions:-

3.1 While nominating the officers for training, preference may be given to those who are in the consideration zone for promotion to the next higher grade as promotion is linked to mandatory training which is compulsory.

3.2 While formulating the course contents, NWA will take into account procedures, rules, regulations, information and Communication Tools (ICT), Managerial skills, stress management, behaviour skills etc., along with the technical component of the training depending on the level of participants in a particular cadre. State visits regarding implementation of Governmental

Schemes at field levels may also be incorporated wherever necessary. The course contents should be updated at regular intervals, so as to include the latest technological developments in the field of Water Resources and Organisational requirements.

4. Exemption for various Mandatory Training/In-Service training programmes for the officers of CWES in respect of Mandatory cadre Training Plans (MCTPS)

1. All phases of the Mandatory Cadre Training/In-Service Training Programme shall be attended by all officers in the first chance when it falls due. CWES officer will be given a maximum of two chances to complete each level of the Mandatory Cadre Training Programme available to them.
2. Postponement of participation from the first chance to the second chance would be allowed only with the prior approval of the Chairman, CWC. However, such approval for postponement of the participation does not entitle the officer to obtain their respective promotion/grade/increment in relaxation of the Rules. It is reiterated that the officer will be entitled for respective promotion only after he/she successfully completes the respective MCTP.
3. CWES-GROUP 'B' officers on a foreign assignment/deputation may be permitted to attend the Mandatory training as per their turn, so that they are not placed at disadvantage position for promotion to next grade, after repatriation from foreign assignment/deputation.
4. CWES-GROUP 'B' officers who have less than two years of service left for superannuation as on 1st January of the Calendar year in which the training is actually conducted, would be exempted from mandatory training.
5. Officers who do not attend the mandatory training programme, even after the second nomination by the CWC/Ministry shall be debarred from future training programmes under the Cadre Training Plan and will not be promoted to their next higher grade in the service.

6. Administrative action may be taken to deny the grant of promotion to such debarred officers.
7. Necessary entries in the service book after successful completion of the Mandatory Cadre Training by the officer shall be made by the concerned Administrative Section/Field office.
8. In case the officer leaves the training, in between the programme, other than on emergent medical grounds, the entire cost of training shall be recovered from such officers for non-completion of training.
9. The officer nominated for training shall be relieved for training by the respective Head of the Regional office/Directorate etc., as it is mandatory.
10. For postponement of Training, serious/chronic illness recommended by the competent medical authority in prescribed forms, pre-natal/post-natal conditions recommended by the competent medical authority in the prescribed forms for female officers and sudden demise of immediate family members will only be considered.
11. No leave other than on emergent medical grounds of self, spouse, own children and parents shall be granted, generally, for not more than three days. Attendance of officer in any of the training programmes mentioned above is a must and if the attendance is less than 90%, he/she will not be declared as "qualified".

Mandatory Cadre Training Plan – Mandatory Cadre Training Program for CWES (Group B)

Approved Content

i. MCTP Level 1: Junior Engineers of CWC: Duration 4 Weeks: Venue : NWA Pune			
#	Brief Coverage	Duration (Weeks)	Approved Coverage
1	Establishment, Administrative & Financial Management	1 Week	Yoga: 6.30 AM-7.45 AM (Everyday) <ul style="list-style-type: none"> Open House Discussion to comprehend about participants expectations, their journey so far and expected outcome of the program. Day-to-Day procurement challenges and better ways of dealing the challenges –Case Studies LTC/TA/TTA claims from an audit perspective and case study-based demonstration. Delegation of financial powers (work powers, contingent powers), GFR 2017 Budget synopsis and Demonstration of various budget heads and their utilization in light of recent budget head revision Smart way of working with MS office tools such as Word, Excel SOR & Preparation of Estimate, Technical sanction, AA&ES CPWD works manual, preparation, floating of NIT, evaluation of tender, signing of agreement, execution of works. E-tendering rules in a nutshell, steps of e-tendering, and a demonstration of the CPPP portal. Making entries in T&P register (13,14&15), MAS register, MB, vehicle logbook and their maintenance, upkeep of storeroom. Rules at a Glance for procurement through e-GeM, Live demonstration of broad features of GeM, Procurement of goods through Direct Purchase/BID/RA, procurement of services through e-GeM, Custom Bid. Technical and financial evaluation, contract generation etc. & addressing the key issues of e-GeM, Generation of availability report & past transaction Summary (GeMAR&PTS) for procurement outside GeM, Processing bills etc. Survey report of T&P items and disposal. Steps to be followed in e-auctioning, e-office, PFMS-IT Module.
2	Personality Development	1 week	Ethics and Character Building -6 AM-9AM ((Everyday) <ul style="list-style-type: none"> Ethics and Values in Public Governance. Conflict Management, team building including (with activities). Thrive on stress through positive thinking.

i.	MCTP Level 1: Junior Engineers of CWC: Duration 4 Weeks: Venue : NWA Pune		
#	Brief Coverage	Duration (Weeks)	<i>Approved Coverage</i>
			<ul style="list-style-type: none"> • Human Behaviour System, Interpersonal skills, interpersonal behaviours. • Effective communication, working under challenging environment. • Effective decision making- setting priorities. • Time management emotional intelligence. • Communication and negotiation skills. • Attitude, motivation, and SWOT analysis.
3	Hydrological Observation and Data Management	1 week	Yoga: 6.30 AM-7.45 AM (Everyday) <ul style="list-style-type: none"> • Installation, marking of different types of gauge posts • Discharge Observation Work, Types, ADCP and plotting different type of curves like stage discharge curves. • Monitoring & Assessment of Water Quality parameters- Protocol and Standards • Sample collection, preservations & analysis of In-situ parameters. • Rain gauges and its type with plotting of graph, Anemometer, Evaporimeter, Wind vane etc. • Hydrometry-Basic concepts and application for data collection, Hydro-meteorological Network & its Design; Gauge; Discharge; Sedimentation. • Introduction to Telemetry system and its basic maintenance. • Full Day visit to Hydrological Observation site at Karad. • Data Management through WIMS with hands on. • Visit of Water Quality Lab, UKD, Pune. • Field Survey • Cross-sectional and Morphological survey of river • Visit to CWPRS Current Meter Rating Lab
4	Development of Core Technical Skills	1 week	Yoga: 6.30 AM-7.45 AM (Everyday) <ul style="list-style-type: none"> • Basin wise Assessment of Water Resources. • Irrigation Water Management including Micro Irrigation; Tools for Irrigation Planning. • Appraisal of water resources projects with reference to broad activities of CWC. • Monitoring of water resources projects with reference to broad activities of CWC. • Guidelines for preparation of Detail Project Reports (DPRs) in respect of Water Resources Projects. • Survey and Investigation of Water Resources Projects. • Visit to Survey of India in Pune to understand about significance of total stations and GPS for topographical surveys.

i.	MCTP Level 1: Junior Engineers of CWC: Duration 4 Weeks: Venue : NWA Pune		
#	Brief Coverage	Duration (Weeks)	<i>Approved Coverage</i>
			<ul style="list-style-type: none"> • Field Visit to Panshet, Varasgaon, Khadakwasla site of CWC (Bridge Outfit/Wading). • Overview of Flood Management in India. • Flood Forecasting activities in CWC. • Broad Design Aspects of Dams, Barrages, Weirs and Canals. • Overview of GIS & Remote Sensing. • Hands –on Session using QGIS.

Mandatory Cadre Training Plan – Mandatory Cadre Training Program for CWES (Group B)

Approved Content

i.	MCTP Level 1: Assistant Directors II/Sub Divisional Engineers of CWC: Duration 4 Weeks:		
	Venue: NWA Pune		
#	Brief Coverage	Duration (Weeks)	Coverage
1	Establishment, Administrative & financial Management, personality development	1 Week	<ul style="list-style-type: none"> Establishment, Administrative & Financial Matters Challenges in Procurement Personality development related sessions
2	Hydrometry and Survey & investigation	1 Week	<ul style="list-style-type: none"> Overview of salient features of works being carried out presently in each of three technical wings of CWC; Overview of functions of various wings of Ministry of Jal Shakti , GoI & and its departments ; Hydrometry, Telemetry System, Water Quality, Morphological Survey, Survey and Investigation. Quantity estimation & equipment planning of Water Resources projects .
3	Hydrology, Flood management & GIS	1 Week	<ul style="list-style-type: none"> Overview of Basic Hydrology & Project Hydrology Water Accounting Flood forecasting & Management, Introduction to HEC-HMS, HEC-RAS Visit to H O site to carry out H-M Observation (including WQ Lab) RS & GIS, Google Earth Engine, Python Programming etc.
4	Design of water resource Projects, Appraisal & Monitoring	1 Week	<ul style="list-style-type: none"> Detail Project Report (DPR) preparation Appraisal & Monitoring, Irrigation Management Challenges in Design related aspects of Water Resources projects, Overview of Hydromechanical design, Dam Safety aspects, DHARMA application Visit to CWPRS