

I/186537/2024

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  
Dept. of Water Resources, RD & GR  
Central Water Commission  
Training Directorate

### कार्यालय आदेश

सक्षम अधिकारी के आदेशानुसार, केन्द्रीय जल आयोग, नई दिल्ली में कार्यरत बहु कार्य निष्पादक (MTS) के लिए दो - सप्ताह का "इंडक्शन ट्रेनिंग प्रोग्राम (ITP)" प्रशिक्षण निदेशालय द्वारा दिनांक **11.11.2024** से **22.11.2024** तक लाइब्रेरी बिल्डिंग, केन्द्रीय जल आयोग, नई दिल्ली में आयोजित किया जा रहा है।

नामांकित सभी MTS की इस प्रशिक्षण कार्यक्रम में प्रतिभागिता अनिवार्य है। नामांकित MTS की सूची **अनुलग्नक -I** एवं विस्तृत प्रशिक्षण कार्यक्रम **अनुलग्नक -II** के अनुसार है।

उपनिदेशक

: प्रतिलिपि

1. Sr. PPS to Chairman, CWC, New Delhi.
2. PPS to Member WP&P/D&R/RM, CWC, New Delhi.
3. Chief Engineer, HRM, CWC, New Delhi.
4. Director (Coordination), WP&P/D&R/RM, CWC, New Delhi.
5. Under Secretary, E-VIII, CWC, New Delhi
6. Accounts Officer, CWC, New Delhi.
7. DDO-II, CWC, New Delhi.
8. Officers concerned through website.
9. CWC website/e-Office Notice Board.

नई लाइब्रेरी बिल्डिंग,  
राम कृष्ण पुरम, नई दिल्ली-110066  
दूरभाष: 011-29583531,  
जल संरक्षण सुरक्षित भविष्य



New Library Building  
R.K. Puram, New Delhi - 110066  
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Conserve Water-Save Life

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अनुलग्नक -I

केंद्रीय जल आयोग (मुख्यालय), नई दिल्ली में दो सप्ताह के "इंडक्शन ट्रेनिंग प्रोग्राम (ITP)" के लिए बहु कार्य निष्पादक की सूची (अवधि: 11.11.2024 से 22.11.2024 तक)

| S/ No. | Name of the Official Shri/Smt/Kumari | Date of Joining | Employee Code | Present Posting       |
|--------|--------------------------------------|-----------------|---------------|-----------------------|
| 1.     | Kanhaiya Prasad                      | 29.05.2023      | 042023009     | Estt-III              |
| 2.     | Manoj Meena                          | 01.09.2023      | 042023010     | Dir. PCP              |
| 3.     | Rohit Agrawal                        | 13.12.2023      | 042023011     | O/o DIR, E-II         |
| 4.     | Rajesh Kumar                         | 13.12.2023      | 042023012     | Estt-XI               |
| 5.     | Megha Ram                            | 18.12.2023      | 042023013     | Estt-VI               |
| 6.     | Dileep Kumar Yadav                   | 20.12.2023      | 042023014     | Dir. (PCP and R&I)    |
| 7.     | Ravi Ranjan Thakur                   | 20.12.2023      | 042023015     | Account-III           |
| 8.     | Kartikey Chaturvedi                  | 22.12.2023      | 042023018     | Dir. (PCP and R&I)    |
| 9.     | Deep Kumar                           | 22.12.2023      | 042023017     | Estt-VIII             |
| 10.    | Rohit Raj                            | 22.12.2023      | 042023019     | CM & V Section        |
| 11.    | Amit Kumar Shukla                    | 28.12.2023      | 042023020     | Estt-XIV              |
| 12.    | Saurabh Pratap                       | 28.12.2023      | 042023021     | Estt-VIII             |
| 13.    | Shashi Ranjan                        | 29.12.2023      | 042023022     | R&D Section           |
| 14.    | Neeraj Kumar                         | 29.12.2023      | 042023023     | Estt-IV               |
| 15.    | Dharmendra Kumar                     | 01.01.2024      | 042024001     | Estt-VII              |
| 16.    | Banti Kumar                          | 11.01.2024      | 042024002     | O/o RMCD              |
| 17.    | Shubhraj Shrivastava                 | 01.02.2024      | 042024003     | O/o CE (PAO)          |
| 18.    | Vijay Pandey                         | 07.02.2024      | 042024004     | O/o CE (EMO)          |
| 19.    | Ashish Singh Tomar                   | 09.02.2024      | 042024005     | Dir. (PCP and R&I)    |
| 20.    | Sanjukta Ray                         | 13.02.2024      | NA            | Dir. (Trg.) & (L&IB)  |
| 21.    | Wilson Kispotta                      | 14.02.2024      | NA            | O/o CE (PAO)          |
| 22.    | Sarvottam Kumar                      | 23.02.2024      | NA            | ISO (Adviser)         |
| 23.    | Rupa Kumari                          | 01.04.2024      | NA            | Estt-XI               |
| 24.    | Ambar Kumar Gupta                    | 03.04.2024      | NA            | O/o Director, WSE Dte |

अनुलग्नक -II

केंद्रीय जल आयोग (मुख्यालय), नई दिल्ली में दो सप्ताह के "इंडक्शन ट्रेनिंग प्रोग्राम (ITP)" के लिए बहु कार्य

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निष्पादक के प्रशिक्षण कार्यक्रम आयोजित करने का कार्यक्रम

**Program for Organizing Induction training program of two weeks (11 Nov 2024-22 Nov 2024) at CWC HQ, New Delhi for Newly appointed MTS at CWC (HQ)**

| Date       | Session                          | Time        | Topic/Subject                                                                            |
|------------|----------------------------------|-------------|------------------------------------------------------------------------------------------|
| 11/11/2024 | Session 1                        | 10:00-11:30 | Inauguration                                                                             |
|            | <b>Tea Break (11:30-11:45)</b>   |             |                                                                                          |
|            | Session 2                        | 11:45-13:15 | Brief about CWC at HQs                                                                   |
|            | <b>Lunch Break (13:15-14:15)</b> |             |                                                                                          |
|            | Session 3                        | 14:15-15:45 | Brief about CWC Field formations                                                         |
|            | <b>Tea Break (15:45-16:00)</b>   |             |                                                                                          |
|            | Session 4                        | 16:00-17:30 | Activities of CWC HQ & Field offices                                                     |
| 12/11/2024 | Session 1                        | 10:00-11:30 | Hydrological-Metrological activities of CWC in Field offices                             |
|            | <b>Tea Break (11:30-11:45)</b>   |             |                                                                                          |
|            | Session 2                        | 11:45-13:15 | Gauge & Discharge Measurement                                                            |
|            | <b>Lunch Break (13:15-14:15)</b> |             |                                                                                          |
|            | Session 3                        | 14:15-15:45 | Hydrological data Collection                                                             |
|            | <b>Tea Break (15:45-16:00)</b>   |             |                                                                                          |
|            | Session 4                        | 16:00-17:30 | Entry in WIMS /Hands on Training on WIMS                                                 |
| 13/11/2024 | Session 1                        | 10:00-11:30 | Management of DAK & Receipt/ Physical File Management System                             |
|            | <b>Tea Break (11:30-11:45)</b>   |             |                                                                                          |
|            | Session 2                        | 11:45-13:15 | Record Management/ Office up-keeping & Maintenance                                       |
|            | <b>Lunch Break (13:15-14:15)</b> |             |                                                                                          |
|            | Session 3                        | 14:15-15:45 | Coordination with office maintenance team, Bills preparation, Basics of e-Bill           |
|            | <b>Tea Break (15:45-16:00)</b>   |             |                                                                                          |
|            | Session 4                        | 16:00-17:30 | Arrangements for meetings, Scanning and Photocopy, Farrash Duty, Dairy/dispatch-physical |
| 14/11/2024 | Session 1                        | 10:00-11:30 | Conduct Rules, Service Rules-1/ Dos & Don't of Govt. servant                             |
|            | <b>Tea Break (11:30-11:45)</b>   |             |                                                                                          |
|            | Session 2                        | 11:45-13:15 | GFR, Delegation of Financial Powers rules                                                |
|            | <b>Lunch Break (13:15-14:15)</b> |             |                                                                                          |

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|------------------------------------------------------------------|----------------------------------|-------------|--------------------------------------------------------------|
|                                                                  | Session 3                        | 14:15-15:45 | Leave rules & Office Procedures, LTC, Leave Encashment       |
|                                                                  | <b>Tea Break (15:45-16:00)</b>   |             |                                                              |
|                                                                  | Session 4                        | 16:00-17:30 | APAR & Record management                                     |
| <b><u>15/11/2024, 16/11/2024 &amp; 17/11/2024 (Holidays)</u></b> |                                  |             |                                                              |
| <b><u>18/11/2024: Visit to CWC Library &amp; FFM Dte.</u></b>    |                                  |             |                                                              |
| <b>19/11/2024</b>                                                | Session 1                        | 10:00-11:30 | Hindi Rajbhasha, Unicode                                     |
|                                                                  | <b>Tea Break (11:30-11:45)</b>   |             |                                                              |
|                                                                  | Session 2                        | 11:45-13:15 | Hindi Noting & Drafting                                      |
|                                                                  | <b>Lunch Break (13:15-14:15)</b> |             |                                                              |
|                                                                  | Session 3                        | 14:15-15:45 | Hands On practice (Hindi Typing)                             |
|                                                                  | <b>Tea Break (15:45-16:00)</b>   |             |                                                              |
|                                                                  | Session 4                        | 16:00-17:30 | Bill Preparation (Medical & TA Bills)                        |
| <b>20/11/2024</b>                                                | Session 1                        | 10:00-11:30 | Basic Computer Training- MS Word                             |
|                                                                  | <b>Tea Break (11:30-11:45)</b>   |             |                                                              |
|                                                                  | Session 2                        | 11:45-13:15 | Hands On practice                                            |
|                                                                  | <b>Lunch Break (13:15-14:15)</b> |             |                                                              |
|                                                                  | Session 3                        | 14:15-15:45 | Basics of MS Excel/MS Power-point                            |
|                                                                  | <b>Tea Break (15:45-16:00)</b>   |             |                                                              |
|                                                                  | Session 4                        | 16:00-17:30 | Hands On practice                                            |
| <b>21/11/2024</b>                                                | Session 1                        | 10:00-11:30 | Basics of E-office- dairy/dispatch                           |
|                                                                  | <b>Tea Break (11:30-11:45)</b>   |             |                                                              |
|                                                                  | Session 2                        | 11:45-13:15 | Hands On practice                                            |
|                                                                  | <b>Lunch Break (13:15-14:15)</b> |             |                                                              |
|                                                                  | Session 3                        | 14:15-15:45 | E-office-linking references/attachments-detachments of files |
|                                                                  | <b>Tea Break (15:45-16:00)</b>   |             |                                                              |
|                                                                  | Session 4                        | 16:00-17:30 | Hands On practice                                            |
|                                                                  | Session 1                        | 10:00-11:30 | Email receipt in e-office                                    |
|                                                                  | <b>Tea Break (11:30-11:45)</b>   |             |                                                              |

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|                 |                                    |             |                   |
|-----------------|------------------------------------|-------------|-------------------|
| 22/11/2024<br>4 | Session 2                          | 11:45-13:15 | Hands On practice |
|                 | Lunch Break (13:15-14:15)          |             |                   |
|                 | Feedback Session (14:15-15:45)     |             |                   |
|                 | Tea Break (15:45-16:00)            |             |                   |
|                 | Valedictory function (16:00-17:30) |             |                   |