

Dated: 26/3 March, 2018

To

1. The Chief Engineer,
 Krishna & Godavari Basin Organisation,
 Central Water Commission,
 Room No. 205. 1st floor,
 Krishna Godavari Bhawan,
 11-4-648, A.C. Guards,
 Hyderabad-500004.
2. The Chief Engineer,
 Upper Ganga Basin Organisation,
 Central Water Commission,
 Jahnvi Sadan, 21/496, Indra Nagar,
 Lucknow-226024.
3. The Chief Engineer,
 National Water Academy,
 Central Water Commission,
 Singhagad Road, Khadakwasia,
 Pune-411024.

Subject: Filling up/ creation of posts of Assistant Account Officer (AAO) at Field/Divisional/Circle Offices of CWC- regarding.

Sir,

I am directed to refer to this Commission's letter of even no. dated 28.8.2017, 18.9.2017, 10.10.2017 & 11.12.2017 on the above cited subject.

2. In this regard, it has been observed that your office has only provided the name of places, wherever the post of AO/AAO is required to be created. This information, however, was required to be submitted alongwith filling up the proforma for creation of post for each of the places, wherever the post of AO/AAO is required to be created.

3. It is hereby again requested that the following information alongwith all supportive documents in respect of your office may be sent to this Commission latest by 9.4.2018 so that the case for *Filling up/ creation of posts of AO/AAO at Field/Divisional/Circle Offices of CWC* may be taken up with Ministry:

- A) Filling Duly proforma for creation of post *for each of the offices*, where the post of AO/AAO is required to be created. (Blank Proforma enclosed)
- B) Details of total no of bills processed during the last three years for each of the offices, where the post of AO/AAO is required to be created.
- C) Total expenditure done during the previous three years for each of the offices, where the post of AO/AAO is required to be created.
- D) Total financial implication upon creation of each post for each of the offices, where the post of AO/AAO is required to be created.

4. If no/part inputs are received from your office within stipulated time, it will be presumed that there is no requirement for posting of an incumbent/creation of post of AO/AAO in any of your Field/Divisional/Circle office of CWC and consolidated proposal in respect of CWC for taking up the matter with the Ministry will be proposed accordingly.

Yours faithfully,

(Signature)
 (L.B.TUOLTE)
 DIRECTOR(E-1)

Copy to:

1. PPS to Chairman, CWC (Hqrs.), New Delhi.
2. PS to CE (HRM), CWC (Hqrs.), New Delhi.
3. US(E-1), MoWR, RD&GR, Shram Shakti Bhawan, Rafi Marg, New Delhi.
4. DD(SMD) for uploading on the website of CWC (Hqrs.)

Checklist for Creation of Posts

S.No.	Particulars	
Details of Post		
1	Name/ Designation of the post	
2	Pay Scale of the post	
3	Nature of Post (Scientific/Technical/Admin/Faculty/other)	
4	Duties and responsibilities of the post	
5	Functional justification for creation	
6	Does this post exists with same scale of pay and grade pay	
7	How work is being managed in the absence of the post	
8	Mode of recruitment of post (enclose copy of RRs)	DR/Deputation/Promotion
9	Essential and minimum qualification of the post	
10	No. of existing posts in the grade of the post	(a) Sanctioned (b) Vacant (with date)
11	Immediate lower (feeder) post in the hierarchy	(a) Sanctioned (b) Vacant (with date)
12	Immediate higher (promotional) post in the hierarchy	(a) Sanctioned (b) Vacant (with date)
13	Workload of the post (Extract of SIU study, if any)	
14	Possibility of outsourcing/contract/redeployment	
15	Financial implication (both recurring and non-recurring)	
16	Matching Savings (Specific posts with pay scales) (FA may certify that posts are live and not surrendered earlier or recommended by SIU for abolition)	
17	Whether any Norms exist for the proposed posts. A copy of the Norms may be provided.	
Organization Details		
1	Name of the organization	
2	Status of Organization (Ministry/ Department/ Autonomous/ Attached/ Subordinate)	
3	Detailed sanctioned strength (category wise) with pay scale and vacancy position (with date of vacancy)	
4	Whether the organization has been studied by SIU/ IWSU. If so, details	
5	Any other relevant information	
Certificate: It is certified that all such posts under the administrative control of this Ministry/ Department which are vacant for more than 5 years, have been abolished		

Concurrence of Financial Advisor

Concurrence of Secretary