

**F.No-A 42015/1/2023-Estt-VI/  
भारत सरकार/ Government of India  
केंद्रीय जल आयोग/ Central Water Commission**

**Sewa Bhawan, New Delhi**

**Dated: 1<sup>st</sup> February, 2023**

**Subject: Action points emerging out of Quarterly review meeting Chaired by CE, HRM on 30<sup>th</sup> January, 2023.**

Chief Engineer, HRM chaired a meeting with the officers posted in HRM wing at 11.00 AM on 30th January, 2023 to review the left over matters in meeting held on 10.01.2023. The following action points emerged during the said meeting:

1. All concerned officers/sections of HRM wing to send their requirement for computers to Establishment VI within 3 days.

[Action: Secretary, CWC/All Directors, CWC]

2. Establishment IV Section to upload the details of officials retiring in the next 15 months in CWC HQ and field organizations of CWC on the Commission's portal within 3 weeks.

[Action: Director Estt-1, CWC]

3. Several issues related to pension which came up for discussion pertained to PAO's response. Concerned Sr. PAO, CWC, did not attend the meeting and issues remained unresolved. The case may be taken up with Controller of Account for ensuring presence of concerned PAO in future review meeting.

[Action: Director Admn, CWC]

4. Proforma for future QRMs to include details of pending pension cases in each section.

[Action: Director Admn, CWC]

5. O&M Section to prepare a Draft Standard Operating Procedure (SOP) for administrative matters (Channel of submission & Level of disposal) under HRM wing and circulate for inputs of other sections within 3 weeks.

[Action: Secretary, CWC]

6. Estt VII to take action for convening DPC for considering all eligible promotion cases by March 2023.

[Action: Director Estt-III, CWC]

7. All Establishments in HRM wing to inform their staff requirements to Establishment IX which will consolidate and examine the requirements and will requisition Estt VII suitably for filling up the same on contractual basis.

[Action: Secretary, CWC & All Directors]

8. Establishment VII Section to oversee outsourced staff hired to run the Central Water Commission's canteen.

[Action: Director (Estt III), CWC]

9. Work Planning Cell to undertake redistribution of cadre strength of subordinate cadres in HRM wings within 15 days.

[Action: Secretary, CWC]

10. Technical Coordination to study and explore viability for ISO certification of the HRM unit of CWC (Hrs).

[Action: Director (TC), CWC]

11. CM&V Section to provide extracts of the Training recommendations made by the Reporting/Reviewing officers in the APARs of Group 'A' officers of CWES officers (Assistant Director to Chief Engineers) to the Training Directorate for providing appropriate Training support.

[Action: Secretary, CWC & Director, Trg]

12. E-governance Cell to compile/update all the emails and telephone numbers of the officers and sections under the HRM wing and upload on CWC portal.

[Action: Secretary, CWC]

13. Training Dte to prepare suitable Training Plan for providing orientation/Induction training to all newly recruited officials in CWC in consultation with concerned establishments.

[Action: Secretary, CWC, Concerned Director(s) & Director, Trg]

14. Estt VIII to take action for convening meeting of office council on priority.

[Action: Director, Estt-II]

15. Establishment XIII to expedite action for finalizing Recruitment Rules for the library staff.

[Action: Director (Estt III), CWC]

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