

I/88805/2022

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

## OFFICE ORDER

In partial modification this Office Order even No: I/86373 Dated:25.02.2022 and subsequent modifications, the **Training Schedule and Venue of Training are modified**, as enclosed at Annexure-I for **Batch-II** Induction Training of Newly recruited Multi Tasking Staff **during 28<sup>th</sup> March to 08<sup>th</sup> April, 2022.**

All other terms and conditions remain unchanged.

(Venkateswarlu E.)  
Dy. Director (Training)

To,

Pay & Accounts Officer, CWC, New Delhi.

Copy to:

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, Hyd(C)/WP&PC/D&RC/RMC, CWC, New Delhi.
5. Director (E-II), CWC, New Delhi.
6. Under Secretary, E-VIII, CWC, New Delhi.
7. Brach Officer, Training Dte., CWC, New Delhi.
8. Accounts Officer, CWC, New Delhi.
9. DDO-II, CWC, New Delhi.
10. Officers concerned through website.
11. CWC website/e-Office Notice Board.

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Annexure-I

### SCHEDULE OF INDUCTION TRAINING TO MULTI TASKING STAFF, CWC

<b>Batch-II</b>	<b>28<sup>th</sup> March – 08<sup>th</sup> April, 2022</b>		
<b>Venue :</b>	<b>From: 28<sup>th</sup> -31<sup>st</sup> March -Training Hall, New Library Building</b> <b>From: 1<sup>st</sup> -8<sup>th</sup> April- Training Hall, 5<sup>th</sup> Floor, Sewa Bhawan, CWC</b>		
<b>DIRECTORATE / SECTION</b>	<b>PERIOD</b>	<b>Daily Session Plan</b>	<b>SUBJECT/TOPICS</b>
FFM Dte., CWC, New Delhi	28 <sup>th</sup> March 2022	<b>Inaugural Session: 10:00 - 10:15AM On 128.03.2022 (Director, SM Dte. &amp; Director, Trng. Dte.)</b>	<ul style="list-style-type: none"> <li>Brief about CWC at HQs and Field formations</li> <li>Activities of CWC.</li> <li>Hydrological Data Collection/entry in WIMS</li> </ul>
SM Dte., CWC, New Delhi	29, 30 and 31 <sup>st</sup> March 2022	<b>Session:1 10.15 to 11.45</b>	<ul style="list-style-type: none"> <li>Basic computer training- MS word, Excel, Power point</li> <li>E-office- dairy/dispatch/linking references/attachments- detachments of files</li> <li>Email receipt in e-office</li> <li>Hands on practice</li> </ul>
Estt. VIII, CWC, New Delhi	1 <sup>st</sup> April 2022	<b>Leisure Session:2 12.00 to 13.30</b>	<ul style="list-style-type: none"> <li>Management of DAK and Receipts</li> <li>Physical File Management System</li> <li>Record Management</li> </ul>
Estt. IX, CWC, New Delhi	4 and 5 <sup>th</sup> April 2022	<b>Lunch Break Session:3 14.30 to 16.00</b>	<ul style="list-style-type: none"> <li>Conduct rules, Service rules.</li> <li>Dos and Don't of Govt. Servant</li> <li>Office procedure</li> <li>Leave rules</li> </ul>
Library Venue : New Library Building	6 <sup>th</sup> April 2022	<b>Leisure Session:4 16.15 to 17.45</b>	Visit to CWC Library
PCP Dte., CWC, New Delhi	7 and 8 <sup>th</sup> April 2022	<b>Feedback &amp; Valedictory : 16:15 -17:00 On 08.04.2022 (Director, PCP Dte. &amp; Director, Trng. Dte.)</b>	<ul style="list-style-type: none"> <li>Office upkeep &amp; Maintenance</li> <li>Coordination with office maintenance team</li> <li>Arrangements for meetings</li> <li>Bills preparation</li> <li>Scanning and Photocopy</li> <li>Farash duty, Dairy/dispatch- physical</li> </ul>

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