



भारत सरकार  
Central Government  
केन्द्रीय जल आयोग  
Central Water Commission  
प्रशिक्षण निदेशालय  
Training Directorate



No.3/29/2017-Trg/ Vol-II / 508-578

Date: 21.02.2020

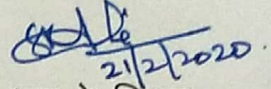
Office Order

With reference to Department of Water Resources, RD & GR, Ministry of Jal Shakti Letter No. A-33025/2/2020-E-I dated 20.02.2020 (copy enclosed), the final list of STS officers of CWES Group 'A', nominated for attending the First Level-2 Mandatory Cadre Training Program (MCTP) to be held at NWA, Pune, IISC, Bengaluru, IIM, Bengaluru and AIT, Bangkok, Thailand from 02.03.2020 to 27.03.2020 is enclosed at Annexure-I.

The above officers will be governed by the following terms and conditions:

1. They will be entitled to draw TA/DA as admissible under rules.
2. They will get full pay and allowances during the programme.
3. No substitute will be provided in their place.

The comprehensive details of the Mandatory Cadre Training Plan (MCTP) for Central Water Engineering (Group-A) Service, are outlined in the Department of Water Resources, RD & GR, Ministry of Jal Shakti OM No. A-33025/13/2017-E-I dated 27.02.2019 (copy enclosed).

  
21/2/2020  
(एस.के. सिन्हा)

निदेशक (प्रशिक्षण)

Copy to:

1. Sr PPS/PPS to Secretary, DoWR, RD & GR, New Delhi.
2. Sr PPS/PPS to Chairman, CWC, New Delhi.
3. PPS to Member WP&P/ RM/D&R, CWC, New Delhi.
4. Mr C T Nagaraja, Section Officer, Centre for Continuing Education, Indian Institute of Science, Bengaluru (Ph No. – 080/22932045, 09341344152).
5. Ms Shambhavi, Senior Manager, Executive Education Programs, Indian Institute of Management, Bengaluru (Ph No – 080/26993579, email – shambhavi.rao@iimb.ac.in).
6. Mr Pradeep Kumar Dash, Director (Programs), AIT Extension, Asian Institute of Technology, Bangkok, Thailand (Ph - +66-897659225, email – pradeepdash@gmail.com).
7. Chief Engineer (HRM), CWC, New Delhi.
8. Chief Engineer, NWA, CWC, Pune.
9. All Chief Engineers, CWC (HQ)/Field with the request to ensure that the concerned Officers are relieved on time to attend the MCTP as per schedule attached.
10. Director, Coordination WP&P /RM/D&R, CWC, New Delhi.
11. Secretary, CWC, New Delhi with the request to inform the Borrowing Departments regarding Officers who are on deputation for relieving them to join the training as per schedule attached.
12. Shri M Subbarayan, Joint Secretary (Estt), Ministry of Defence, Room No. 234, South Block, New Delhi -110001 (E-mail: m.subbarayan@nic.in) for S. No. 3 in the attached list.





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13. Shri K K Shrivastav, Chief General Manager (Admn), Madhya Pradesh Rural Roads Development Authority, Block II, 5<sup>th</sup> Floor, Paryavas Bhavan, Arera Hills, Bhopal – 462027 (E-mail: gmtmprda@rediffmail.com) for S. No. 8 & 9 in the attached list.
14. Shri Nihar Ranjan Dash, Joint Secretary (Admn), Ministry of Textiles, Udyog Bhavan, New Delhi -110001 (E-mail: nihar.dash@nic.in) for S. No. 15 in the attached list.
15. Dr Amit Sahai, Joint Secretary (Personnel & Coordination), Deptt of Defence Production, Ministry of Defence, Room No. 96, South Block, New Delhi – 110001 (E-mail: jscoord-ddp@nic.in) for S. No. 17 in the attached list.
16. Shri R Vasudevan, Dy Director (Admn), Narmada Control Authority, Narmada Sadan, Sector B, Scheme No 74, Vijay Nagar, Indore – 452010 (E-mail: ddtc.nca@gov.in) for S. No. 20 in the attached list.
17. Shri R Thangamani, Director, NWA & Course Director (MCTP Level-2), Sinhgad Road, Khadakwasla, Pune, Maharashtra 411024.
18. Under Secretary, Estt-I, DoWR, RD & GR, MoJS, Shram Shakti Bhawan, Rafi Marg, New Delhi -110001 w.r.t. Letter No: A-33025/3/2020-E-I dated 10.02.2020. Shri Avanti has been allowed exemption and replaced by Shri Amit Kumar, Dy Director, SSCAC, Vadodra by Chairman, CWC in the final list for the current programme.
19. Under Secretary, EA & IC, DoWR, RD & GR, Shastri Bhavan, New Delhi.
20. Under Secretary (CM&V), CWC, New Delhi.
21. Under Secretary, Estt-II, CWC, New Delhi.
22. Officers concerned. In case of any training related issues, they may contact Shri R Thangamani, Director & Course Director, NWA, Pune (Mobile No. 09449070298). They are requested to submit a feedback report after completion of the Program.
23. J.E. (Trg), CWC, New Delhi to upload this order on CWC website/intranet portal.





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Training Directorate



**Annexure-I**

**FINAL LIST OF STS OFFICERS NOMINATED TO ATTEND MCTP LEVEL-2 TRAINING**

Sl.No.	Deputy Director(Mr/Ms)	Place of Posting
1	Deepak Chandra Bhatt	NWA, Pune
2	Neelam Narolia	Mon & Punasa Design Dte, CWC, Bhopal
3	Susheel Khajuria	Deputation, M/o Defence
4	Shiv Sunder Singh	WSE Dte, CWC, New Delhi
5	R Giridhar	Hydrology Div., CWC, Chennai
6	Hradesh Kumar	PA(S) Dte, CWC, New Delhi
7	Ram Das Meena	Chambal Div., CWC, Jaipur
8	R S Tiwari	Deputation, MPRRDA
9	Manish Kumar	Deputation, MPRRDA
10	Rajendra Kumar Mishra	Mon(N) Dte, CWC, New Delhi
11	Rajveer Singh	Indus Wing, DoWR, RD & GR
12	Ashok Kumar V.	Mon(C) Dte, CWC, New Delhi
13	Bhakti Prasad Sonowal	UBD, CWC, Dibrugarh
14	Mannu Ji Upadhyay	BM Wing, DoWR, RD & GR
15	Pankaj Kumar Singh	Deputation, M/o Textiles
16	S F H Abidi	Middle Ganga Div. -II, CWC, Lucknow
17	Gaurav Sharma	Deputation, D/o Defence Production
18	Preeti Choudhary	ISM-I Dte, CWC, New Delhi
19	Rakesh Kumar Gautam	Middle Ganga Div.-I, CWC, Lucknow
20	Manish Rathore	Deputation, NCA
21	Abhishek Gupta	HYD(C) Dte, CWC, New Delhi
22	K Rekha Rani	M&A(TS) Dte, CWC, Hyderabad
23	Somesh Kumar	SHD, CWC, Shimla
24	Amitabh Meena	Monitoring Dte., CWC, Gandhinagar
25	Amit Kumar	SSCAC, Vadodara



No. A.33025/2/2020-Estt.I  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
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Shram Shakti Bhawan, Rafi Marg,  
Dated, New Delhi, 20.02.2020

- To:
1. The Chief Engineer,  
National Water Academy,  
Pune-Sinhgad Road, Khadakwasla,  
Pune, Maharashtra 411024.
  2. The Chief Engineer(HRM),  
Central Water Commission,  
Sewa Bhawan, R.K. Puram,  
New Delhi.

Subject: First Level-2 of Mandatory Cadre Training Programme for the STS level  
Officers of the Central Water Engineering Service from 02/03/2020 to 27/03/2020 –  
nomination of Officers and Observer – regarding.

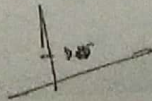
Sir,

I am directed to say that CWES officers in the STS grade whose names have been mentioned in Annexure-I of this letter, have been nominated, with the approval of the Secretary(WR,RD&GR), to participate in the First Level-2 Mandatory Cadre Training Program (MCTP), to be held at NWA, Pune, IISc, Bangalore, IIM, Bangalore and AIT, Bangkok, Thailand, from the date as indicated in the schedule at Annexure-II. Officers as mentioned in the Annexure-I are be relieved from their duties with the direction to report to Shri R Thangamani, Director, National Water Academy, Pune, Sinhgad Road, Khadakwasla, Pune, Maharashtra at 9.00AM on 02.03.2020 .

2. The Level-2 Training of these Officers and its successful completion is mandatory for their promotion to the JAG level of CWES as per the approved Training Policy. Vigilance clearance certificate is not required for Mandatory Cadre Training Program. CWC is requested to ensure that the nominated officers are relieved in time. The performance of the officers in the training will be evaluated and the Performance Reports shall be added in their APARs, while considering their promotion. No request for withdrawal/exemption from the officers concerned shall be entertained except on medical grounds as mentioned in the approved Training Policy.

3. This Department vide letter No. A.33025/17/2019-Estt.I dated 28.02.2019 has issued approved MCTP Policy for all levels. Attention is invited to the guidelines relating to "Exemption for various Mandatory Training/In-Service training programmes for the officers of CWES in respect of MCTPs, which is reiterated below:-

- a) All phases of the Mandatory Cadre Training/In-Service Training Programmes shall be attended by all officers in the first chance when it falls due. CWES officers will be given a maximum of two chances to complete each level of the Mandatory Cadre Training Programme available to them.
- b) Postponement of participation from the first chance to the second chance would be allowed 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 for CWES.





- c) CWES officers deputed by the Ministry to a foreign assignment may be permitted to attend the mandatory training on return from such assignment for promotion to next grade.
- d) Officers who do not attend the mandatory training programmes 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.
- e) Administrative action may be taken to deny the grant of promotion to such debarred officers.
- f) 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 officer for non-completion of training.
- g) The officer nominated for training shall be relieved for by the respective Head of the Regional office/Directorate etc., as it is mandatory.
- h) For postponement of Training, serious/chronic illness recommended by the competent medical authority in prescribed forum, pre-natal-post-natal conditions recommended by the competent medical authority in the prescribed forms for female probationers and sudden demise of immediate family members will only be considered.
- i) 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". There will be no absenteeism in one week duration Modules of MCTPs.

4. It has been decided by the Secretary(WR, RD & GR) that Shri Chandan Mukherjee, Deputy Secretary shall be the Observer for the 1<sup>st</sup> Level-2 Training and he shall accompany the Course participants(Annexure-I) to AIT, Bangkok, during March 23 – 27, 2020, excluding journey time.

5. Confirmation with regard to the participation of the officers may please be sent to Shri R Thangamani, Director (Course Director), NWA, Pune.

Yours faithfully,

(A.K. Das)

Under Secretary to the Government of India  
Tel: 011-23716928

Copy to:

1. Chairman, CWC, Sewa Bhawan, R.K. Puram, New Delhi
2. Secretary, CWC, Sewa Bhawan, R.K. Puram, New Delhi
3. Director (Trg), CWC, Sewa Bhawan, R.K. Puram, New Delhi, w.r.to their letter No. 3/29/2017-Trg./Vol.II, dated 30.01.2020
4. Shri R Thangamani, Director & Course Director, 1<sup>st</sup> Level-2 Course, NWA, Pune
5. PPS to JS(Admn), DoWR, RD & GR
6. All concerned officers through Secretary, CWC, New Delhi
7. Office Order folder

(A.K. Das)

Under Secretary to the Government of India  
Tel: 011-23716928



**Annexure-II**

**DoWR, RD & GR Letter No. A-33025/2/2020-E-I, dated 20.02.2020**

**Schedule of the First Level-2 MCTP Training:**

Sl. No.	Training Component	Duration of the Training Component	
		From	To
1.	NWA, Pune,	02.03.2020	06.03.2020
2.	IISc Bangalore	09.03.2020	13.03.2020
3.	IIM Bangalore	16.03.2020	20.03.2020
4.	AIT, Bangkok, Thailand	23.03.2020	27.03.2020

7341



No. A. 33025/13/2017-Estt.I  
Government of India  
Ministry of Water Resources, RD & GR

Sharm Shakti Bhawan, Rafi Marg,  
New Delhi 27<sup>th</sup> February, 2019

OFFICE MEMORANDUM

**Subject: Mandatory Cadre Training Plan (MCTP) for Central Water Engineering (Group-A) Service – regarding.**

The matter relating to framing a comprehensive policy guidelines for Mandatory Cadre Training Plan for Central Water Engineering (Group-A) Service had been under consideration for a long period. 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. Therefore, in today's context, a need was felt to have a detailed cadre training plan with mandatory training programmes including in-service training and refresher training courses for these CWES Officers.

2. After detailed deliberations on this issue and consultations with the senior members of the CWES and Central Water Commission, the President is pleased to issue comprehensive Mandatory Cadre Training Plan (MCTP) for Central Water Engineering (Group-A) Service, as contained in the Appendix of this O.M., for effecting trainings in the cadre of the CWES.

3. This MCTP guidelines will take place immediate effect. The Central Water Commission shall give wide publicity of this policy among all members of CWES and shall also ensure its strict compliance.

Signature valid

Digitally signed by NARENDRA SINGH  
Date: 2019.02.27 13:49:52 IST  
Reason: Approved

(Narendra Singh)

Under Secretary to the Government of India  
Tele : 23716928

To  
Central Water Commission,  
[Shri Anupam Prasad, Chief Engineer(HRM)],  
Sewa Bhavan, R.K. Puram,  
New Delhi – 110066.

Copy forwarded for information to :-

1. Chairman, Central Water Commission, Sewa Bhavan, R.K. Puram, New Delhi.
2. Department of Personnel & Training (Attention: Shri Biswajit Banerjee, Under Secretary), Training Division, Old JNU Campus, Olof Palme Marg, New Delhi
3. Secretary, Union Public Service Commission, Dhoulpur House, New Delhi.
4. Additional Private Secretary to the Hon'ble Minister/Hon'ble Minister(s) of State
5. PPS to Secretary/ PS to Additional Secretary/PPS to JS (A)/ PPS to JS & FA/  
PPS to JS (GW&IC), MOWR, RD & GR.

**ISSUED**



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

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 was neither any formal Training Policy for officers of the Central Water Engineering Service (Group-A) or, CWES, was in existence, nor the Mandatory Cadre Training Plan (MCTP) courses have been a part of the Service Rules of CWES, 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 these CWES Officers.

**1. Mandatory Cadre Training Program of CWES Officers:****1.1 Level "1" Training Programme for Junior Time Scale Officers [ Assistant Director (AD)/Assistant Executive Engineer (AEE) /Assistant Commissioner (AC)]:-**

1.1.1 Both the direct recruited and promote ADs/AEEs/ACs, having completed three (03) years' approved service in the grade shall be nominated for this training programme and the duration of the course shall be of **3 weeks** as per following schedule :-

1 <sup>st</sup> Week at NWA for Refresher Course
2 <sup>nd</sup> Week at IIM, Ahmadabad on Water Governance
3 <sup>rd</sup> Week at IIT, Roorkee on latest and new technology

The participation in this training programme is mandatory for all the officers in the JTS of CWES, who have successfully completed their probation period, to be eligible for their next promotion in the STS of CWES. The National Water Academy (NEA) shall organize required number of courses in a calendar year, to cover all the Assistant Directors/Assistant Executive Engineers with three years' service. Nominations for undergoing the programme will be made by the Training Directorate of the CWC and a maximum two opportunities will be provided to a JTS officer to undergo Level-1 Training. However, preference would be given to seniors in zone of consideration for promotion.

**1.2 Level '2' Training Programme for Senior Time Scale Officers [Deputy Director (DD)/Executive Engineer (EE)/Deputy Commissioner (DC)]:-**

1.2.1 CWES Officers in the grade of Senior Time Scale (Deputy Director/Executive Engineer) who have rendered at least **10 years of regular service in the Group-A** shall be nominated for this training programme as per the Seniority in the STS grade. The duration of the training shall be of **4 weeks** including **foreign training of one week duration** in a **South-East Asian country** as per following schedule:-

1 <sup>st</sup> Week at NWA for Refresher Course
2 <sup>nd</sup> Week at IISC, Bangalore for latest and new technology
3 <sup>rd</sup> Week at IIM, Bangalore for Management Training
4 <sup>th</sup> Week in Foreign Training Institution at South-East Asia

Successful completion of training shall be essential for promotion to the JAG of CWES. Nominations for undergoing the programme will be made by the Training Directorate of the



CWC and a maximum two opportunities will be provided to a STS Officer to undergo Level-2 Training. However, preference would be given to seniors in zone of consideration for promotion.

### **1.3. Level '3' Training Programme for Junior Administrative Grade Officers [Directors/Superintending Engineers/Senior Joint Commissioners]:-**

1.3.1 CWES Officers in the Junior Administrative Grade (Director/Superintending Engineer/Senior Joint Commissioner), having rendered at least **16 years of regular service in the Group-A** shall be nominated for this training programme. The duration of this training programme is for **3 weeks** out of which **1 week will be foreign training component** as per following schedule :-

1 <sup>st</sup> Week at NWA for refresher course
2 <sup>nd</sup> Week at IIM, Kolkata for Water Governance
3 <sup>rd</sup> Week in Leading Foreign Training Institution on latest trend in Water Sector

This training shall be mandatory in nature and the JAG Officers who have successfully completed this training shall be considered for promotion to the next higher grade i.e., Senior Administrative Grade. The NWA would coordinate with the foreign institutes, specialized in water sector training programmes, for foreign training component and will evolve mechanism to obtain continuous feedback regarding the work done by the participants. Nominations for undergoing the programme will be made by the Training Directorate of the CWC and a maximum two opportunities will be provided to a JAG Officer to undergo Level-3 Training. However, preference would be given to seniors in zone of consideration for promotion.

### **1.4 Level "4" Programme for Senior Administrative Grade Officers [Chief Engineers/Commissioners]**

CWES Officers in the Senior Administrative Grade (Chief Engineer/ Commissioner) having rendered at least **18 years of regular service** in the Group-A shall be nominated for Level-"4" training programme of **1 week** duration as per the Seniority in the SAG. This training shall be mandatory in nature. The training would include a larger vision and leadership skills building component and will be held in IIM, Ahmadabad on "Management in Government". The Chief Engineers/Commissioners who have successfully completed this training shall be considered for promotion to the next higher grade i.e., Higher Administrative Grade. The E.I Division of the Ministry will nominate those Chief Engineers/Commissioners, who are likely to be in the zone of consideration for promotion to the HAG of Service, in consultations with CWC.

### **2. In Service Training for Deputy Directors/Executive Engineers:-**

Deputy Directors/Executive Engineers, having rendered **12 years of regular service in the Group-A** will undergo "In-Service Training Programme" of **1 week** duration. In this programme, the officers will be exposed to the recent developments in the policies/schemes/priorities in the Water Sector and various legislation being drafted or required to be initiated by the Ministry. Nominations for undergoing the programme will be made by the Training Directorate of the CWC.

### **3. International Seminars/Conferences/Workshops for Members/Chairpersons**

Chairperson and Members shall be nominated by the Ministry on a regular basis in



various International Conferences/Seminars/Works to update their knowledge and skills in the contemporary development in the water sector.

**4. Refresher Training Programmes:-**

In addition to above MCTP courses referred in Para 1, NWA will conduct Refresher training programmes for various grades in domain specific areas, as well as in the areas of office management and financial management. The duration and content of such Refresher Courses will be prepared by NWA in consultation with the Ministry.

**5. General Conditions:-**

5.1 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.

5.2 While formulating the course contents, NWA will take into account procedures, rules, regulations, Information and Communication Tools (ICT), Managerial skills, stress management, behavior 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.

**6. 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 for Levels 1 to 3 and with the prior approval of the Ministry in respect of Level-4. 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 for CWES.
3. CWES officers deputed by the Ministry to a foreign assignment may be permitted to attend the mandatory training on return from such assignment for promotion to next grade.
4. Officers of CWES who have less than two years of service left for superannuation as on 1<sup>st</sup> 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 programmes 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. 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.
8. The officer nominated for training shall be relieved for training by the respective Head



- of the Regional office/Directorate etc., as it is mandatory.
9. 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 probationers and sudden demise of immediate family members will only be considered.
- 10.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". There will be no absenteeism in one week duration MCTPs.

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Signature valid

Digitally signed by NARENDRA SINGH  
Date: 2019.02.27 13:48:56 IST  
Reason: Approved

