

I/86373/2022

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

Approval of the Chairman, CWC is hereby conveyed in respect of newly recruited Multi Tasking Staff (MTS) as per Annexure – I & II, for attending **“2-Weeks Induction Training Programme”** being organized by Training Directorate, CWC, New Delhi at **Training Hall, New Library Building**, CWC, New Delhi as detailed below. The training Schedule is enclosed as Annexure – III.

Batch	From	To
Batch - I	14.03.2022	25.03.2022
Batch - II	28.03.2022	08.04.2022

(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 (Coordination), WP&P/D&R/RM, CWC, New Delhi.
5. Director, FFM/PCP/SM Dte., CWC, New Delhi with a request to ensure that classes will be taken by the faculty of the concerned Directorate on the dates as per schedule.
6. Director (E-II), CWC, New Delhi.
7. Under Secretary, E-VIII/IX, CWC, New Delhi with a request to ensure that classes will be taken by the faculty of the concerned Sections/Estts. on the dates as per schedule.
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

**BATCH – I : LIST OF MULTI TASKING STAFF FOR TWO WEEK INDUCTION
TRAINING PROGRAMME AT CWC(HQ), NEW DELHI**

PERIOD: 14.03.2022 TO 25.03.2022

Sl. No.	Name Shri/ Smt./ Km.	Present Posting
1.	Anil Kumar	o/o CE (E & NE)
2.	Rajni	Accounts-II
3.	Guddi	Estt.VI Section
4.	Vaibhav	Estt.VIII Section
5.	Purshottam	Accounts-II
6.	Ajay Kumar	o/o CE (HRM)
7.	Rajendra Kumar Meena	Mon.(East & West) Dte.
8.	Prasannta Bazzad	Hyd. (North) Dte.
9.	Reena	Estt.VII Section
10.	Aashu Kadiyan	P. A.(South) Dte.
11.	Himanshu Nagar	Remote Sensing Dte.
12.	Soniya	Coastal Management Dte.
13.	Mukesh Kumar	Training Dte.
14.	Deepak	Training Dte.
15.	Sonu Kumar Meena	R & I Section
16.	Rukam Singh Meena	BPMO Dte.
17.	Shobit Sharma	Estt.XII Section
18.	Mohit	Accounts-I
19.	Durgesh Aggarwal	Estt.X Section
20.	Rohit Kumar	ISM-I Dte.
21.	Gopal	APAR Section
22.	Anuj	Gates Design (E & N E) Dte.
23.	Aditya Sharma	Estt. VIII Section
24.	Shivam Kumar	PCP Dte.
25.	Shubham Madan	Estt. V Section
26.	Yogesh	Estt. VIII Section
27.	Raju Mishra	Estt. IV Section
28.	Vishal Kumar	Hindi Section

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ANNEXURE - II

**BATCH – II : LIST OF MULTI TASKING STAFF FOR TWO WEEK INDUCTION
TRAINING PROGRAMME AT CWC(HQ), NEW DELHI**

PERIOD: 28.03.2022 TO 08.04.2022

Sl. No.	Name Shri/ Smt./ Km.	Present Posting
1.	Amit Anand	O & M Section
2.	Vishnu Kumar Singh	C M & V Section
3.	Deepak Kumar	EM Dte.
4.	Murari Lal Meena	FMP Dte.
5.	Shailendar Kumar	Estt.II Section
6.	Sujay Kumar	FMO Dte.
7.	Md. Vajid Ansari	ISM-II Dte.
8.	Jitender Singh	PCP Dte.
9.	Utkarsh Singh	HCD (E & N E) Dte.
10.	Jai Prakash	P & P Dte.
11.	Ravish Kumar Singh	ISO Dte.
12.	Bhagwan Singh	Monitoring (North) Dte.
13.	Sweta Sinha	Estt.VIII Section
14.	Sonu Kumar	o/o US (Estt. V, VI & IX Section
15.	Chiradip Das	o/o CE (P & D)
16.	Gunjesh Kumar Singh	Budget Section
17.	Digvijay Singh Tomar	C M & V Section
18.	Rekha Keshri	FM-II Dte.
19.	Arvind Kumar	B.P-III Dte.
20.	Ravinder	o/o US (Estt.VIII, X & APAR Section
21.	Sumit Kumar	DSM Dte.
22.	Saurabh Singh Naharwal	o/o US (C M & V)
23.	Dashrath Singh	Estt.VIII section
24.	Anil Kumar	EWU Dte.
25.	Ravi Kumar	Estt.III Section
26.	Aman Singh Bist	Estt.XIV Section
27.	Manu	Design (N & W) Org.
28.	Vijay Bhanu Shukla	o/o US(Estt.VII, XIII & RTI)

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SCHEDULE OF INDUCTION TRAINING TO MULTI TASKING STAFF, CWC

BATCH - I : 14.03.2022 TO 25.03.2022 **BATCH - II : 28.03.2022 TO 08.04.2022**

Venue : Training Hall, New Library Building

DIRECTORATE / SECTION	PERIOD	Daily Session Plan	SUBJECT/TOPICS
FFM Dte., CWC, New Delhi	14 th March 2022 & 28 th March 2022	Inaugural Session: 10:00 - 10:15AM On 14.03.2022 (Director, FFM Dte. & Director, Trng. Dte.)	- Brief about CWC at HQs and Field formations - Activities of CWC. - Hydrological Data Collection/entry in WIMS
Estt. VIII, CWC, New Delhi	15 March 2022 & 29 March 2022	Session:1 10.15 to 11.45 Leisure Session:2 12.00 to 13.30 Lunch Break	- Management of DAK and Receipts - Physical File Management System - Record Management
PCP Dte., CWC, New Delhi	16 & 17 th March 2022 & 30 & 31 st March 2022	Session:3 14.30 to 16.00 Leisure Session:4 16.15 to 17.45 Feedback & Valedictory : 16:15 -17:00 On 08.04.2022 (Director, PCP Dte. & Director, Trng. Dte.)	- Office upkeeping & Maintenance - Coordination with office maintenance team - Arrangements for meetings - Bills preparation - Scanning and Photocopy - Farash duty, Dairy/dispatch-physical
Estt. IX, CWC, New Delhi	21 st March 2022 & 1 & 4 th April 2022		- Conduct rules, Service rules. - Dos and Don't of Govt. Servant - Office procedure - Leave rules
Library Venue : New Library Building	22 nd March 2022 & 5 th April 2022		Visit to CWC Library
SM Dte., CWC, New Delhi	23,24,25 th March 2022 & 6,7,8 th April 2022		- Basic computer training- MS word, Excel, Power point - E-office- dairy/dispatch/linking references/attachments-detachments of files - Email receipt in e-office - Hands on practice

