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Government of India
Department of Water Resources, RD & GR
Central Water Commission

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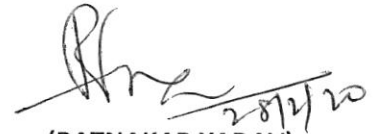
Dated : 28th Feb., 2020

OFFICE MEMORANDUM

Sub: Introduction of Mandatory Career Training Plan (MCTP) for JEs and ADs Grade-II -regarding.

The matter relating to framing a comprehensive policy guideline for Mandatory Career Training Plan (MCTP) had been under consideration for a long period. Therefore, after detailed deliberations on this issue and consultation with NWA, Pune, the Chairman is pleased to issue comprehensive Mandatory Cadre Training Plan (MCTP) for Central Water Engineering (Group-B) Service, as contained in the Appendix of this O.M., for effecting trainings in the cadre of the JEs and ADs Grade-II, has been prepared and approved by Chairman, CWC.

2. This MCTP guidelines will take place with immediate effect. The field offices of Central Water Commission shall give wide publicity of this policy among all members of Junior Engineers and Assistant Directors Grade-II and shall also ensure its strict compliance.


(RATNAKAR YADAV)

UNDER SECRETARY (E.V& E.VI)

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To

- Assistant Directors Grade-II,
- Junior Engineers; through CWC official website.

Copy to:

1. PPS to Chairman, CWC.
2. All Chief Engineers of CWC.
3. All Superintending Engineer (C), CWC.
4. Under Secretary (E.I), DoWR, RD&GR, Shram Shakti Bhawan – for info. please.
5. All Assistant Directors Grade II.
6. All Junior Engineers.
7. Section Officer, Estt.III Section, CWC.
8. Deputy Director, SMD, CWC with the request to upload it on CWC website.

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

Mandatory Cadre Training Plan for Central Water Engineering Service (Group 'B')

INTRODUCTION:

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 has neither been any structured Training Policy for officers of the Central Water Engineering Service (Group 'B') nor the Mandatory Cadre Training Plan (MCTP) courses have been a part of the Service Rules of CWES-Group 'B', 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 CWES-GROUP 'B' Officers in line with CWES Group 'A' officers.

1. Mandatory Cadre Training Program of CWES-GROUP 'B' Officers:

1.1 Level "I" Training Programme for Junior Engineers (JEs):-

1.1.1 Junior Engineers after recruitment from SSC, having completed three (03) years' service in the grade shall be nominated for this training programme and the duration of the course shall be of **4 weeks** at NWA, Pune as per schedule attached at Annexure-'A'.

1.1.2 The participation in this training programme will be mandatory for all the JEs, who have successfully completed their probation period, to be eligible for their next promotion in the Assistant Director Grade II of CWES GROUP 'B'. The National Water Academy (NWA) shall organize required number of courses in a calendar year, to cover all the Junior Engineers with three years' service. Nominations for undergoing the programme will be made by the Training Directorate, CWC and a maximum two opportunities will be provided to a Junior Engineer to undergo Level-I Training. However, preference would be given to seniors in zone of consideration for promotion.

1.2 Level 'II' Training Programme for Assistant Directors Grade II (AD-II)/Sub-Divisional Engineers (SDE):

1.2.1 CWES-GROUP 'B' Officers in the grade of AD-II/SDE who have rendered at least 3 years of regular service in the grade of AD-II shall be nominated for this training programme as per the Seniority in the AD-II grade. The duration of the training shall be of **4 weeks** at NWA, Pune as per schedule attached at Annexure-'B'.

1.2.2 Successful completion of training shall be essential for promotion to the Junior Time Scale of CWES or entry in CWES group 'A'. Nominations for undergoing the programme will be made by the Training Directorate, CWC and a maximum two opportunities will be provided to a AD-II/SDE to undergo Level-II Training. However, preference would be given to seniors in zone of consideration for promotion.

2. Refresher Training Programmes:-

2.1 In addition to above MCTP courses referred in Para 1, NWA, Pune/Training Directorate will conduct/organise Refresher training programmes for various grades in domain specific areas, as well as in the areas of office management and financial management. These refresher courses may be in-house at New Delhi/Pune or at some other Institute of repute.

3. General Conditions:-

3.1 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.

3.2 While formulating the course contents, NWA will take into account procedures, rules, regulations, information and Communication Tools (ICT), Managerial skills, stress management, behaviour 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. The course contents should be updated at regular intervals, so as to include the latest technological developments in the field of Water Resources and Organisational requirements.

4. 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. 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.
3. CWES-GROUP 'B' officers on a foreign assignment/deputation may be permitted to attend the Mandatory training as per their turn, so that they are not placed at disadvantage position for promotion to next grade, after repatriation from foreign assignment/deputation.
4. CWES-GROUP 'B' officers who have less than two years of service left for superannuation as on 1st 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 programme, 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. Necessary entries in the service book after successful completion of the Mandatory Cadre Training by the officer shall be made by the concerned Administrative Section/Field office.
8. 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.
9. The officer nominated for training shall be relieved for training by the respective Head of the Regional office/Directorate etc., as it is mandatory.
10. 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 officers and sudden demise of immediate family members will only be considered.
11. 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".

NATIONAL WATER ACADEMY

Training programme on

MANDATORY CODRE TRAINING PROGRAM FOR
JUNIOR ENGINEERS OF CWC

Target Group	This Program is for Junior Engineers (JEs). The nature of job includes various engineering works within the ambit of work of the Central Water Commission, and includes survey, investigation, planning, design, construction and operation of water resources projects. Apart from this he also responsible for data collection, processing and updation on e-SWIS/SWEDES, maintain discharge sites, preparation of tenders, estimates etc. Accordingly, in order to get full exposure to CWC activities and in field, the content has been devised for a duration of four weeks which also includes field/project visits to get first hand experience.
Duration	4 Weeks
	Coverage and Contents (week wise)
Week 1	• Overview of Water Resources Sector in India • Overall functions of and Directorate Wise Activities CWC • Overall functions of and Wings of Ministry of Jal Shakti • Field Organization activities of CWC • संघ की राजभाषा नीति एवं कार्यान्वयन • Accounting System in Government, classification of Expenditure • Budget Preparation & Budget Information System • FR & SR- I&II; Pay, Allowances, Advances, PF, Leave Rules and Joining Time etc • Establishment Matters- Seniority, Promotion, Reservation Roster, DPC, ACP, Pay Parity, Service Book, Pension Rules, Increment, Salary Component etc • Office Procedure, Filing system and Record Management • CCS(CCA) Rules & Conduct Rules • Handling RTI matters & Court cases • SOR & Preparation of Estimate, MAS , T&P Accounts, Writing of MBs etc with reference to Broad Activities of CWC • Survey Report of T&P and Disposal • Tenders, NIT and Floating of NIT, Evaluation of Tender, Signing of Agreement, Execution of Works; Payment of Bills for supplies and works • One Day Field Visit (Dimbe Dam)
Week 2	• e-Tendering • e-Governance Tools like e-GeM, Public financial Management system(PFMS), e-Office etc • Meteorology – Basic concepts • Hydrometry – Basic concepts and application for data collection • Hydro-meteorological Network & its Design; Gauge, Discharge, Sedimentation • Telemetric system • Monitoring & Assessment of Water Quality parameters – Protocol and Standards • Sample collection, preservations & analysis of In-situ parameters • Introduction to e-SWIS/SWDES and data management from e-SWIS/SWDES with Hands on • Introduction to Remote Sensing and Geographical Information System activities dealt in CWC with India WMIS • RS/GIS hands on sessions • One Day Field Visit (Hydrological Observation site at Karad) • Half Day Visit of Water Quality LAB, UKD, Pune

NATIONAL WATER ACADEMY

Training programme on

MANDATORY CODRE TRAINING PROGRAM FOR JUNIOR ENGINEERS OF CWC

Week 3	• Guidelines for Flood Management Schemes of CWC including Flood management Structural and Non-Structural • Appraisal of Flood Management Schemes • Flood Forecasting Activities in CWC • Irrigation Planning and Management • Introduction to Micro-Irrigation System and Pipe Irrigation Network • Environmental and Social Aspect of Water resource Projects • Ground Water Scenario and Its Management • Appraisal of Major & Medium Irrigation Projects including ,PMKSY,AIBP;CAD; RRR etc • e-PAMS • Latest Scheme of DoWR, RD& GR including FMBAP, RBM • Monitoring of Major & Medium Irrigation Projects including AIBP;CAD; RRR etc • One Day Field Visit to Neera Command & KVK Baramati Center for on-ground exposure to innovative irrigation development in the country
Weeks 4	• Survey and Investigation of Water Resources Project • Overview of Dam- types of Dams and their criteria with special reference to storage and RoR; • Dam Safety and Instrumentation • Guidelines for Preparation of Detail Project Report (DPR) in respect of Water Resources Projects • Use of Information system in Office(MS- Office, AutoCAD) including Hands-on • One Day Field Visit to Watershed Management on Ground • Half day Visit to Survey of India, Pune for use of Total Station and GPS for topographical Survey • Half day Visit to CWC for current meter Rating Lab at CWPRS
Faculty	Core Faculty of NWA, Guest Faculties from CWC(HQ & Field), MoJS, WALMI, CWPRS, Pune, Retired Experts

NATIONAL WATER ACADEMY

Training programme on

**MANDATORY CODRE TRAINING PROGRAM FOR
ASSISTANT DIRECTORS – II/ SUB DIVISIONAL ENGINEERS OF CWC**

Target Group	This program is for Assistance Director-IIs/Sub Divisional Engineers of Central Water Engineering (group B) Service. The nature of job includes various engineering within the ambit of Central Water Commission and included techno-economical appraisal of Major, Medium of Irrigation and Multipurpose water resource projects, designs aspects of Civil Structures, Survey and Investigation of water resource projects, Hydrological aspects and its observations, Cost Engineering Aspects, Water management, planning and Monitoring of Irrigation projects, general administration, procurement of goods and services as per Central Govt. norms. Operation and Maintenance of office infrastructure. Accordingly, in order to get full exposure to CWC activities and in field, the content has been devised for a duration of four weeks which also includes field/project visits to get first hand experience
Duration	4 Weeks
	Coverage and Contents (week wise)
Week 1	• Overview of Water Resources Sector in India • Overall functions of and Directorate Wise Activities CWC • Overall functions of and Wings of Ministry of Jal Shakti • Field Organization activities of CWC • संघ की राजभाषा नीति एवं कार्यान्वयन • Accounting System in Government, classification of Expenditure • Budget Preparation & Budget Information System • FR & SR- I&II; Pay , Allowances, Advances, PF, Leave Rules and Joining Time etc • Establishment Matters- Seniority, Promotion, Reservation Roster, DPC, ACP, Pay Parity, Service Book, Pension Rules, Increment, Salary Component etc • Office Procedure, Filling system and Record Management • CCS(CCA) Rules & Conduct Rules • SOR & Preparation of Estimate • Tenders, NIT and Floating of NIT • Signing of Agreement, Execution of Works; Payment of Bills for supplies and works • Half Day Field Visit(Khadakwasla Dam)
Week 2	• e-Tendering • e-Governance Tools like e-GeM, Public financial Management system(PFMS), e-Office etc • Hydro-meteorological Network & its Design; Gauge, Discharge, Sedimentation and Water Quality Observations and rating curve • Telemetric system • Hydrological and Hydraulic Concepts • Guidelines for Flood Management Schemes of CWC including Flood management Structural and Non-Structural • Appraisal of Flood Management Schemes • Flood Forecasting Activities in CWC • Hydrological and Hydraulic Modeling (Mike-11) • Costal Information System • One Day Field Visit(Water Resource Project as a structure measure for flood management on ground) • Half Day Visit to CWPRS

NATIONAL WATER ACADEMY
Training programme on

**MANDATORY CODRE TRAINING PROGRAM FOR
ASSISTANT DIRECTORS – II/ SUB DIVISIONAL ENGINEERS OF CWC**

Week 3	• Introduction to Remote Sensing and Geographical Information System activities dealt in CWC with India WMIS • RS/GIS hands on sessions • Irrigation Planning and Management • Introduction to Pipe Irrigation system for Micro –Irrigation • Appraisal of Major & Medium Irrigation Projects including ,PMKSY,AIBP;CAD; RRR etc • e-PAMS and Preparation of TAC note • Interstate Water Disputes and their Resolution • Environmental and Social Aspects of Water Resource Projects • Ground Water Scenario of Country and its Management • Monitoring of Major & Medium Irrigation Projects including AIBP;CAD; RRR etc • Cost Estimation of Water Resources Projects in CWC including Hands-on • Construction Methodological Aspects of Water Resources Projects • One Day Field Visit to Neera Command & KVK Baramati Center for on-ground exposure to innovative irrigation development in the country
Weeks 4	• Survey and Investigation of Water Resources Project • Overview of Dam- types of Dams and their criteria with special reference to storage and RoR; • design issues in each type of dam; codes and technical literature being used • Broad Design Aspects of Concrete Gravity and Earth & Rockfill Dams and its appurtenant structures including BIS Codes; Latest Software's used in CWC for Design • Broad Design of aspects of barrage weir and canal including BIS codes • Design of Barrages and Canals – Hands on • Planning and Design Aspects of Hydropower Plants • Broad Design Aspect of Hydro-Mechanical Equipments. • Dam Safety and Instrumentation • DHARMA • Guidelines for Preparation of Detail Project Report (DPR) in respect of Water Resources Projects • One Day Field Visit to Watershed Management on Ground
Faculty	Core Faculty of NWA, Guest Faculties from CWC(HQ & Field), MoJS, WALMI, CWPRS, Pune, Retired Experts