

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  
Dept. of Water Resources, RD & GR  
Central Water Commission  
Training Directorate

### OFFICE ORDER

Approval of the Chairman, CWC is hereby conveyed in respect of the **JTS officers of CWES (Group-A)** as per **Annexure enclosed** for their participation in the **Batch – III of Level-1 Mandatory Cadre Training Programme to be held at IIT-Roorkee, IIM-Ahmedabad and NWA, Pune during 27 Nov-22 Dec 2023**. It is also conveyed that all expenditures for lodging, boarding and travel including air tickets in respect of all participants will be borne by NWA, Pune.

2. The nominated JTS officers are requested to ensure to attend the above training.
3. The above officers will be governed by the following terms and conditions:
  - a. They will be entitled to draw TA/DA as admissible under rules.
  - b. They will get full pay and allowances during the programme.
  - c. No substitute will be provided in their place.

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

**Encl:** As above

Signed by Neeraj Kumar  
Sharma  
Date: 07-08-2023 19:12:19  
Reason: Approved

**(Neeraj Kumar Sharma)**  
**Deputy Director (Training)**

Copy to:

1. Sr. PPS to Secretary, DoWR. RD & GR, New Delhi.
2. Sr. PPS to Chairman, CWC, New Delhi.
3. PPS to Member, (RM)/(WP&P)/(D&R), CWC, New Delhi
4. Commissioner, SPR (commpr-mowr@nic.in), DoWR, RD & GR with a request to relieve the nominated officers to attend the MCTP as per schedule attached.
5. Chief Engineer, HRM, CWC, New Delhi.
6. Chief Engineer, NWA, CWC, Pune.
7. All Chief Engineers, CWC (HQ)/Field with a request to ensure that the concerned officers are relieved on time to attend the MCTP as per schedule attached.
8. Head of Department of Water Resources Development & Management (Email: [head@wr.iitr.ac.in](mailto:head@wr.iitr.ac.in)), Indian Institute of Technology, Roorkee.
9. Program Coordinator, Executive Education, Indian Institute of Management Ahmedabad, New Campus, Vastrapur, Ahmedabad (email: [exed@iima.ac.in](mailto:exed@iima.ac.in)).
10. Secretary, CWC, New Delhi.
11. Director (Coordination), WP&P/RM/D&R, CWC, New Delhi.

12. Director, NWA and Course Director (MCTP Level – 1), Pune.
13. Under Secretary, E-I Section, DoWR, RD & GR, MoJS, New Delhi
14. Under Secretary, Estt-III, CWC, New Delhi.
15. Officers Concerned through CWC website. In case of any training related issues, they may contact Shri. Milind Panpatil, Director & Course Director (Mobile No: 9763031746), CWC, Pune. They are requested to submit a feedback report after completion of the training programme.
16. CWC website/E-Office notice board.

**Annexure****List of JTS Officers for Batch-III, Level - 1, MCTP Training Program at IIT-Roorkee, IIM-Ahmedabad and NWA, Pune during 27 Nov-22 Dec, 2023**

Sl. No.	Name of the Officer (Ms/Shri)	Current Place of Posting
1	Madhukant Goyal	CMDD (E&NE) Dte., CWC HQ
2	Nitish Nitin	PA(N) Dte., CWC HQ
3	Bandla Hemaditya	M&A(T) Dte. , KGBO, Hyderabad
4	Sagar Rawat	Hydrology (NE) Dte., CWC HQ
5	Ramendra Vikram Singh	M&A Dte., UGBO, Lucknow
6	Rishabh Vijayvergiya	SE(C), IBO Chandigarh
7	Lovy Agarwal	FCA - I Dte, CWC HQ
8	Anshul Goyal	CMDD (E&NE) Dte., CWC HQ
9	Gaurav Tiwari	Embankment Design (NW&S), CWC HQ
10	Dharmendra Chauhan	FMP Dte., CWC HQ
11	Chandra Sekhar	LGBO, Patna
12	Vivek Kumar	CMDD (N&W), CWC HQ
13	Ashish Dubey	SPR Wing, DoWR, RD & GR, New Delhi
14	Gaurav Agarwal	Monitoring (S) Dte. , CWC HQ
15	Saurabh Kumar	RDC - 2 Dte., CWC HQ
16	Abhinav Kumar	SPR Wing, DoWR, RD & GR, New Delhi
17	Varid Gupta	BCD (N&W) Dte., CWC HQ
18	Sajal Mittal	HCD(E&NE) Dte., CWC HQ
19	Lalit Meena	FM - I Dte. , CWC HQ
20	Gottapu Ananth Sai	M&A(T) Dte. , KGBO, Hyderabad
21	Ashok Jangid	CMDD(E&NE) Dte., CWC HQ
22	Deepak Rai	RMCD, CWC HQ
23	Rohit Gupta	Hydrology (S) Dte., CWC HQ
24	Nisha Singh	M&A, Raipur, NBO, Bhopal
25	Sagar Khichi	MTBO, Gandhinagar

**Schedule of the Batch – III Level – 1 MCTP Training**

Sl. No.	Coverage	Venue	Batch III
1.	Human Resource & Financial Management	NWA, Pune	27 Nov-01Dec 2023
2.	Latest Technology in Water Sector	IIT-Roorkee	04-08 Dec 2023
3.	Managerial Competencies	IIM-Ahmedabad	11-15 Dec, 2023
4.	Core Competency	NWA, Pune	18-22 Dec, 2023

नई लाइब्रेरी बिल्डिंग,  
राम कृष्णा पुरम, नई दिल्ली-110066  
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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.

mailed  
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m/2/19  
**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