



भारत सरकार/ Government of India

केंद्रीय जल आयोग/ Central Water Commission

स्थापना छ: अनुभाग/ Establishment VI Section

Third Floor, Sewa Bhawan,
R.K. Puram, New Delhi-66

Dated, the April, 2023

MEETING NOTICE**Subject: Notice for 2nd Quarterly Review Meeting to be held on 12th April, 2023-regarding.**

Please refer to the Establishment VI letters of even number dated 12-01-2023 and 02-02-2023 on the subject mentioned above and to say that the second quarterly review meeting will be held **on 12 April at 11 AM in the third floor's Conference room of the Central Water Commission, Sewa Bhawan, R.K. Puram, New Delhi-110066** to review the important issues relating to the HRM wing and the action taken on the points that emerged in the first QRM. It is requested that status of the action taken by the concerned sections/directorates under HRM unit and PAO (pension) may be sent to this section through email by April 10, 2023 along with the duly filled in revised proforma as enclosed. A power point presentation may also be prepared section-wise in the format placed at annexure. Accordingly, presentation will be made by Secretary/Director as indicated below:

| Sn | Name Designation Sections to be covered | Name Designation Sections to be covered | Name Designation Sections to be covered |
|----|--|--|---|
| 1 | Shri Praveen Kumar | Secretary, CWC | Estt-I, Estt-II, Estt-III, Estt-IX, CM&V Section, E-Gov cell, WPC Dte. and O&M Section. |
| 2 | Shri Anil Kumar Yadav | Director (Admin), CWC | Estt-V, Estt-VI and Estt-X |
| 3 | Shri S K Nanda | Director (E-I), CWC. | Estt-IV, Estt-XIV and RTI Section |
| 4 | Shri A K Das | Director (E-II), CWC | Estt-VIII, Estt-XI and Estt-XII |
| 5 | Shri A C Mallick | Director (E-III), CWC | Estt-VII, Estt-XIII and Hindi Section |
| 6 | Shri Anant Kumar Gupta | Director (PCP), CWC | PCP Directorate |
| 7 | Shri Sunil Kumar | Director (Training), CWC | Training Directorate |

Based on the experience of the previous QRM, the session is planned for both the pre-

noon and afternoon, with lunch arrangements. The senior PAO (pension), concerned section officers and above under the HRM unit are requested to attend the meeting along with the requisite presentation in soft copy.

Enclosed: A/a.

Signed by Seema Juneja

Date: 09-04-2023 10:53:15

Reason: Approved
(Seema Juneja)

Under Secretary

011-29583510

Copy to:

- 1. The Secretary, CWC, in respect of Estt-I, Estt-II, Estt-III, Estt-IX, CM&V Section, E-Gov cell, WPC Dte. and O&M Section.**
- 2. The Director, PCP, Central Water Commission, New Delhi.**
- 3. The Director, Training Directorate, Central Water Commission, New Delhi.**
- 4. The Director (Admin), in respect of Estt-V, Estt-VI and Estt-X.**
- 5. The Director (E-I), in respect of Estt-IV, Estt-XIV and RTI Section.**
- 6. The Director (E-II), in respect of Estt-VIII, Estt-XI and Estt-XII.**
- 7. The Director (E-III), in respect of Estt-VII, Estt-XIII and Hindi Section.**
- 8. The Senior PAO, Pension Section, Central Water Commission.**

**F.No-A 42015/1/2023-Estt-VI/
Government of India
Central Water Commission**

Sewa Bhawan, New Delhi

Dated: 12th January, 2023

Subject: Action points emerging out of Quarterly review meeting Chaired by CE, HRM on 10th January, 2023.

CE, HRM chaired a meeting with the officers posted in HRM wing at 11.30 AM on 10th January, 2023. The following action points emerged during the meeting:

1. An issue was raised regarding old/slow desktop provided in office. All establishments/units to send a note regarding non-functional computer in respect of concerned officers working under them so that the matter may be taken up with SMD.

[Action: All Directors/Secretary, CWC]

2. Establishment VI Section to undertake review of power delegated to SEs (Coordination) in respect of online generation of APARs of JE & AD-II on SPARROW portal.

[Action: Director (Admn), CWC]

3. Several issues related to pension which came up for discussion pertained to PAO's response. Concerned Sr. PAO, CWC, did not attend the meeting and issues remained unresolved. The officer is requested to make it convenient to attend the next meeting which will be held shortly.

[Action: Shri Balraj Chauhan, Sr. PAO, Pension, CWC]

4. Establishment VI Section to prepare and maintain an updated list of longest stayee Junior Engineers.

[Action: Director (Admn), CWC]

5. A note may be submitted regarding the appropriate Head of Expenditure for payment of withheld amount of Gratuity to Sh Bimal Kharge, Work Sarkar –II Narmada Division (Retd), so that the matter may be taken up with CE, NBO.

[Action: Director (Estt-I), CWC]

6. All concerned Establishment Sections of CWC shall take actions for expediting pending pension cases in respective sections.

[Action: All Directors/Secretary, CWC]

7. Promotion at JAG level may call for relaxation of eligibility criteria. It was decided to prepare a proposal in tabular form covering details of relaxation (1/2/3 years) of qualifying service for promotion along with number of persons covered under relaxed criteria.

[Action: Secretary, CWC]

8. The status may be sought from the Department of Water Resources, RD &GR regarding CWC proposal for promotion from Junior Time Scale to Senior Time Scale for the vacancy year 2023.

[Action: Secretary, CWC]

**F.No-A 42015/1/2023-Estt-VI/
भारत सरकार/ Government of India
केंद्रीय जल आयोग/ Central Water Commission**

Sewa Bhawan, New Delhi

Dated: 1st February, 2023

Subject: Action points emerging out of Quarterly review meeting Chaired by CE, HRM on 30th January, 2023.

Chief Engineer, HRM chaired a meeting with the officers posted in HRM wing at 11.00 AM on 30th January, 2023 to review the left over matters in meeting held on 10.01.2023. The following action points emerged during the said meeting:

1. All concerned officers/sections of HRM wing to send their requirement for computers to Establishment VI within 3 days.

[Action: Secretary, CWC/All Directors, CWC]

2. Establishment IV Section to upload the details of officials retiring in the next 15 months in CWC HQ and field organizations of CWC on the Commission's portal within 3 weeks.

[Action: Director Estt-1, CWC]

3. Several issues related to pension which came up for discussion pertained to PAO's response. Concerned Sr. PAO, CWC, did not attend the meeting and issues remained unresolved. The case may be taken up with Controller of Account for ensuring presence of concerned PAO in future review meeting.

[Action: Director Admn, CWC]

4. Proforma for future QRMs to include details of pending pension cases in each section.

[Action: Director Admn, CWC]

5. O&M Section to prepare a Draft Standard Operating Procedure (SOP) for administrative matters (Channel of submission & Level of disposal) under HRM wing and circulate for inputs of other sections within 3 weeks.

[Action: Secretary, CWC]

6. Estt VII to take action for convening DPC for considering all eligible promotion cases by March 2023.

[Action: Director Estt-III, CWC]

7. All Establishments in HRM wing to inform their staff requirements to Establishment IX which will consolidate and examine the requirements and will requisition Estt VII suitably for filling up the same on contractual basis.

[Action: Secretary, CWC & All Directors]

8. Establishment VII Section to oversee outsourced staff hired to run the Central Water Commission's canteen.

[Action: Director (Estt III), CWC]

9. Work Planning Cell to undertake redistribution of cadre strength of subordinate cadres in HRM wings within 15 days.

[Action: Secretary, CWC]

10. Technical Coordination to study and explore viability for ISO certification of the HRM unit of CWC (Hrs).

[Action: Director (TC), CWC]

11. CM&V Section to provide extracts of the Training recommendations made by the Reporting/Reviewing officers in the APARs of Group 'A' officers of CWES officers (Assistant Director to Chief Engineers) to the Training Directorate for providing appropriate Training support.

[Action: Secretary, CWC & Director, Trg]

12. E-governance Cell to compile/update all the emails and telephone numbers of the officers and sections under the HRM wing and upload on CWC portal.

[Action: Secretary, CWC]

13. Training Dte to prepare suitable Training Plan for providing orientation/Induction training to all newly recruited officials in CWC in consultation with concerned establishments.

[Action: Secretary, CWC, Concerned Director(s) & Director, Trg]

14. Estt VIII to take action for convening meeting of office council on priority.

[Action: Director, Estt-II]

15. Establishment XIII to expedite action for finalizing Recruitment Rules for the library staff.

[Action: Director (Estt III), CWC]
