

A-42015/1/2023-Estt- VI
Government of India
Central Water Commission
Establishment – VI Section

3rd Floor (S), Sewa Bhawan
R.K. Puram, New Delhi – 66.

Dated the 24th November 2023

OFFICE MEMORANDUM

Sub:- Minutes of the Fourth Quarterly Review Meeting held on 21.11.2023 under the Chairmanship of Chief Engineer (HRM) – reg.

The undersigned is directed to refer to the subject mentioned above and to forward a copy of the minutes of the 4th Quarterly Review Meeting held on 21.11.2023 in 3rd Floor, Conference Hall, Central Water Commission, Sewa Bhawan, New Delhi under the Chairmanship of Chief Engineer (HRM) for information and necessary action.

Encl: 1. Minutes of the Meeting
2. List of participants

R. Mahalakshmi
24/11/2023
(R. Mahalakshmi)
Under Secretary
Tel # 29583356

To

1. The Chief Engineer (HRM), Central Water Commission
2. The Secretary, Central Water Commission
3. The Director (TC), Central Water Commission
4. The Director (Training), Central Water Commission
5. The Director (PCP), Central Water Commission
6. The Director (WSE), Central Water Commission
7. The Director (SMD), Central Water Commission
8. The Director (Admn.), Central Water Commission
9. The Director (E-I), Central Water Commission
10. The Director (E-II), Central Water Commission
11. The Director (E-III), Central Water Commission
12. Senior Pay and Accounts Officer, Central Water Commission

Action points emerging out of 4th Quarterly Review Meeting held under the Chairmanship of Chief Engineer, HRM, CWC on 21st November, 2023.

1. All Establishments to submit all pension cases to the Pay & Accounts Office (PAO) at least four months before the superannuation date of officers, irrespective of Promotion/NFSG/NFU cases being processed by them in respect of these superannuating officers.

[Action: All Directors / Secretary]

2. All establishment units will compile the list of officers superannuating up to 2029 and status of verification of their service. This exercise may be completed in a fortnight and list be sent to Establishment IV.

[Action: All Directors / Secretary]

3. A catalogue of the almirahs containing the old records, clearly mentioning the Establishment Section to which it pertains, may be prepared by PCP Directorate within 15 days.

[Action: Director (PCP)]

4. All establishments to prepare and submit the list of files which are still maintained in physical mode to Technical Coordination Directorate within 15 days.

[Action: All Directors / Secretary]

5. New CCTV cameras are being installed in Sewa Bhawan. Arrangements may be made to get the feed of all the CCTV cameras at one place. PCP will depute a person for monitoring the same regularly.

[Action: Director (SMD/PCP)]

6. Concerned units under HRM wing may convey requirement of upgradation of computer system in their unit to Software Management Directorate (SMD), if not already conveyed which will be attended to it by SMD within one week.

[Action: Director (SMD)]

7. The details of Pay Bill Registers (PBRs) which needs to be scanned may be sent by Accounts Section to SMD Directorate within 10 days. SMD will aim to get the same scanned within 45 days.

[Action: Accounts Officer/Director (SMD)]

8. The Training Directorate is tasked with arranging a half day familiarization program on e-HRMS for nodal officers of CWC (both Headquarters and Field Units) and a Webinar for users of CWC. This exercise may be completed before 15th December 2023.

[Action: Director (Trg.)]

9. The Training Directorate is tasked with developing a training program on DPC related matters for dealing hands/Section Officers/Under Secretaries.

[Action: Director (Trg.)]

10. The Training Directorate is tasked with developing an Orientation Training Program for Subordinate Cadres of the CWC by December, 2023.

[Action: Director (Trg.)]

11. APAR activity for all the cadres is being switched from physical to digital mode and would be filled in the online mode. In case of Multi-tasking Staff, who are not provided with dedicated computers, the concerned officers shall ensure access to the computers to them for filling their APARs. On completion of online mode for MTS, necessary directions as above may be issued by Under Secretary (Estt-VIII).

[Action: Concerned Establishments]

12. APAR-I and APAR-II sections to complete the data of pendency in APAR generation for the year 2022-23 and share the details with CE(HRM). Further, an O.M. may be issued directing all to complete the APAR activity within 30 days.

[Action: Director (Admn.)/Secretary]

13. Establishment – XI to take necessary action to convene the Departmental Promotion Committee (DPC) for the promotion of Scientific Assistant to Extra Assistant Director for the vacancy year 2023 within one week.

[Action: Director (E-II)]

14. All Establishments to take necessary action to complete the rosters in January 2024 and convene the Departmental Promotion Committee (DPC) meeting by February 2024 for the vacancy year 2024 for the promotion of all cadre (Except Group 'A').

[Action: All Directors / Secretary]

15. All Establishments to submit their reply on the queries raised by IFD on Cadre Review proposal (other than CWES Group-A).

[Action: All Directors]

16. All such court cases in which strong observations/remarks have been made by the Hon'ble Court should invariably be brought to the notice of senior officers by the dealing hand.

[Action: All Directors]

17. The matters related to hiring of outsourced manpower are primarily dealt in RM Wing. As such, Court cases related to outsourced staff will be dealt in RM Coord Dte.

[Action: RMCD]

18. The probation clearance of some Junior Engineers posted in Field offices and Characters and Antecedents verification of few MTSS are pending. Establishment VI and Establishment VIII to take necessary action so as to complete this by December 2023.

[Action: Director (E-II)/Director (Admn.)]

List of Participants in 4th QRM (HRM Wing) held on 21.11.2023

S.No.	Name	Designation	Directorate/Section
1	Dr.B.R.K. Pillai	Chair	
2	Bhupinder Singh	Director	Technical Coordination
3	Sunil Kumar	Director	Training Directorate
4	Anil Kumar Singh	Director	Administration
5	A.C. Mallick	Director	Establishment - III
6	Pradeep Kumar Srivastava	Director	Estt – VIII/XI/SPARROW
7	Sudipto Mondal	Deputy Director	TC Directorate
8	Nagendra Kumar Singh	Deputy Director	PCP Directorate
9	Neeraj Kumar Sharma	Deputy Director	Library & IB
10	V. Rajesh	Deputy Director	WP&CC
11	Ashish Kumar	Deputy Director	WSE Directorate
12	Kailash K. Lakhe	Deputy Director	WSE Directorate
13	Saikat Biswas	Deputy Director	e-Governance
14	Rajinder Pal	Deputy Director	O.L.
15	Sachin Gupta	Deputy Director	Training
16	R. Mahalakshmi	Under Secretary	Estt – V, VI & X
17	Narender Kumar	Under Secretary	Estt – I, II & O&M
18	Nisha Gupta	Under Secretary	Estt – VII, XIII & APAR-II
19	Amit Srivastava	Under Secretary	Estt – III, IX, Vig & APAR-II
20	Gomathy Jayaraman	Under Secretary	Estt – VIII, XI, SPARROW
21	K. Venkatesan	Under Secretary	Estt – IV, XII, XIV, RTI
22	Shailendra Kumar	Assistant Director	e-Governance
23	Vimlesh Yadav	Assistant Director	O&M
24	Rahul Balwaria	Assistant Director	TC Directorate
25	Dharminder Kumar	Accounts Officer	CWC-HQrs
26	Jogender Kumar	DDO-I/Section Officer	Accounts - II
27	Sandeep Gupta	DDO-II/Section Officer	Accounts – Works
28	Asha Dudeja	Section Officer	Accounts - III
29	Asha Bhatt	Section Officer	Estt - XIII
30	Bhageerathi Premnath	Section Officer	Vigilance / APAR- I
31	Krishna Toppo	Section Officer	Estt - VII
32	Stephan Guria	Section Officer	Estt - IV
33	Chandra Prakash	Section Officer	Estt - XIV
34	Vivek Kumar	Section Officer	Estt - I
35	Nutan Ray	Section Officer	Estt – V, VI
36	Vatsala Sharma	SSO	APAR - II
37	Ravi Kumar	ASO	Estt - V
38	D. Yadav	ASO	Estt - IV
39	Ashish Siwach	Assitant Director – II	SDO (HQrs.)/PCP Dte
40	Mayank Jain	Assitant Director – II	Estt- X Section
41	M.S. Rawat	Consultant	Budget Section
42	Manoj Kumar Yadav	Assitant Director – II	WP&CC
43	Rakesh Ranjan	ASO	RTI Cell