



A-42015/1/2023-ESTT-VI/I/143688/2023

भारत सरकार/ Government of India

केंद्रीय जल आयोग/ Central Water Commission

स्थापना छ: अनुभाग/ Establishment VI Section

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

Dated, the 08th August, 2023

Office Memorandum

Subject: Minutes of the Third Quarterly Review Meeting held on 31-07-2023 under the Chairmanship of Chief Engineer (HRM) - regarding.

The undersigned is directed to refer to the subject mentioned above and to forward a copy of the minutes of the 3rd Quarterly Review Meeting held on 31st July, 2023 in Third Floor, Conference Hall, Central Water Commission, Sewa Bhawan, New Delhi under the Chairmanship of Chief Engineer (HRM) for information and necessary action.

Enclosed:

1. Minutes of the Meeting.
2. Participants list.


08/08/2023
(Seema Juneja)

Under Secretary
011-29583534

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 (E-I), Central Water Commission.
9. The Director (E-II), Central Water Commission.
10. The Director (E-III), Central Water Commission.
11. The Director (Admin), Central Water Commission.
12. Senior Pay and Accounts Officer, Central Water Commission.

13. Senior Account officer, Central Water Commission.

14. Canteen Management Committee, Central Water Commission.

Action points emerging out of 3rd Quarterly review meeting Chaired by CE, HRM on 31st July, 2023:

1. All Establishments and Directorates under the HRM wing to conduct an inventory check and promptly surrender any surplus computers and computer accessories, such as printers, scanners, and UPS units to Software Management Directorate.

[Action: All Directors/Secretary]

2. The Software Management Directorate (SMD) to assess and upgrade any out-dated systems present in the establishments and directorates within one week. Further, Establishment VI had earlier compiled the upgrade of computers in the HRM wing; it may provide the status of these requests to CE (HRM) in 2 weeks.

[Action: Director (SMD)]

3. The Software Management Directorate (SMD) to look into the requirement of upgrading the computer systems and accessories for the Pay and Accounts Office (PAO).

[Action: Director (SMD)]

4. PAO to resolve 29 pending pension cases and also address grievances related to pension cases expeditiously, and update the status on the grievances portal regularly.

[Action: PAO]

5. All Establishments to submit all pension cases complete in all respects, to the Pay and Accounts Office (PAO) at least four months before the superannuation date of officers.

[Action: All Directors/Secretary]

6. Pending pension cases (total of 9) pertaining to E-III, E-V, E-IX, E-XI, and E-XIII, are required to be submitted to the Pay and Accounts Office (PAO) before 10-08-2023.

[Action: Concerned Directors/Secretary]

7. The audit section to provide the status of pending audit para within one week. Further, all establishments/directorates, and accounts offices under HRM unit to provide reply/response to audit para promptly.

[Action: All Directors/Secretary and account section]

8. The Technical Coordinate Directorate (TC) to request RMCD for instructing field offices to promptly resolve all pending cases related to audit para.

[Action: Director (TC)]

9. The Training Directorate is tasked with developing an orientation training program for subordinate cadres of the Central Water Commission.

[Action: Director (Training)]

10. Director (E-III) to provide the necessary details regarding the number of officers in subordinate cadres and any left-out cadres to facilitate the orientation training program. Additionally, a letter is to be written to the ISTM requesting the inclusion of the training program for subordinate cadres of the CWC.

[Action: Director (E-III)/ Director (Training)]

11. All establishments to initiate the process of the periodical review of their respective cadres under Section 56(J) and complete it within three months.

[Action: All Directors/Secretary]

12. Establishment XI to complete the process of generating Annual Performance Appraisal Reports (APARs) for the Scientific Assistant Cadre and Hydro-met Cadre within one week. Furthermore, all establishments are required to submit a report on the status of the generation of APARs of cadres (both HQ and field-wise) for year 2022-2023 under their respective jurisdictions to the APAR I Section latest by 10-08-2023.

[Action: All Directors/Secretary]

13. The e-Governance Cell (e-Gov) is tasked with completing the process of generating online forms in the SPARROW portal for cadres who are currently submitting their APARs in offline modes.

[Action: Secretary]

14. The Software Management Directorate (SMD) to provide the necessary access and rights to all establishment sections for accessing the status of the generation of APARs on the SPARROW portal.

[Action: Director (SMD)]

15. The Software Management Directorate (SMD) in consultation with Training Directorate to sensitize the officers of CWC regarding the roles and processes outlined in the e-HRMS version 2.

[Action: Director (SMD)/Director (Training)]

16. The Water System Engineering Directorate (WSE) is to consult with the Software Management Directorate (SMD) to enhance the display features and display ideas/information on the "Digital Signage Display System" installed in CWC's premises

[Action: Director (WSE)]

17. Establishment V to take necessary action to convene the Departmental Promotion Committee (DPC) for the promotion of Junior Engineers for the vacancy year 2023 within two weeks.

[Action: Director (Admin)]

18. Establishment VI to issue a reminder to concerned field offices to provide pending assessment reports for concluding the probation period of junior engineers within two weeks. The status report is to be submitted to the Chief Engineer (HRM) after two weeks.

[Action: Director (Admin)]

19. Establishment VI to post one junior engineer upon transfer from a field office to the RTI section.

[Action: Director (Admin)]

20. Establishment IX to post one newly recruited/transferred Assistant Section Officer to the Accounts section.

[Action: Secretary]

21. All Establishments to submit their indent for the vacancies arising in various cadres in the year 2024 to the Staff Selection Commission (SSC) for conducting the examination. This task may be completed within one month.

[Action: All Directors under HRM wing]

22. All establishments to take necessary actions to initiate the promotion cases for the vacancy year 2024 and complete the process within two month.

[Action: All Directors/Secretary]

23. Establishment VII to complete the process of amending the Recruitment Rules (RR) for Assistant (Subordinate) and submit it to the Department of Water Resources (DoWR) within one month.

[Action: Director (E-III)]

24. The process of claiming a medical bill needs to be analyzed, and a process flow chart needs to be created. Accordingly, the Director (E-I) may look into processes to minimize the claim settlement time. Further, medical claims may be settled within one month.

[Action: Director (E-I)]

25. A meeting of the Canteen Management Committee may be scheduled with the Chief Engineer (HRM) to discuss improvement plans for the canteen.

[Action: Canteen Management Committee]

26. Training Directorate to explore potential ways to improve the condition of the library and to constitute a committee consisting of the Secretary, Director(Trng), Director (TC), and Coordination Directors of all wings to find out the best possible solution.

[Action: Director (Training)]

27. All Chief Engineers of field organisations may be informed of the need to expedite the resolution of all pending NPS cases promptly.

[Action: Secretary-CWC]

List of Participants in 3rd QRM (HRM Wing) held on 31-07-2023.

Sn	Name	Designation	Section/Directorate
1	Bhupinder Singh	Director	Technical Cordination Directorate
2	Shekharendu Jha	Director (E-I)	Establishment (E-I)
3	Sunil Kumar	Director	Training Directorate
4	S.F.H. Abidi	Director	Software Management Directorate
5	B C Vishwakarma	Director (Admin)	Establishment-V,Establishment-VI and Establishment-X
6	A C Mallick	Director (E-III)	Establishment-VII,Establishment-XIII
7	Nagendra Kumar Singh	Deputy Director	PCP Directorate
8	V.Rajesh	Deputy Director	Work Planning & Coordination Cell
9	Mahesh Prasad	Deputy Director	PCP Directorate
10	Arun Banja	Deputy Director	Technical Cordination Directorate
11	Saikat Biswas	Deputy Director	e-Gov Cell
12	Neeraj Kumar Sharma	Deputy Director	Training Directorate
13	Ajay Malik	Under Secretary	Establishment-IV,Establishment-XII,Establishment-XIV and O&M
14	Sachin Dev Verma	Under Secretary	Establishment-I,Establishment-II, and Establishment-III
15	U.K.Pali	Under Secretary	Establishment-VII & Establishment-XIII
16	R. Mahalakshmi	Under Secretary	Establishment-II & Establishment-VIII
17	Seema Jueja	Under Secretary	Establishment-V,Establishment-VI, and Establishment-X
18	Dhirender Kumar Garg	Accounts Officer	Accounts Wing
19	Balraj Chauhan	Pay and Accounts Officer	Pay and Accounts Office
20	Dharminder Kumar	Pay and Accounts Officer	Pay and Accounts Office
21	Suresh Kumar	Assistant Audit Officer	Pay and Accounts Office
22	Rajeev Kr. Rakshil	Assistant Audit Officer	Pay and Accounts Office
23	Sandeep Gupta	Section Officer	Accounts-I and DDO-II
24	Asha Bhatt	Section Officer	Establishment-XIII
25	Dina Nath Goswami	Section Officer	Establishment-XI
26	Rita Angrish	Section Officer	Establishment-X
27	Jatin Sahu	Section Officer	Establishment-V
28	Parvesh Tenuriya	Section Officer	Establishment-IX
29	Ganesh Mahto	Section Officer	Establishment-II
30	Vivek kumar	Section Officer	Establishment-I
31	Chandra Prakash	Senior Statistical Officer	Establishment-XIV
32	Sandeep Kumar	Senior Statistical Officer	Establishment-XI
33	Vatsala Sharma	Senior Statistical Officer	Establishment-VIII
34	Manoj Kumar Yadav	Assistant Director II	Work Planning & Coordination Cell
35	Hariharan CKV	Assistant Director II	Work Planning & Coordination Cell
36	Vimlesh Yadav	Assistant Director II	Organisation & Methods Section
37	Ashish Siwach	Sub Divisional Officer (HQ)	PCP Directorate
38	Y. Ibochou Singh	Assistant Section Officer	Establishment V
39	Ashok Kumar	Assistant Section Officer	Organisation & Methods Section
40	Rakesh Ranjan	Assistant Section Officer	RTI
41	Ravi Kumar	Assistant Section Officer	Establishment V
42	Kunal Yadav	Junior Stastical Officer	Establishment III
43	Saurav Patwal	Junior Engineer	Establishment VI
44	M.Qadir	Junior Engineer	Establishment VII
45	Sanjeev	Lower Divisional Clerk	Establishment VII
46	C.S. Deswal	Storekeeper	Establishment VII
47	M S Rawat	Consultant	Budget Cell