

I/163853/2024

**भारत सरकार/ Government of India****जल शक्ति मंत्रालय/Ministry Of Jal Shakti****जल संसाधन, नदी विकास और गंगा संरक्षण विभाग / DoWR, RD & GR****केंद्रीय जल आयोग/ Central Water Commission****स्थापना छः अनुभाग/ Establishment VI Section**

**Third Floor (South), Sewa Bhawan,
R.K. Puram, New Delhi-66.****Dated the 21st February, 2024****Subject: Minutes of the Quarterly Review Meeting held on 13-02-2024 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 5th Quarterly Review Meeting held on 13, February 2024 on the Third Floor, Conference Hall, Central Water Commission, Sewa Bhawan, New Delhi under the Chairmanship of Chief Engineer (HRM) for information and necessary action.

Enclosed: A/a.

(अमित श्रीवास्तव/ Amit Srivastava)

अवर सचिव/ Under Secretary

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.**

Action points emerging out of the 5th Quarterly review meeting held under the chairmanship of Chief Engineer, HRM, CWC on 13th February, 2024.

1. The Training Directorate has already organised a training programme on e-HRMs. Considering the importance, another half-day familiarization program on e-HRMs for nodal officers of both HQ and field units and a webinar for users of CWC may be arranged. All Establishment units may attend the programme.

[Action: Director (Training)]

2. The Training Directorate, in consultation with DoPT, is planning a training program on DPC-related matters for dealing-hands/Section Officers/Under Secretaries. All Establishment officials may attend the programme.

[Action: Director (Training)]

3. The Training Directorate, in consultation with NWA, may develop an orientation training program for subordinate cadres of the Central Water Commission to be organised by March, 2024. This programme can be conducted in a hybrid/online mode. The under secretary of the concerned Establishment shall be nodal for organising such programme.

[Action: Director (Training)]

4. The Director (Admin), in consultation with the Director (RMCD), may review the sanctioned strength of the Junior Engineer posted in CWC (HQ.) keeping in view the requirements of the PCP Directorate, the SMD Directorate, and urgent requirement of staff for managing the functioning of the CWC's Library.

[Action: Secretary (CWC)/Director (RMCD)]

5. The existing Pension Cell may be strengthened by posting of one AD/AD-II level officer to coordinate all pension cases between PAO and CWC field units.

[Action: Secretary (CWC)]

6. The PCP Directorate has prepared a catalogue of the almirahs containing the old records. The same may be circulated to concerned Establishments with directions to collect their records lying in these Almirahs. This exercise may be completed in 15 days' time.

[Action: Director (PCP)/Concerned Establishment units]

7. All Establishments are to submit a certificate to SMD with a copy to the PCP Directorate indicating whether they have implemented e-Office in full. In cases of partial implementation, the number of physical files maintained in their establishment may be reported. This exercise may be completed in one month's time.

[Action: All Directors/Secretary]

8. The Software Management Directorate, in consultation with the coordination Directorates of three wings, Director (TC) and Director (Administration), may prepare guidelines for disposal of Dak received in hard copy after their conversion to e-receipt.

[Action: Director (SMD)]

9. A committee comprising the Director (SMD), DD (HQ.) (PCP), one Woman member, and one/two members from staff associations will review the output of newly installed CCTV cameras so as to address the issues of (i) ensuring the proper field of coverage, (ii) restricting access to camera recordings to authorized officials, only and (iii) limiting the duration of records retention and proper deletion of record after the specified period.

[Action: Director (SMD)]

10. The Accounts Section is tasked to provide the details of the Pay Bill Register (PBR) which needs to be scanned by the Software Management Directorate (SMD) within one week.

[Action: Account officer]

- 11.** All Establishments to immediately complete the process of generating pending APAR for the year 2022-2023.

[Action: All Directors]

- 12.** All Establishments to take the necessary action to convene the Departmental Promotion Committee (DPC) latest by 15th March, 2024 for the vacancy year 2024 for the promotion of all cadres other than Grade A officers.

[Action: All Directors]

- 13.** The requirement for the upgrade of computers in various units of the HRM wing may be assessed by DD (SMD), and thereafter, its status may be discussed by the Director (SMD) for submission of a compliance report to the Chief Engineer (HRM).

[Action: Director (SMD)]

- 14.** To facilitate retired CWC Officials' visits to Sewa Bhawan for pension-related matters, DD (HQ.) will act as the front desk to enable their smooth entry.

[Action: Director (PCP)]

- 15.** As Establishment XII is dealing with court cases, the management of the **LIMBS** database system is shifted to Establishment XII.

[Action: Director (Admin)]

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Signed by Amit Srivastava
Date: 21-02-2024 11:31:45
Reason: Approved