



भारत सरकार
Central Government
केन्द्रीय जल आयोग
Central Water Commission
प्रशिक्षण निदेशालय
Training Directorate



No.3/29/2017-Trg/ Vol-II 366-93

Date: 12.02.2020

OFFICE ORDER

With reference to Department of Water Resources, RD & GR, Ministry of Jal Shakti Letter No. A-33025/3/2020-E-I dated 10.02.2020 (copy enclosed), the final list of SAG officers of CWES Group 'A', nominated for attending the First Level-4 Mandatory Cadre Training Program (MCTP) on "Management in Government" to be held at Indian Institute of Management, Ahmedabad during 17-21 February, 2020 is as below:

Sl. No.	Name of the officers(S/Shri)	Place of Posting
1	K Vohra	Commissioner (SPR), DoWR, RD &GR
2	M P Singh	Chief Engineer, M&TBO, CWC, Gandhinagar
3	P M Scott	Chief Engineer, B&BBO, CWC, Shillong
4	M K Srinivas	Chief Engineer, KGBD, CWC, Hyderabad
5	Dr M K Sinha	Executive Director, NCA, Indore (On deputation)
6	R K Pachauri	Chief Engineer, PPO, CWC, New Delhi
7	Navin Kumar	Member (WR), CWMA, New Delhi
8	Shiv Nandan Kumar	Chief Engineer, IBO, CWC, Chandigarh
9	A K Kharya	Chief Engineer, TBO, CWC, Kolkata
10	P K Saxena	Commissioner (Indus) Wing, DoWR, RD &GR

The above officers will be governed by the following terms and conditions:

1. They will be entitled to draw TA/DA as admissible under rules.
2. They will get full pay and allowances during the programme.
3. No substitute will be provided in their place.

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

12/2/2020.

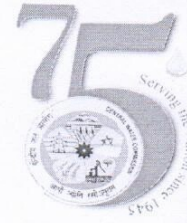
(एस .के. सिन्हा)
निदेशक (प्रशिक्षण)

Copy to:

1. PPS to secretary, DoWR, RD & GR, New Delhi.
2. PPS to Chairman, CWC, New Delhi.
3. PPS to Chairman, CWMA, New Delhi.
4. PPS to Member WP&P/ RM/D&R, CWC, New Delhi.
5. Ms. Namrata Kansara, Programme Coordinator - Executive Education, Indian Institute of Management, New Campus, Vastrapur, Ahmedabad-380015.
6. Chief Engineer (HRM), CWC, New Delhi.



भारत सरकार
Central Government
केन्द्रीय जल आयोग
Central Water Commission
प्रशिक्षण निदेशालय
Training Directorate



7. Chief Engineer, NWA, CWC, Pune.
8. Director, Coordination WP&P /RM/D&R, CWC, New Delhi.
9. Secretary, CWC, New Delhi.
10. Shri S N Pande, Director & Course Director, NWA, Sinhgad Road, Khadakwasla, Pune, Maharashtra 411024.
11. Deputy Director (Administration), NCA, Indore.
12. Under Secretary, Estt-I, DoWR, RD & GR, MoJS, Shram Shakti Bhawan, Rafi Marg, New Delhi -110001 w.r.t. Letter No: A-33025/3/2020-E-I dated 10.02.2020. Shri S K Sibal has been allowed exemption and replaced by Shri P K Saxena, Commissioner (Indus), DoWR, RD & GR in the final list for the current programme.
13. Under Secretary, Estt-I, CWC, New Delhi.
14. Officers concerned. In case of any training related issues, they may contact Shri S N Pande, Director & Course Director, NWA, Pune (Mobile No. 09873163630) or Ms Namrata Kansara, Programme Coordinator, IIM, Ahmedabad (Mobile No. 09909038772). They are requested to submit a feedback report after completion of the Program.
15. J.E. (Trg), CWC, New Delhi to upload this order on CWC website/intranet portal.

No. A-33025/3/2020-E-I
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR

Shram Shakti Bhawan
Rafi Marg, New Delhi-110001
Dated: 10.02.2020

To
The Chairman,
Central Water Commission,
Sewa Bhawan, R.K. Puram,
New Delhi-110066

[Attention: Shri S.K. Sinha, Director (Trg)]

Subject: First Level-4 Mandatory Cadre Training Program (MCTP) for SAG officers of CWES from 17th -21st, February, 2020 - nomination regarding.

Sir,

I am directed to say that CWES officers in the SAG grade whose names mentioned in the Annexure have been nominated to participate in the Level-4 of Mandatory Cadre Training Program (MCTP), to be held at IIM, Ahmadabad, during February 17 – 21, 2020. Officers as mentioned in the Annexure may be relieved from their duties and advised to report to **Ms. Namrata Kansara, Programme Coordinator – Executive Education, IIM, Ahmadabad, New Campus, Vastrapur, Ahmedabad, on 17.02.2020.**

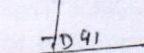
2. In terms of approved Training Policy of this Department, successful completion of Level-4 Training is mandatory for promotion to the HAG of CWES. Therefore, CWC is requested to ensure that nominated officers are relieved in time. The performance of the officers in the training will be evaluated and Performance Reports shall be added in the APARs of CWES Officers, while considering their promotion. No request for withdrawal/exemption from the officers concerned shall be entertained except on medical grounds, as mentioned in approved Training Policy.

3. Your attention is also drawn to this Department's letter No. A.33025/17/2019-Estt.I dated 28.02.2019, vide which approved MCTP Policy for all levels has been issued. Guidelines contained in the aforesaid letter, under the heading "Exemption for various Mandatory Training/In-Service training programmes for the officers of CWES in respect of MCTPs which are reproduced below:

- a) All phases of the Mandatory Cadre Training/In-Service Training Programmes shall be attended by all officers in the first chance when it falls due. CWES officers will be given a maximum of two chances to complete each level of the Mandatory Cadre Training Programme available to them.
- b) Postponement of participation from the first chance to the second chance would be allowed with the prior approval of the chairman, CWC. 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.
- c) 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.

- d) 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.
 - e) Administrative action may be taken to deny the grant of promotion to such debarred officers.
 - f) 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 officer for non-completion of training.
 - g) The officer nominated for training shall be relieved for by the respective Head of the Regional office/ Directorate etc., as it is mandatory.
 - h) For postponement of Training, serious/chronic illness recommended by the competent medical authority in prescribed forum, 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.
 - i) No leave other than on emergent medical grounds of self, spouse and 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.
4. In a Training Course of 1 Week duration, no Leave shall be granted. The second chance will be considered only under the circumstances mentioned in para-3(vi).
5. Confirmation with regard to the participation of the officers may please be sent to Shri S N Pande, Director & Course Director, NWA, Pune.

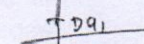
Yours faithfully,


(A.K. Das)

Under Secretary to the Government of India
Tel: 011-23716928

Copy to:

1. Ms. Namrata Kansara, Programme Coordinator – Executive Education, Indian Institute of Management, New Campus, Vastrapur, Ahmedabad-380015.
2. Shri S N Pande, Director & Course Director, NWA, Sinhgad Road, Khadakwasla, Pune, Maharashtra 411024
3. Chief Engineer (HRM), CWC, Sewa Bhawan, R.K. Puram, New Delhi
4. Chief Engineer, NWA, Pune, Sinhgad Road, Khadakwasla, Pune, Maharashtra 411024
5. Secretary, CWC, Sewa Bhawan, R.K. Puram, New Delhi
6. Deputy Secretary (Admn.), DoWR, RD & GR.
7. Director (Trg), CWC, Sewa Bhawan, R.K. Puram, New Delhi
8. PPS to Secretary(WR,RD&GR)
9. Deputy Director(Administration), NCA, Indore
10. All concerned officers through Secretary, CWC, New Delhi
11. Office Order folder


(A.K. Das)

Under Secretary to the Government of India
Tel: 011-23716928

No. A. 33025/13/2017-Estt.I
Government of India
Ministry of Water Resources, RD & GR

Sharm Shakti Bhawan, Rafi Marg,
New Delhi 27th 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.

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 st Week at NWA for Refresher Course
2 nd Week at IIM, Ahmadabad on Water Governance
3 rd 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 st Week at NWA for Refresher Course
2 nd Week at IISC, Bangalore for latest and new technology
3 rd Week at IIM, Bangalore for Management Training
4 th 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 st Week at NWA for refresher course
2 nd Week at IIM, Kolkata for Water Governance
3 rd 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 1st 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.

Signature valid

Digitally signed by NARENDRA SINGH
Date: 2019.02.27 13:48:56 IST
Reason: Approved

