

ऊर्गबेसं/लख/जी-1/2019-20/4067-81

भारत सरकार / Government of India

केन्द्रीय जल आयोग / Central Water Commission

ऊपरी गंगा बेसिन संगठन / Upper Ganga Basin Organisation


दिनांक: 13-11/2019

विषय: Minutes of the 40<sup>th</sup> Co-ordination Meeting of UGBO dated: 24.10.2019.

The 40<sup>th</sup> Co-ordination Meeting of UGBO, CWC was held under the Chairmanship of Shri Bhopal Singh, Chief Engineer, UGBO, CWC, Lucknow on 24.10.2019 in the Conference Room of UGBO, CWC, "Janhavi Sadan", Lucknow to discuss the issues concerning UGBO, CWC, Lucknow. A copy of the Minutes of Meeting is enclosed for information and further necessary action.

This issues with the approval of Chief Engineer, UGBO, CWC, Lucknow.

संलग्नक—यथोक्त (Through E-mail)।

  
(आशिष कुमार पाल)  
अधीक्षण अभियंता (समन्वय)

प्रतिलिपि संलग्नक (Through E-mail)के साथ:-

1. सदस्य, नदी प्रबंधन, केन्द्रीय जल आयोग, नई दिल्ली।
2. सचिव, केन्द्रीय जल आयोग, सेवा भवन, रामकृष्णपुरम-1, नई दिल्ली।
3. निदेशक, बाढ़ पूर्वानुमान एवं प्रबंधन निदेशालय, केन्द्रीय जल आयोग, सेवा भवन, नई दिल्ली।
4. निदेशक, नदी प्रबंधन समन्वय निदेशालय, केन्द्रीय जल आयोग, सेवा भवन, नई दिल्ली।
5. निदेशक, नदी आंकड़े निदेशालय-1, केन्द्रीय जल आयोग, वेस्ट ब्लॉक-1, नई दिल्ली।
6. निदेशक, नदी आंकड़े निदेशालय-2, केन्द्रीय जल आयोग, वेस्ट ब्लॉक-1, नई दिल्ली।
7. निदेशक, प्रबोधन और मूल्यांकन निदेशालय, केन्द्रीय जल आयोग, लखनऊ।
8. निदेशक, प्रबोधन और मूल्यांकन निदेशालय, केन्द्रीय जल आयोग, आगरा।
9. अधीक्षण अभियंता, जलविज्ञानीय प्रेक्षण परिमंडल, केन्द्रीय जल आयोग, वाराणसी।
10. अधीक्षण अभियंता, जलविज्ञानीय प्रेक्षण परिमंडल, केन्द्रीय जल आयोग, देहरादून।
11. अधिशासी अभियंता, मध्य गंगा मण्डल-I, केन्द्रीय जल आयोग, लखनऊ।
12. अधिशासी अभियंता, मध्य गंगा मण्डल-II, केन्द्रीय जल आयोग, लखनऊ।
13. अधिशासी अभियंता, मध्य गंगा मण्डल-III, केन्द्रीय जल आयोग, वाराणसी।
14. अधिशासी अभियंता, हिमालय गंगा मंडल, केन्द्रीय जल आयोग, देहरादून।

केन्द्रीय जल आयोग वेब पोर्टल।

<http://www.cwc.nic.in/regionaloffices/regionaloffices.html>: Upper  
Organization, Lucknow (View Documents)

Ganga Basin



**CENTRAL WATER COMMISSION  
UPPER GANGA BASIN ORGANISATION**

The 40<sup>th</sup> Co-ordination Meeting of UGBO, CWC was held on 24.10.2019 under the Chairmanship of Shri Bhopal Singh, Chief Engineer, UGBO, CWC, Lucknow in the Conference Room of UGBO, CWC, Lucknow to discuss various issues concerning UGBO, CWC. The list of participant present is enclosed as **Annexure-I**.

At the outset, Shri Bhopal Singh, Chief Engineer, UGBO, CWC, Lucknow welcomed all the participants. He appreciated the dedication and hard work of the officials and expressed his concerns about the implementation of decisions taken in earlier meetings. He emphasised on implementation of decisions taken in such type of meeting timely. He stressed on taking immediate necessary actions for implementing the annual action work plan of UGBO, putting an SOP for functioning of all sites, display boards, required infrastructure at sites, functioning of telemetry sites reliably, validation of telemetry data developing water resources information system of states, benchmarking of projects, use of remote sensing technology in the monitoring of projects etc. He also advised to evolve most appropriate TOR for support and supervisory services w.e.f. April, 2020 considering the issues faced and learning in on-going outsourcing works of support services and supervisory staff. For data observations. Thereafter, he requested SE(C) to take up the agenda items for the meeting.

The gist of the discussions held on various agenda items is as under:

**1. COMPLIANCE OF 39<sup>TH</sup> CO-ORDINATION MEETING:**

Compliance report submitted by SEs/EEs was discussed in detail and found satisfactory considering the constraints.

**2. PRESENTATION BY SE'S/ EE'S ON THE ACHIEVEMENTS IN 2019-20:**

Executive Engineer, MGD-I/ MGD-III/ MGD-II/ HGD, CWC, informed about the progress of works of their divisions during the second quarter of 2019-2020 and future plans.

**a) Functioning of Existing Telemetry Sites Phase I & II with respect to Data Validation and issues encountered.**

EE's informed that the data validation was in progress for telemetry Phase I and II. CE, UGBO desired that the work for replacement of bubbler type sensors by radar sensors may be taken up priority. He also directed that the data validation process may be completed at the earliest. Regarding the settlement of dues of telemetry sites of Phase-I during AMC period of 2014-2016, all the EEs that informed that the vendor had not submitted the data even after repeated reminders, the payment for could not be made. CE, UGBO directed the cases may be settled as terms of reference of AMC if the vendor is not responding.



**b) Status of works of Telemetry sites under Phase III.**

It was informed by the EE's that under phase III civil work at 14 sites was completed. Also, concerns were raised about completion of works timely although the vendor had been granted extension up till November, 2019. CE, UGBO asked to notify the imposition of penalty work is not completed timely.

**c) Functioning GSM based sensors and status of proposed expansion of the network.**

The performance of the GSM based sensors was found to be satisfactory however, EE's informed that the vendor had been unresponsive lately regarding the quotation for AMC of the equipment. CE, UGBO discussed the matter with the vendor telephonically and the vendor agreed to the issue at the earliest. It was decided to increase the coverage of GSM based sensors

**d) Functioning of New sites and status of manpower.**

EEs informed that the SOP for sites had been prepared and would be sent to the respective sites by November end. CE, UGBO directed that the work for effective functioning of all the sites including display boards, markings, equipment and SOP may be completed by Jan, 2020.

**e) Suggested modifications in ToR for engagement of support services w.e.f April 2020.**

The issues regarding proposed modifications in ToR for outsourcing of support staff and supervisory staff were discussed in details during the meeting. The following modifications were suggested in the TOR:

- The tendering for outsourcing of support staff shall be carried out as work outsourcing and not as manpower outsourcing. The tender document must clearly define the minimum number of manpower at each site listed and the work details including methodology of data observation and analysis. It may be clearly specified that the vendor shall be responsible for the data observation & transmission for all new sites. The scope of work shall also include providing support services at old site as per requirement. However, the responsibility of data observation and transmission at old sites shall be of CWC.
- A separate clause for ensuring minimum wages as per the labour law may also be included in the tender document.
- The gauge observations during non-monsoon season may be specified in two shifts: 07:30am to 1:30pm and 4:30pm to 6:30pm (A total of 8 hours) in order to observe gauge reading at 8:00, 13:00 and 18:00 hours.
- The proposal for hiring of one supervisory staff for all new discharge sites has been sent to headquarters and in all possibility the proposal is likely to be approved. However, in regard to the provision of TA/DA for the



supervisory staff, the committee may propose a clear proposal on reimbursable basis.

- The working hours of support staff may be specified as 8 hours per day instead of 4 hours.
- The scope of work shall include observation of data for 30/31 days in any month, however, it is on the part of vendor to ensure that the manpower engagement is as per the labour laws i.e. not more than 26 days hiring of a single staff. The vendor may keep a provision of reliever/reserved staff for backup in case of leaves and holidays etc.
- The tender document may be prepared for requirement of outsourced staff for all sites (existing, new and upgraded).
- Requirement of additional staff during monsoon season (1st June to 31st October every year) may be clearly reflected in the requirement matrix. However, the additional requirement during monsoon period may be worked out keeping in view the automatic gauge sensor installed/being installed and accordingly the manpower requirement may be reduced.
- Due to shortage of regular staff, it may not be feasible to shift regular staff to newly opened sites, however, it may be clearly mentioned that the Engineer-in-charge may shift a regular staff to any of the new sites and in return the outsourced staff to old site for ensuring the quality of observations.
- Looking at the coordination issue between two vendors (one for supervisory staff and other for support staff), possibility of floating a single tender covering both support services and supervisory staff may be explored.
- The suggestion for submission of bill by 15<sup>th</sup> of each month to ensure the payment on time may be included in the Tender Document.

It has been decided that the Draft Tender Document may be finalised by the committee by 15<sup>th</sup> November, 2019 for further necessary action.

**f) Procurement of equipment for sites/ADCP/Boats.**

It was intimated by the EE, MGD2 that the financial bid for new ADCP had been opened and by end of November, 2019, work shall be awarded. It was also informed that the fabrication on boats was still in process. CE, UGBO suggested that since the fabrication of all boats may take time, the vendor may be asked for delivery of boats in phased manner.

**g) Status of work for SG&MS sites.**

It was informed by EE, MGD-I about the difficulties in installation at sites at Milam and Relam due to inaccessibility of the sites and suggested to review the location. It was decided that the locations of snow sites may be reviewed considering the extent of snow falls, ease of accessibility of the sites etc. at the earliest. EE, HGD informed that the work of installation was complete at 3 sites namely Bhojwasa



(NIH) (earlier at Gaumukh), Badrinath (earlier at Mana) and Gangi. It was also informed that the two other sites are being finalised very shortly.

**h) Installation of gauging stations for e-flow monitoring.**

EE, HGD informed that the tender for the installation of gauging stations (Procurement of Automatic Velocity Sensor based discharge measurement, AWLR etc.) has already been invited and pre-bid conference is scheduled today. CE(UGBO) stressed on installations of additional gauging sites for e-flow monitoring as per approval received at the earliest.

**i) Status of Data entry in e-SWIS including new sites and data gaps.**

It was informed that that data is being entered in e-SWIS timely. CE, UGBO asked to ensure that the data is be entered timely preferably within a month of data observation. He also reiterated that the work of data gaps may also be completed at the earliest.

**j) Status of works under Infrastructure Development as per action plan for 2019-2020 and ID EFC 2020-2025.**

EE, MGD-II informed that the proposal for construction of site office at Ramsnehighat was sent for financial approval of competent authority. EE, MGD-I informed that the work order for the construction of Boundary wall at Ayodhya has been issued. EE, MGD-III informed that construction work at Allahabad is under progress.

**k) Status of works under R & D.**

EEs informed that the budget under R & D was not allocated and therefore the works may not be carried out this year.

**l) Expenditure up to Sept, 2019 vis-a-vis BE.**

Scheme-wise details of expenditure up to Sept, 2019 under this organisation is attached as **Annexure-II** and was found satisfactory in view of the ceiling imposed on the budget allocated.

**m) Status of Implementation of e-HRMS, e-office, scanning of service book.**

Implementation of e-HRMS and e-office was found satisfactory. The work of scanning of service book was informed to be completed in all offices.

**n) Status of Pending Pension cases as per PMS records.**

CE, UGBO again stressed that regular monitoring should be carried out of the pension cases and they should be processed as soon as possible in close coordination with PAO.



**o) Physical Verification of T&P, Disposal, disposal of unserviceable items, status of unserviceable vehicles.**

The physical verification of T&P items was completed for all offices. EE, MGD-I informed that the auctioning of 1 unserviceable vehicle was carried out. Chief office may survey off the unserviceable vehicle at the earliest. CE, UGBO directed that all the Division offices may install CCTV camera in common areas and corridors for security purposes.

**p) Status of transfer & promotion of WC Staff.**

The transfer policy was finalised and sent to circles for observation. Further, no observations were received from circle offices and therefore, the same has been sent to Regional Employee Union members for suggestions/observations last by 07.11.2019. CE(UGBO) emphasized to carry out rotational transfers as per transfer policy in the coming season. List of long station wise/site wise longest stayee may be placed on website.

**q) Organizing trainings as per approved training calendar.**

CE, UGBO directed all offices to take timely action for conduction of all trainings/workshops as per approved calendar.

**r) Status of activities under Swachh Bharat Abhiyan.**

CE, UGBO congratulated everyone for their efforts in successful completion of activities under Swachh Bharat Abhiyan.

**3. PRESENTATION BY DIRECTORS GIVING PROGRESS IN 2<sup>nd</sup> QUARTER AND PLANNING FOR 3<sup>rd</sup> QUARTER:**

Director, M&A, Agra informed about proposal for release of first instalment of CA for Arjun Sahayak and Madhya Ganga Canal were sent to ministry. He further added that the observations on DPR on 27 MI Schemes, Uttarakhand and Madhya Ganga Canal (CAD works) were also sent for compliance. He raised concerns about financing of benchmarking of projects. He also informed that 8 RRR schemes under Bundelkhand had been completed and visit to RRR schemes in Lalitpur and Jhansi were planned in 3<sup>rd</sup> Quarter.

Director, M&A, Lucknow appraised about the progress of Saryu Nahar Pariyojana. He further informed that the compliance from the Project Authorities on observations of the ministry are still awaited. He informed that administrative approval /sanction for e-tendering obtained and preparation for online bidding document is under process for CAD works of the project. Two projects for benchmarking namely Nanak Sagar and Shahzad Irrigation project were identified and the letters for providing data for the projects had been sent to concerned Chief Engineers, however, their response was still awaited. He also informed about the workshop on "Flood plain Zoning" scheduled to be conducted in 3<sup>rd</sup> Quarter on 06.12.2019.



CE, UGBO again reiterated to carry out bench marking of identified projects at the earliest using our own resources for learning and enhancing our capability and knowledge base in this regard.

#### 4. PRESENTATION OF SE(C)

SE(C) informed about the availability of data for WRIS for state of Uttar Pradesh and also added that it has been finalized to be compile the data on GIS platform by December, 2019. He further informed that the UGBO micro website has been updated in all respect and the monthly returns have been streamlined. CE, UGBO desired that a complete run may be carried out for snowmelt and a draft advisory snow melt forecast report may be prepared.

#### 5. OTHER AGENDA POINTS

The final report was submitted by the committee constituted under Order No. 1/15/2018/O&M-Audit-Return/UGBO/744-48 dated 26.02.2019 for quality in office procedures in subordinate offices of UGBO, Central Water Commission, Lucknow. The recommendations are as follows:

- The filing system was not found to be as per the office procedures and it was recommended that all the offices should follow the office procedures for proper filing i.e. the files should contain details like date of opening, date of closing, previous or later file, details of part file and subject should be clearly mentioned in both English and Hindi on the file cover.
- It was recommended that the staff should be provided with office manual and procedures and for ensuring proper filing system, reviewing may be carried in time bound manner. Check points should be made for monitoring the correspondence from all the sections in the office. For this, responsibility may be handed over to the section officer according to the work in the section.
- All the necessary information like Name & Designation, Pay in Pay Matrix, Joining Date, Relieving / Retirement / Death Date, Increment Date, Govt. Accommodation details along with Licence fee, Promotion / MACP Date, PAN No, Aadhaar No, Employee ID, GPF / PRAN No, GPF Sanction/ or other Financial order / Instalment & Amount, LPC issued Certificate, Retirement Benefits etc. should be shown in the Pay Bill Register.
- The service book should be maintained as per office manuals i.e. essential entries like Name, designation, Date of Birth, GPF Account code, Date of employment, Date of retirement etc. should be mentioned in the upper part of the service book.
- The staff after a fixed time may be transferred to other section. This way the staff will learn new work and may contribute to better quality of work.
- In order to ensure quality technical work, the work allotted to a person should be as per the post he/she is holding. It was observed that the same was not in practise due to shortage of staff. It was, therefore, recommended that division



offices may send a proposal mentioning the number of post required for each work for ensuring quality of work. The requirement under various establishment may be then compiled by CE office and be sent to headquarters.

- All the offices should follow the office procedure (Ministry of Personnel, Government of India, Public Grievances and Pensions, Pension and Pensioners Welfare Department's Office Memorandum No. 3/2/2017-P&PW(F)(i)/(ii) dated 07.03.2017) in cases related to PPF and GPF. Also, it was necessary to ask information related to the Utilization Certificate of the amount issued in favour of the concerned in that order. Apart from this, it was mentioned clearly that orders related to financial matters will be only 'orders' and administrative orders should be made in the form of 'office orders'.
- Children education reimbursement allowance should be made in accordance with the rules of the relevant order issued after 7<sup>th</sup> CPC. Action may be taken as per new guidelines, which allows approval of up to Rs.27000 for one year. It is not mandatory to attach the bills of books, shoes, uniform etc. along with the reimbursement claim, as per the new guidelines and therefore, the application for reimbursement allowance should be approved only according to the new relevant order.
- Leave Travel Concession Acceptance Order may be issued under the rules, i.e. after the commencement of service, for the first eight years (first 3 years' hometown LTC and then All India in 4<sup>th</sup> year) the process in same order will continue for eight years. After 8 years, general procedure will follow. In addition to this, necessary action may be taken on basis of entries in service book upon receipt of LTC application for the order of advance in the prescribed proforma.
- Old rules and regulation books may be replaced by new latest books available. If required, necessary action should be taken for the proposal of training based on the calendar year.
- CCTV camera in the corridors and common area of the offices, up to sub-division level, may be installed for security purposes and monitoring. Also, maintenance work in the office may be carried out to ensure other facilities like electricity/water supply.
- MACP/Promotion process may be carried out in time bound manner for Class 'C' employees. In addition, MACP/Promotion proposal for Class 'B' and 'C' may be sent to headquarter in time bound manner. Apart from this, any suggestion having positive impact on functioning of the organization may be conveyed to this office.

The meeting ended up with vote of thanks to the Chair.

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# Annexure I

of officers present in 40<sup>th</sup> Co-od. Meeting of UGBO, CWC, Lucknow, held on 24.10.2019 at UGBO, Lucknow

Sl. No.	Name	Designation	Office
1.	Shri. Bhopal Singh	Chief Engineer	UGBO, CWC, Lucknow
2.	Shri. A.K. Pal	Superintending Engineer (C)	UGBO, CWC, Lucknow
3.	Shri. B.C. Vishwakarma	Director (M&A)	M&A Dte., Lucknow
4.	Shri. Sudhir Kumar	Superintending Engineer	HOC, CWC, Dehradun
5.	Shri. G. L. Bansal	Director (M&A)	M&A Dte., CWC, Agra
6.	Shri. R. K. Gautam	Executive Engineer	MGD-I, CWC, Varanasi
7.	Shri. S.F.H.Abidi	Executive Engineer	MGD-II, CWC, Lucknow
8.	Shri. Ashish Kumar Singhal	Executive Engineer	HGD, CWC, Dehradun
9.	Shri. Mayank Suhirid	Deputy Director	M&A Dte. CWC, Agra
10.	Shri. Shashwat Rai	Executive Engineer	MGD-III, CWC, Lucknow
11	Ms. Deepti Verma	Assistant Executive Engineer	UGBO, CWC, Lucknow
11.	Shri. Prabhat Kumar	Assistant Executive Engineer	MGD-I, CWC, Varanasi
12.	Shri. P. K. Tiwari	Assistant Director (Com)	MGD-I, CWC, Lucknow
13.	Shri. S. C. Tripathi	Assistant Engineer(Com)	UGBO, CWC, Lucknow
14.	Shri N.K. Pandey	Upper Divisional Clerk	UGBO, CWC, Lucknow