

I/69051/2021

भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग
केन्द्रीय जल आयोग
प्रशिक्षण निदेशालय



Government of India
Ministry of Jal Shakti
Department of WR, RD&GR
Central Water Commission
Training Directorate

**ONE WEEK TRAINING SCHEDULE FOR SKILLED WORKS ASSISTANTS
FOR THE PERIOD FROM 06.09.2021 TO 10.09.2021**

Venue: Training Hall, FFM Dte, Wing-5, WB-II, Ground Floor

| DIRECTORAT E/ SECTION | PERIOD | Daily Session Plan | SUBJECT/TOPICS |
|------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FFM Dte., CWC, New Delhi | 06.09.2021 | Inaugural Session:10:0 0 -10:30AM On 06.09.2021 (Director, PCP Dte. & Director, FFM Dte.) | <ul style="list-style-type: none"> Brief of Flood forecasting activities in CWC. Concept of Base/FF station Collection of Gauge and Discharge data through various modes. Weather data collection. |
| RDC – II Dte. CWC, New Delhi | 07.09.2021 | Session:1 10.30 to 12.00 Leisure Session:2 12.15 to 13.45 | <ul style="list-style-type: none"> Brief of Water Quality activities in CWC. Concept of Base/Flux/Trend station Periodicity of collection of Water Samples. Precautions to be taken while taking water quality samples, their preservation, transportation. |
| SM Dte., CWC, New Delhi | 08.09.2021 | Lunch Break | <ul style="list-style-type: none"> E-office- dairy/dispatch Email receipt in e-office Basic computer training (word/excel) |
| Estt. IX, CWC, New Delhi | 09.09.2021 | Session:3 14.30 to 16.00 Leisure | <ul style="list-style-type: none"> Conduct rules, Service rules. Dos and Don't of Govt. Servant Office procedure. |
| PCP Dte., CWC, New Delhi | 10.09.2021 | Session:4 16.15 to 17.45 Valedictory : 17:45 -18:00 On 10.09.2021 (Director, PCP Dte.) | <ul style="list-style-type: none"> Vehicle maintenance, etc. Bill preparation of news papers, Telephones, briefcase, etc. Scanning and Photocopy Complaint management system in PCP dte. Maintenance of records Farash duty, Dairy/dispatch-physical |



List of Participants in One week Training for SWAs during 06-10 September,2021

| S.No | Name of the participant (Mr./Mrs.) |
|------|------------------------------------|
| 1 | Govind Singh |
| 2 | Sanjeev Prasad |
| 3 | Rajan Saha |
| 4 | Umesh C. Chavan |
| 5 | Prem Sagar |
| 6 | Braj Shyam Tiwari |
| 7 | Deepak Kumar |
| 8 | Mithun Kumar |

Sd/- Dt: 01.09.2021
(Venkateswarlu E.)
Deputy Director (Training)