

I/137738/2023



भारत सरकार/ Government of India
केंद्रीय जल आयोग/ Central Water Commission
स्थापना छ: अनुभाग/ Establishment VI Section

**Third Floor, Sewa Bhawan,
R.K. Puram, New Delhi-66**

Dated, the June, 2023

OFFICE MEMORANDUM

Subject: Action taken report on the points emerged on 2nd Quarterly Review- regarding

Please refer to the Establishment VI letters of even number dated 17-04-2023 on the subject mentioned above and to say that the third quarterly review meeting will be soon to review the important issues relating to the HRM wing and the action taken on the points that emerged in the second QRM. It is requested that status of the action taken by the concerned sections/directorates under HRM unit and PAO (pension) may be sent to this section through email by June 26, 2023 (estt6@nic.in).

Enclosed: A/a.

Signed by Seema Juneja

Date: 21-06-2023 09:55:33

Reason: Approved

(Seema Juneja)

Under Secretary

011-29583534

Copy to:

1. The Secretary, CWC, in respect of Estt-I, Estt-II, Estt-III, Estt-IX, CM&V Section, E-Gov cell, WPC Dte. and O&M Section.
2. The Director, PCP, Central Water Commission, New Delhi.
3. The Director, Training Directorate, Central Water Commission, New Delhi.
4. The Director (Admin), in respect of Estt-V, Estt-VI and Estt-X.
5. The Director (E-I), in respect of Estt-IV, Estt-XIV and RTI Section.
6. The Director (E-II), in respect of Estt-VIII, Estt-XI and Estt-XII.
7. The Director (E-III), in respect of Estt-VII, Estt-XIII and Hindi Section.
8. The Senior PAO, Pension Section, Central Water Commission.

**F.No-A 42015/1/2023-Estt-VI/
Government of India
Central Water Commission
Sewa Bhawan, New Delhi**

Dated: 17th April, 2023

Subject: Action points emerging out of 2nd Quarterly review meeting Chaired by CE, HRM on 12th April, 2023

A meeting was chaired by CE, HRM with the officers posted in HRM wing at 11.00 AM on 12th April, 2023 to review important issues relating to the HRM wing and the action taken on the points that emerged in the first QRM.

The following action points emerged during the meeting:

1. Director (Admin) to follow up on the request for new computers from the Software Management Directorate.

[Action: Director (Admin)]

2. A meeting of CE, HRM to be arranged with Director, SMD for discussing issues related to delegations of power for online generation of APARs of JE and AD-II on SPARROW portal.

[Action: Director (Admin)]

3. Director (E-1) to discuss with software management directorate for creation of separate tab on the employee's corner list of CWC's portal in respect of retiring officers.

[Action: Director (E-I)]

4. O&M Section to finalize the Standard Operating Procedure for the channel of submission under the HRM unit of Central Water Commission within 2 weeks.

[Action: Secretary]

5. APAR-I Section to complete task of extracting details of required training from the APARs of the group 'A' officers of CWES within a week and provide the same to Training Directorate. This process is to be repeated by 30 January every year.

[Action: Secretary]

6. All establishments/directorates to endorse joining or relieving orders of concerned officers to the WSE directorate for final updation of the directory.

[Action: All Directors/Secretary]

7. Training Directorate to identifying cadres that have been left out from the scope of induction training.

[Action: Director (Training)]

8. Establishment VIII to prioritize convening of the office council meeting within a month.

[Action: Director (E-II)]

9. In future QRMs to be convened within 10 days of a quarter ending. All establishments to prepare accordingly on the points discussed in the last QRM.

[Action: All Directors/Secretary]

10. All establishments to ensure that all pension cases are attended to promptly.

[Action: All Directors/Secretary]

11. Establishment I, CWC to draft a letter to DoWR on PAO's stand for seeking vigilance clearance on an official's last day of service for issuing PPO.

[Action: Secretary]

12. All establishments to initiate the process of periodical review of respective cadres under FR 56 (J) and complete it before 31-07-2023.

[Action: All Directors/Secretary]

13. APAR I and II to report the status of creation of APARs of cadres under their respective jurisdiction to CE (HRM).

[Action: Director (Admin)/Secretary]

14. Respective cadre controlling establishments to ensure creation of APAR on SPARROW Portal before 30-04-2023.

[Action: All Directors/Secretary]

15. O&M Section to study the feasibility of purchasing online license/subscription of Swamy's Handbook.

[Action: Secretary]

16. Establishment V to take necessary action for convening DPC for promotion of JE for the vacancy year 2023 before 30-06-2023.

[Action: Director (Admin)]

17. Establishment VI to initiate process for completion of probation period of eligible Junior Engineer before 30-06-2023.

[Action: Director (Admin)]

18. Establishment X to start the process of annual rotation transfer for their cadres.

[Action: Director (Admin)]

19. The Training Directorate to conduct a ½ day training program (VC mode) on processing the pension cases by field officials.

[Action: Director (Training)]

20. Establishment VI to examine posting of two junior engineers on their transfer from the field office to Establishment VII and RTI section.

[Action: Director (Admin)]

21. Establishment V to examine posting of one Assistant Director II/SDE on their transfer from the field office in Establishment Section.

[Action: Director (Admin)]

22. Establishment XI to take necessary action for convening DPC for ARO cadre for vacancy year 2023 before 01-05-2023.

[Action: Director (E-II)]

23. Establishment XI to call for assessment forms of junior computer who have completed two years of service before the 1st week of May.

[Action: Director (E-II)]

24. Establishment VII to take necessary action for convening DPC for promotion from LDC to UDC before the end of May.

[Action: Director (E-III)]

25. Establishment XI to take necessary action for convening DPC for promotion from JE (comm.) to AE (comm.) on priority.

[Action: Director (E-II)]

26. Establishment X to initiate process of annual rotation transfer of Draftsman cadre.

[Action: Director (Admin)]