

File. No. J-11015 (13)/1/2017 - WPC/14-57
भारत सरकार/Government of India
केंद्रीय जल आयोग/Central Water Commission
कार्य योजना सेल/Work Plan Cell

Room No. 304 (S), Sewa Bhawan
R. K. Puram, New Delhi

Date: 15-1-18

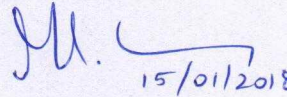
Sub: Minutes of the meeting held on 19.12.2017 to review status of implementation of eHRMS, Monitoring of Pension cases and Monitoring of grievance cases through CPGRAMS .

A meeting under the Chairmanship of Member(RM), CWC was held on 19.12.2017 at Committee Room, CWC, 3rd Floor, Sewa Bhawan to review the status of implementation of eHRMS, Monitoring of Pension cases and Monitoring of grievance cases through CPGRAMS.

The minutes of the meeting which includes Standard Operating Procedure (SOP) for dealing with pension cases including provisional pension cases and SOP for Service Book Movement is enclosed herewith for further necessary action by all concerned please.

This issues with the approval of Member (RM), CWC.

Encl: As above


15/01/2018
(M.S. Saravana Kumar)
Deputy Director

1. All the Chief Engineers and Superintending Engineers (Cord) of regional office, CWC as per the list.
2. Director, RMCD/TC/RDC-I, CWC, New Delhi.
3. Sh. Gopal Singh, PAO; Sh Upendra Malhotra, PAO; Sh. Ram Niwas Garg, AO, CWC, New Delhi
4. Shri B. Koti Reddy, Technical Director, NIC, CGO Complex, New Delhi.
5. Under Secretary, E-I/ E-IV/O&M, CWC, New Delhi.
6. Section Officer, E-IV, CWC, New Delhi.

Copy for kind information to :

1. PPS to Chairman, CWC, New Delhi.
2. PPS to Member (D&R)/Member(RM)/Member(WP&P), CWC, New Delhi.
3. PS to CE(HRM), CWC, New Delhi.

List of Regional Chief Engineers of CWC

| | | | |
|---|---|----|--|
| 1 | Chief Engineer, Brahmaputra & Barak Basin Orgn., Lachumiere, Temple Road, Near Barik point, Shillong - 793001 | 8 | Chief Engineer, Monitoring(Central) Orgn., CGO Complex, Block - C, 3rd Floor, Semenari Hills, Nagpur - 440006 MP |
| 2 | Chief Engineer, Cauvery & Southern Rivers Orgn., CWC, Sangamam, Gandhimaanagar, Peelamedu, Coimbatore - 641004 Tamil Nadu | 9 | Chief Engineer, Monitoring(South) Orgn., CWC, JALASUDHA, Near HMT Precision Machinery Division, HNT Post, Banglore - 560031 Karnataka |
| 3 | Chief Engineer, National Water Academy, CWC, Sinhagad Road, Khadakwasla R.S. (PO), Pune - 411024 Maharashtra | 10 | Chief Engineer, Narmada Basin Orgn., CWC, Block - 3, Ground Floor, Paryawas Bhawan, Mother Terasa Marg, Arrera Hills, Bhopal - 462011 MP |
| 4 | Chief Engineer, Indus Basin, CWC,Block - 4, 6th Floor, Kendriya Sadan, Sector-9A, Chandigarh - 160017 | 11 | Chief Engineer, Narmada and Tapi Basin Orgn., CWC, Narmada Tapi Bhawan, 1st Floor, Sector - 10 A, Gandhi Nagar - 382010, Gujarat |
| 5 | Chief Engineer, Krishna & Godavari Basin Orgn., CWC, Krishna Godavari Bhawan, 1st Floor, H.No.11-4-648 A.C. Guards, Hyderabad - 500004 AP | 12 | Chief Engineer, Teesta Basin Orgn., CWC, Teesta Basin, 2nd Mile, Sevoke Road, Siliguri - 734401, West Bengal |
| 6 | Chief Engineer, Lower Ganga Basin Orgn., CWC, 117-B, Shrikrishnapuri, Patna - 800001, Bihar | 13 | Chief Engineer, Upper Ganga Basin Orgn., CWC, Jahanavi Sadan, 21/496, Indira Nagar, Lucknow - 226024 UP |
| 7 | Chief Engineer, Mahanadi & Eastern Rivers Orgn., CWC, Plot No. 13 & 14, Mahanadi Bhawan, Bhoi Nagar, Bhubaneswar - 751002 Orissa | 14 | Chief Engineer, Yamuna Basin Orgn., CWC, Kalandi Bhawan, B - 5, Tara Cresent Road, Kutub institutional Area, New Delhi - 110016 |

List of Regional Superintending Engineers (Cord) of CWC

| | | | |
|---|---|----|--|
| 1 | Superintending Engineer (Cord), Brahmaputra & Barak Basin Orgn., Lachumiere, Temple Road, Near Barik point, Shillong - 793001 | 8 | Superintending Engineer (Cord), Monitoring(Central) Orgn., CGO Complex, Block - C, 3rd Floor, Semenari Hills, Nagpur - 440006 MP |
| 2 | Superintending Engineer (Cord), Cauvery & Southern Rivers Orgn., CWC, Sangamam, Gandhimaanagar, Peelamedu, Coimbatore - 641004 Tamil Nadu | 9 | Superintending Engineer (Cord), Monitoring(South) Orgn., CWC, JALASUDHA, Near HMT Precision Machinery Division, HNT Post, Banglore - 560031 Karnataka |
| 3 | Deputy Director (A & C), National Water Academy, CWC, Sinhagad Road, Khadakwasla R.S. (PO), Pune - 411024 Maharashtra | 10 | Superintending Engineer (Cord), Narmada Basin Orgn., CWC, Block - 3, Ground Floor, Paryawas Bhawan, Mother Terasa Marg, Arrera Hills, Bhopal - 462011 MP |
| 4 | Superintending Engineer (Cord), Indus Basin, CWC,Block - 4, 6th Floor, Kendriya Sadan, Sector-9A, Chandigarh - 160017 | 11 | Superintending Engineer (Cord), Narmada and Tapi Basin Orgn., CWC, Narmada Tapi Bhawan, 1st Floor, Sector - 10 A, Gandhi Nagar - 382010, Gujarat |
| 5 | Superintending Engineer (K & CC), Krishna & Godavari Basin Orgn., CWC, Krishna Godavari Bhawan, 1st Floor, H.No.11-4-648 A.C. Guards, Hyderabad - 500004 AP | 12 | Superintending Engineer (Cord), Teesta Basin Orgn., CWC, Teesta Basin, 2nd Mile, Sevoke Road, Siliguri - 734401, West Bengal |
| 6 | Superintending Engineer (Cord), Lower Ganga Basin Orgn., CWC, 117-B, Shrikrishnapuri, Patna - 800001, Bihar | 13 | Superintending Engineer (Cord), Upper Ganga Basin Orgn., CWC, Jahanavi Sadan, 21/496, Indira Nagar, Lucknow - 226024 UP |
| 7 | Superintending Engineer (Cord), Mahanadi & Eastern Rivers Orgn., CWC, Plot No. 13 & 14, Mahanadi Bhawan, Bhoi Nagar, Bhubaneswar - 751002 Orissa | 14 | Superintending Engineer (Cord), Yamuna Basin Orgn., CWC, Kalandi Bhawan, B - 5, Tara Cresent Road, Kutub institutional Area, New Delhi - 110016 |

Minutes of the meeting held on 19.12.2017 to review status of implementation of eHRMS, Monitoring of Pension cases and Monitoring of grievance cases through CPGRAMS.

A meeting under the Chairmanship of Member(RM), CWC was held on 19.12.2017 at Committee Room, CWC, 3rd Floor, Sewa Bhawan to review the status of implementation of eHRMS, Monitoring of Pension cases and Monitoring of grievance cases through CPGRAMS. The list of participants is at **Annexure- 1**.

At the outset, Member(RM) welcomed all the participants. He expressed his concern on the slow progress of implementation of e-HRMS and various issues on the Pension and Grievance cases. Based on the deliberations held during the meeting the following decisions emerged:

A. Regular Monitoring of eHRMS works such as employee registration, service book entry etc at CWC (HQ) and field offices:

- 1) It is observed that the following Divisions have not yet submitted the details of Sub Divisions and Site offices for mapping in eHRMS:

| Sl. No. | Name of the Division | Name of the organisation |
|---------|---|--------------------------|
| 1. | Lower Brahmaputra Division, Jalpaiguri | B&BBO |
| 2. | Middle Brahmaputra Division, Guwahati | |
| 3. | Upper Brahmaputra Division, Dibrugarh | |
| 4. | North East Investigation Division – I, Silchar | |
| 5. | North East Investigation Division – II, Aizawl | |
| 6. | North East Investigation Division – III, Itanagar | |
| 7. | Meghna Division, Silchar | |
| 8. | Meghna Investigation Division, Shillong | |
| 9. | Upper Krishna Division, Pune | KGBO |
| 10. | Lower Godavari Division, Hyderabad | IBO |
| 11. | Chenab Division, Jammu | LGBO |
| 12. | Lower Ganga Division-I, Patna | |
| 13. | Lower Ganga Division-II, Patna | |
| 14. | Lower Ganga Division-III, Berhampore | MERO |
| 15. | Eastern Rivers Division, Bhubaneswar | |
| 16. | Mahanadi Division, Burla | NBO |
| 17. | Narmada Division, Bhopal | |
| 18. | Mahi Division, Gandhinagar | NTBO |
| 19. | Tapi Division, Surat | |
| 20. | Middle Ganga Division-I, Lucknow | UGBO |
| 21. | Upper Yamuna Division, New Delhi | YBO |
| 22. | Lower Yamuna Division, Agra | |
| 23. | Chambal Division, Jaipur | |

The above Divisions will submit the details of Sub Divisions and Sites in MS word / MS excel format to WPC by 21.12.2017 through email to wpcl@nic.in / ehrmsheldpdesk@gmail.com.

After receipt of the above details, WPC will map the same in eHRMS within two days.

[Action: B&BBO/KGBO/IBO/LGBO/MERO/NBO/NTBO/UGBO/YBO/WPC]

- 2) All the Office Admins of field units such as O/o Chief Engineer, O/o Circle, O/o Directorate and O/o of Divisions may complete the employee registration, service book entry and filling of sanctioned and filled posts, in eHRMS, as communicated by CWC(HQ) urgently as per the following deadlines:

| Sl. No. | Activities in eHRMS | Deadline |
|---------|--|------------|
| 1 | Employee Registration | 31.12.2017 |
| 2 | Service Book entry (The four forms which were communicated earlier) | 10.01.2018 |
| 3 | Filling of sanctioned and filled posts | 10.01.2018 |

[Action: All the Regional Offices of CWC]

- 3) The Office Admins of the field units is not required to do employee registration and Service Book entry for the CWES Group A officers working in the field offices as their service books are maintained in CWC(HQ). However, for non-Group 'A' officers, the Office Admins of the field units are required to do employee registration and service book entry for all officers whose service books are maintained by the field units. Further, the details of sanctioned and filled posts are to be filled for all the officers and staffs working in the field offices.

[Action: All the Regional Offices of CWC]

- 4) WPC in consultation with NIC will take necessary action for arranging training / orientation program on eHRMS for the Senior Level officers of Field Units of CWC.

[Action: WPC/NIC]

- 5) NIC will take necessary action for preparation of video showing working of various modules of eHRMS and uploading of the same in the eHRMS website.

[Action: NIC]

B. Development of Standard Operating Procedure (SOP) for dealing with pension cases including provisional pension cases.

- 6) Formulation of Standard Operating Procedure (SOP) for dealing with pension cases including provisional pension cases was discussed and finalized. The finalized SOP to be followed for dealing with pension cases including provisional pension cases is attached herewith as **Annexure - 2** for strict adherence by all the concerned.
- 7) Further, SOP for movement of Service Book was also decided and attached herewith as **Annexure-3** for strict adherence by all the concerned.
- 8) Concerned Superintending Engineer (C) of all field formations will furnish the latest status of the pension cases (after DDO wise compilation), as per the proforma (attached herewith as **Annexure-4** for ready reference) circulated vide the Meeting Notice dated 05.12.2017, by 5th of every month. Member(RM) will personally review the status of all pension cases on 15th of every month based on the inputs from field units.
- 9) The DDO will ensure that no person retires without PPO. If not issued in time, provisional pension should be given to the pensioner from the next month of his/her retirement by PAO, CWC based upon the case moved by concerned DDO.

[Action: All the Regional Offices of CWC and DDOs]

C. Monitoring of present status of all pension cases and pre 2016 revision of pension cases.

- 10) CPAO intimated that total 7650 cases belong to CWC regarding pre 2016 revision of pension. Out of these, 7009 cases were already forwarded to PAO for further necessary action. There are 317 cases for which the details of DDO is not available with PAO. This list was circulated by Secretary, CWC to all the concerned Field Chief Engineers vide Lr. No. 9/2/2017-WPC(Misc-Pension)/1307-1318 dated 15.11.2017.

All the Field Units may take necessary action for collecting the information of the cases as requested vide above letter dated 15.11.2017 and sent to PAO after revision. Organisation wise compiled status may also be sent to Secretary, CWC for information. This action may be completed by 31.12.2017 by all the Organisations except for YBO. Considering more number of cases, YBO may complete this action by 31.01.2018.

Further, in case Service Book was already weeded out, then PPO No. and Name of pensioner may be sent to PAO by 31.12.2017 for further necessary action.

[Action: All the Regional Offices of CWC and DDOs]

D. Monitoring of Status of Grievance cases through CPGRAMS.

- 11) The Grievance cases needs to be settled on priority. The relevant Guidelines issued by DoPT may be followed. In case where guidance is required, the same should be discussed with CWC(HQ) and finalised within scheduled period.

[Action: All the Regional Offices of CWC]

E. Mentioning full contact details, addresses of the concerned field organization while advertising for recruitment etc.

- 12) When any advertisement is given by any Field Office of CWC such as for recruitment etc., the contact details of the concerned office such as Helpline No., email ID, address etc should be mentioned for addressing various queries of prospective applicants.

[Action: All the Regional Offices of CWC]

LIST OF PARTICIPANTS ATTENDED IN THE REVIEW MEETING HELD UNDER THE CHAIRMANSHIP OF MEMBER(RM) ON IMPLEMENTATION OF E-HRMS MONITORING OF PENSION CASES AND MONITORING OF GRIEVANCE CASES THROUGH CPGRAMS ON 19.12.2017 AT CWC, NEW DELHI

S/Shri

1. Pradeep Kumar, Member (RM)
2. Anupam Prashad, CE(HRM)
3. R. K. Jain, CE, MSO
4. Atul Jain, CE, IBO
5. Bhopal Singh, CE, UGBO
6. Shiv Nandan Kumar, CE, MCO
7. S. K. Haldar, CE, NBO
8. A.S. Goel, CE, YBO
9. A. K. Nayak, CE, LGBO
10. N. M. Krishanunni, CE, C&SRO
11. D. Ranga Reddy, CE, KGBO
12. Amrendra Kr. Singh, CE, TBO
13. Aditya Sharma, Dir in Charge, NWA
14. R. Azhagesan, SE(C), C&SRO
15. Sushant Kr. Samal, SE(C)
16. Millind Panpatil, SE(C), MCO
17. Jitendra Panwar, SE(C), YBO
18. K. Sharma, SE(C), NTBO
19. Yoki Vijay, Director, M&A
20. Shiva Prakas, SE(C), UGBO
21. Abhay Kumar, SE(C), B&BBO
22. A.K. Jha, SE(C), LGBO
23. Baleshwar Thakur, SE,IC,Gangtok
24. Ashis Banerjee, Secretary, CWC
25. Rajesh Kumar, Director, RDC-I
26. Pradeep Kumar Takur, SE(C), NBO
27. P. K. Sharma, SE(C), MSO
28. Gopal Singh, Sr. AO, CWC
29. Upendra Malhotra, Sr. AO, CWC
30. Ravindra Garg, AO, CWC
31. Arifulla Baig, Dy. Director, NWA
32. Naveen Kumar, Dy. Director
33. M. S. Saravana Kumar, Dy. Director, WPC
34. Satyabeer Singh, SO, E-IV

In the Chair

Standard Operating Procedure (SOP) for dealing with pension cases including provisional pension cases:

1. Service Verification after 18 & 25 years should be done for all the employees mandatorily.
2. During Service Verification, MACP calculation also need to be checked by the concerned DDO/PAO.
3. For any employee who is about to retire, the work of processing of pension should start 8 months before his / her retirement.
4. The pension files should reach PAO, 4 months before an employee's retirement.
5. In case of any observations of PAO, the case should be returned to the concerned DDO before 2 months of retirement of the employee. The returning authority will mention clearly the contact details such as land line number and mobile number of the signing authority who returns the case.
6. Member (RM), CE(HRM) and Secretary, CWC will review the status of pending pension cases on 15th of every month.
7. PPO should be invariably issued to an employee on or before his / her last working day.
8. In case of delay due to unavoidable reason, provisional pension should be given to the pensioner from the next month of his retirement by PAO, CWC based upon the case moved by concerned DDO.
9. SE(C) of each Field Units will furnish the status of pension cases DDO wise under their Organisation, as per the proforma (attached herewith as **Annexure - 4** for ready reference) circulated vide the Meeting Notice dated 05.12.2017, on monthly basis by 5th of every month to WPC, CWC(HQ).
10. WPC will keep track of the pension cases and take necessary action to follow up the matter with concerned field units, PAO, CWC and E-IV section.

Standard Operating Procedure (SOP) for Service Book Movement:

1. Before sending the Service Book of a retiring employee to PAO, the concerned DDO should keep copy of the Service Book.
2. The Service Book must be sent to PAO only by special messenger and get receipt from PAO.
3. After processing, PAO will send the Service Book to E-IV section, CWC(HQ) and get receipt.
4. Then the list of employees whose Service Books have been received in E-IV section from PAO, CWC will be uploaded by E-IV section in CWC website on weekly basis.
5. The concerned DDOs will collect the Service Books from E-IV section through special messenger with proper receipt.
