

IMMEDIATE

No.B-110011/1/2015-Admn  
Government of India  
Ministry of Water Resources, River Development & Ganga Rejuvenation  
Admn. Section

Shram Shakti Bhavan, Rafi Marg,  
New Delhi, the 18<sup>th</sup> April 2016

Subject : Minutes of Meeting taken by JS (A) with Deputy Secretaries/Directors in her  
Chamber on 7.4.2016 at 2.30 PM.

A copy of the Minutes of Senior Officers' Meeting taken by JS (A) in her Chamber  
on 7.4.2016 at 2.30 PM. is enclosed herewith. All SMDs/Sections are requested to kindly  
note it for further necessary action in the matter.

  
(Khatchin Langel)  
Director(Admn)

To

1. All Deputy Secretaries/Directors in Admn. & GW Wing
2. All Under Secretaries/Section Officers in Admn. & GW Wing
3. NIC Cell for uploading

Copy for information to:-

1. PS to Hon'ble Minister(WR, RD & GR)
2. PS to Hon'ble MoS (WR, RD & GR)
3. PPS to Secretary (WR, RD & GR)
4. PS to Special Secretary (WR, RD & GR)
5. PPS to JS (Admn)/PPS to JS & FA/PS to JS(PP)

Minutes of Meeting taken by JS (A) with Deputy Secretaries/Directors in her Chamber on 7.4.2016 at 2.30 PM.

2. The following officers were present:-

- 1) Sh. Khatchin Langel, Dir (Admn)
- 2) Sh. Ram Swarup, Dir (E.III)
- 3) Sh. S. K. Garg, DS(E.II/GWE)
- 4) Ms. Surinder Kaur, DS (E.I/Vig)
- 5) Sh. Banarsi Ram, DS(Coord)

2. JS (A) explained the purpose of the Senior Officers Meeting and the following directions were given:-

No.	Subject Point	Decision Taken	Action
1.	Interaction Meeting	Henceforth meeting with DS/Dir in Admn/GW Wing will be held on the 2 <sup>nd</sup> Thursday of every month.  The Monthly Review Meeting of the Wing with DSs/ Dirs/USs and SOs will be held on the 4 <sup>th</sup> Thursday of every Month.	All SMDs
2.	Composition of DPCs	The composition of DPCs for various levels for the year 2016-17 to be submitted by Designation and the same will be valid for the entire year.	Dir (Admn)/DS (E.I)/ DS (E.II/GWE)/Dir (E.III)/
3.	Updating of Website	The process of updating/uploading and editing of contents for Website by designated Nodal Officers to be completed and necessary training to be imparted within time frame.	All SMDs
4.	Swachh Bharat Abhiyan	Cleanliness of toilets in the 4 <sup>th</sup> and 6 <sup>th</sup> floor to be ensured. Let the officers visit the same and take necessary action.  Removal of unused items/furniture etc. in the 5 <sup>th</sup> Floor to be taken up with M/o Labour & Employment under Swachh Bharat Abhiyan. This should be done by 25.4.2016  MIS for Swachh Bharat Abhiyan to be developed and circulated to all concerned, including all Attached Offices/Organisations for furnishing Action Taken Report every month.  A Column will also be added for providing suggestions for improvement.	Dir (Admn)/ US (e-Gov)
5.	Pendency of Cases	Court Cases/MP/VIP/PMO / Cabinet Sectt. reference to be monitored regularly. Each DS/ Dir would personally review 5 cases per month.	All SMDs

		List of files, receipts to be prepared in the prescribed proforma by caseworkers. This should be done on priority.	
6.	Publication of e-Book.	For publication of e-Book for the year 2016-17, list of important achievements during the year 2015-16 and Action Plan for 2016-17 to be prepared and furnished to US (Coord) by all Sections.	Dir (e-Gov)/ DS (Coord)/All SMDs
7.	Outsourcing of Vehicle	MoWR has decided that vehicles need to be outsourced and proposals for purchase of vehicles received in this regard, if any, may be returned accordingly.	Dir (Admn)/All SMDs
8.	Vigilance Awareness	Notice Boards on Vigilance Awareness Campaign to be prepared and installed at all prominent buildings/places in SS Bhawan, Krishi Bhawan, Shastri Bhawan, Lok Nayak Bhawan, CGO Complex. (Time line - April 2016.)	DS (Vig.)
9.	VIP References	Pending VIP references to be disposed off by suitably addressing the directions of Hon'ble Minister (Two weeks status to be done).	All SMDs
10.	NWA	All matters pertaining to National Water Academy (NWA) to be handled by Estt. I Section.	DS (E.I)/ DS (Coord)
11.	Foreign Tours	A Circular on processing of all foreign tours/training through EA Wing to be reiterated. Necessary circular be issued.	Dir (A)/DS (EA)
12.	Minister's Visit to Lucknow	Hon'ble Minister's Visit for inauguration of GFCC the Regional Office at Lucknow may be put up.	Dir (E.III)