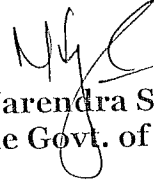


F.No: B-11011/1/2015-Admn.
Government of India
Ministry of Water Resources, River Development & Ganga Rejuvenation
(Administration Section)

Shram Shakti Bhawan, Rafi marg,
New Delhi dated 19th November, 2015.

Subject: Monthly meeting among all the officers in the Wings headed by
JS (Admn.& GW) & CVO held on 04.11.2015 – reg.

A monthly meeting with all the Officers in the Wing headed by JS
(Admn.& GW) & CVO was held on 04.11.2015 at 10.30A.M in the
conference Hall of MoWR,RD&GR. Minutes of the meeting is enclosed
herewith for information and taking necessary action.


(Narendra Singh)
Under Secretary to the Govt. of India

To

1. All Concerned Officers/Sections of MoWR,RD&GR.
2. PPS to JS (Admn.&GW) & CVO.
3. ~~Dir (NIC)~~ to place it on intranet.

Minutes of the meeting taken by Joint Secretary(Admn/GW) & CVO on 4.11.2015 at 10:00 A.M. in the Conference Room of MoWR, RD & GR:

S. No.	Subject/Action Point	Decision Taken	Action Proposed to
E.II Section			
1.	Pendency of Cases/Files	<p>JS (A) appreciated the efforts of all concerned in minimizing the pendency position and advised for taking regular Weekly Meetings with SOs/Case Workers so as to bring pendencies at minimal level especially for RRs, PMO/MP/VIP references, grievances of employees.</p> <p>JS (A) also highlighted the priorities and directed that all proposals are examined / processed in a time bound manner to ensure that funds earmarked do not lapse due to delays.</p>	All SMDs
2.	Issues relating to conversion of NWA, CSMRS, CSMRS	<p>1. The proposal for restructuring/conversion of NWA and CSMRS into Societies should be prepared based on the MoAs in r/o NIH (Roorkee) and JASUDA (Pune) and submitted by 15.11.2015.</p> <p>2. The services of two Research Assistants in IWSU are to be utilised to assist this Project.</p>	Dir(A)/ DS (E.II)/ Admn Section/ E.II Section
3.	Preparation of Check List as per SOP	All sections are to prepare a Check List indicating the Work Flow, Timeline etc. as per the requirement of the Integrated Financial Division. This has to be completed by 30.11.2015 and should be available in the next meeting.	Dir (A)/ US (EA)/US (IEC)/US (GW)/ US (Coord)
4.	Recruitment Rules	<p>The pending RRs in respect of NERIWALM to be submitted by 15.11.2015..</p> <p>50 RRs have already been uploaded and 46 RRs to be uploaded.</p>	Dir (E.II)/E.II Section
5.	Issues relating to CWPRS	<p>Special Drive for filling up of vacant posts reserved for PwDs already advertised by CWPRS/CSMRS, should be processed and finalized as per DoPT instructions. (i.e. CSMRS 2; CWPRS = 3).</p> <p>RRs for the post of Account Officer to be examined based on similar post in other Departments and submitted along with a Comparative Statement.</p> <p>CWPRS to be directed to update and upload the status of Vigilance Cases and Court Cases on regular basis.</p>	Dir (E.II)/E.II Section

E. I Section			
6.	Issues relating to RRs	Out of 11 pending RRs, 9 have been finalized. The remaining 3 RRs which are pending for publication in the Government Press should be pursued with Directorate of Printing.	Dir (E.I/ US (E.I)/E.I Section
7.	Special Drive for filling up of vacancies reserved for PwDs	To be finalized in a Time Bound manner. A DO letter to be sent to all Heads of Organisations at the level of JS(A) to ensure that there is no default in the implementation.	All SMDs
8.	Updating of Website	The status of Court Cases and Vigilance Cases must be updated and uploaded regularly by all Organizations and Sections in the Ministry. For this purpose, Nodal Officers are to be nominated for all Organizations indicating the Names/Mobile Nos. and e-mail. In MoWR, the concerned USs/SOs should be the Nodal Officer.	Dir (E.I)/US (E.I)
EA Sections			
9	MoUs/World Bank Project	a) 11 MoUs have been finalized, 3 MoUs are under consideration and 2 MoUs are in the pipeline. b) The 3 ongoing cases and 2 in pipeline are to be processed/finalized expeditiously. c) Status of projects related to EAP, WB, ADB and JICA to be prepared and made available in the next meeting.	DS (EA)/EA Section
10	Training	a) Details of foreign Training/Foreign visits during the past three years to be prepared and uploaded in the Ministry Website. b) The Training Plan of all Organizations to be done in a uniform format.	DS (EA)/EA Section
e-Gov.			
11	Introducing e-Governance	Introducing of e-Governance in daily working viz. uploading of Court Cases, e-Leave, update the Vigilance Cases.	All SMDs
E.III Section			
12	PG Cases	Pending PG Cases to be circulated by US (Coord) and monitored regularly on monthly basis by all SMDs.	Dir (E.III)/ US (E.III)/ E-III Section
13	Training Plan	Cadre Training Plan of CWES may be obtained from E.I Section and the Cadre Training Plan for GFCC, FBP and BB should be prepared indicating the level of officers, functional and professional requirements.	-do-

14	Updating of website	Brahmaputra Board and Farakka Barrage Project to be directed to update the status of Court Cases and Vigilance Cases and upload the same online. The case to be taken up with the concerned Officers at the earliest and they may be called for a meeting, if required.	Dir (E.III)/ US (E.III)/ E-III Section
15	Proposal of GFCC	1. The issue relating to revival of deemed abolished posts and encadrement of 5 JE posts to CWES should be processed and submitted immediately. 2. The proposal for transfer of posts to Lucknow Office to be finalized at the earliest. 3. The Special Drive for filling up of vacancies reserved for PwDs to be pursued vigorously and finalized expeditiously (e.g. FBP = 13; BB = 10; GFCC = 2)	-do-
GW Establishment/GW Desk			
16	Issues relating to NAQUIM	NAQUIM HR policy to be processed and submitted at the earliest.	DS (GWE)/US (GWE)/US (GW)
17	Other Issues	1. The issue relating to the need for continuation of Cartographer post to be processed and submitted. 2. The pending issue relating to setting up of a Regional Office at Vijaywada by shifting the Visakhapatnam office may be submitted. 3. A list of all Pending cases to be prepared and monitored on monthly basis. 4. US (GW) to continue as the Nodal Officer for cases relating to NGT.	DS (GWE)/ US (GWE)
Vigilance Section			
18	Training/workshop	A Booklet containing important instructions/circulars by the Ministry/CVC/DoP&T on Vigilance cases be compiled and training may be organized for SOs/Cases workers in 2-3 batches in vigilance matters.	Dir (Vig)/ US (Vig)/ Vigilance Section
	Status of Vigilance cases	The status of Vigilance Cases to be got updated and uploaded by all concerned in MoWR and all attached Offices/Organisations. This should be monitored regularly.	-do-
Admn Section			
19	Training issues	1. Requirement of funds for training to be pursued with Dir (PP) and Budget Section. 2. Training to be imparted to all DR Asstts. by organizing In-House training Programmes with	Dir (A)/ US (A)/ Admn. Section

		<p>Senior officers, Sections Officers & Under Secretary level will be deployed as trainers.</p> <p>3. More training to be imparted to DR Assistants, Stenographers and MTS.</p> <p>4. One more training on ISO processes is to be conducted by FICCI.</p>	
20	e-Office	<p>1. Feasibility of paperless e-Office/e-File to be explored by visiting the Ministry of DWS and any other Office where e-Office is implemented.</p> <p>2. A few cases where the final authority is JS(A) could be processed on e-Office on experimental basis.</p>	Dir (eGov) / US (eGov)/ eGov. Section
21	ISO Certification	The process of ISO certification is to be extended to other Wings i.e. PP, EA and State Projects. The file may be processed immediately.	Dir (A)/ Dir(PP)/US (A) /US (EA)/EA and Admn. Sections
GA Section			
22	Office Space/ Accommodation	<p>Requirement of office accommodation to be pursued with MoUD for allotment of office space in Yojana Bhawan.</p> <p>The feasibility of accommodating Flood Management and BB Wings in CWC HQ, Sewa Bhawan to be explored.</p> <p>The office accommodation used by the Mulla Periyar High Powered Committee in the Library building of CWC may be utilized by the Ministry. Matter to be pursued by GA Section with CWC.</p>	Dir(GA)/GA Section
WQ Section			
23	Training	Training on River Management and related issues to be imparted to officers and staff involved in Hydrology/Water Quality issues, particularly those in field offices.	

