

**MOST IMMEDIATE**


F.No.B-11011/1/2015-Admn  
 Government of India  
 Ministry of Water Resources, River Development & Ganga Rejuvenation  
 Administration Section  
 (ISO 9001:2008 Certified)

Shram Shakti Bhavan, Rafi Marg,  
 New Delhi, dated 31<sup>st</sup> March, 2016

Subject: Monthly review meeting held by JS (A&GW) & CV) on 21.03.2016 and 22.03.2016 with officers and staff of the Admn & GW Wing- Circulation of Minutes.

The monthly review meeting with all the Officers in the Wing headed by JS (A&GW) & CVO was held on 21<sup>st</sup> & 22<sup>nd</sup> March, 2016. The Minutes of the meeting is enclosed herewith for information and expeditious appropriate action.

Encl: as above

  
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To

1. PPS to Secretary/PS to SS/PPS to JS (Admn & GW) & CVO/PPS to JS (RKG)/PPS to JS (PP), PS to JS (RB), M/oWR, RD & GR.
2. All concerned Officers/Sections of MoWR, RD & GR.
3. Director (NIC) for hosting it on the intranet.



**Minutes of the Monthly Review Meeting taken by JS(A) on 21 & 22.03.2016**

Joint Secretary (A & GW) presided over the Monthly Review Meetings of the Divisions in her Wing on 21<sup>st</sup> and 22<sup>nd</sup> March, 2016. The meeting was attended by the officials upto the level of Case Workers in the Divisions.

2. At the outset, JS (A) emphasized on the following points:-

- a) Regular recording/ reviewing and weeding-out of old files/records.
- b) Sharing list of pending cases with the Organizations.
- c) Improving quality of noting and drafting.
- d) Looking for more and more items of work which can be computerized or processed online.
- e) Delegation of more administrative and financial powers to organizations.
- f) Convening fortnightly meetings by Divisional heads.
- g) Completion of ER Sheets by various Organizations for all levels of officers/ officials.

3. Thereafter, issues of the Divisions were deliberated upon as follows:-

#	Section	Decision Taken	Action by
1.	E.A. & IC Section	Member (RM), CWC may be requested to finalize the requirements and format for preparing Concept Note by the State Governments for Externally Aided projects.	DS (EA)/ US(EA)
2.	IWSU	(i) Matter of delegation of administrative and financial powers within the Ministry and Organizations to be expedited. (ii) Work study of NWM should be completed at the earliest.	JA(WS)
3.	E.I Section	(i) 4 Pending P.G. cases to be discussed on 29.03.2016. (ii) Exploring e-Gov. activities that can be undertaken for monitoring of Court cases. (iii) Some posts (e.g. Sr. Cameraman, Binding Asst. etc.) which have become redundant and can be outsourced are required to be reviewed for abolition. (iv) To carryout sample Audit of ER Sheets. (v) All APARs of CWES officers to be shifted to CWC after taking necessary action, where required, in respect of all categories. (vi) Requirement of Rule Books/ law books etc. to be sent to GA.	DS(E.I)/ US(E.I)/ SO(E.I)
4.	Vigilance Section	(i) System should be put in place for submission of cases for Vigilance Clearance online. (ii) Review cases which are more than one year old. (iii) Finalization of booklet on important instructions/ guidelines regarding vigilance matters by 15.04.2016	DS(Vig.)/ US(Vig.)/ SO(Vig.)

5.	Admn. Section	<p>(i) Sanction of leave and LTC may be considered for interpolation with E. Leave module.</p> <p>(ii) Explore possibility for processing cases of advances to Govt. officials through online mode.</p> <p>(iii) Compilation of Ready Reckoner of Admn. Section by 30.03.2016.</p> <p>(iv) Completion of recording/ reviewing/ weeding activities in Admn. Section by 30.04.2016.</p> <p>(v) Updation of personal data of officials posted in the Ministry on PMS.</p>	<p>Dir.(Tech) NIC/Dir.(A)</p> <p>Dir (A)/US(A)/ SO(A)</p>
6.	General Section	<p>(i) Assessment for requirement of Crèche in different buildings of the Ministry.</p> <p>(ii) Developing the vacant room at 4<sup>th</sup> floor as Visitors room</p> <p>(iii) More items like bags/ folders etc. to be included in the Online Stationery Module.</p>	<p>Dir.(GA)/ US(GA)</p> <p>Dir (T), NIC/ US (GA)</p>
7.	E.II Section	<p>(i) Monitoring of updation of Court Cases on online system (CCMS).</p> <p>(ii) Preparation for Centenary Celebrations of CWPRS.</p>	<p>DS(E.II)/ US(E.II)/ SO(E.II)</p>
8.	GWE Section	<p>(i) Rationalization of posts (Artists/ LIO etc.) considering their requirement in current scenario.</p> <p>(ii) Portability of CCMS data on LIMBS.</p>	<p>DS(GWE)/ US(GWE)</p>
9.	E.III Section	<p>(i) 29 pending cases of RTI/ Court Cases to be supervised personally and report submitted by 29.03.2016.</p> <p>(ii) Review of all cases which are pending for more than one year.</p> <p>(iii) Finalization of recruitment rules for various posts in Brahmaputra Board.</p>	<p>Dir(E.III)/ US(E.III)/ SO(E.III)</p>
10.	IEC Section	<p>Success story of Sinchwell in CD format may be distributed among all regional directors, NERIWALM, NWA for use in imparting training.</p>	<p>SO(IEC)</p>
11.	Coord. Section	<p>(i) Information regarding PWD vacancies to be compiled and submitted.</p> <p>(ii) Copies of Circulars/ OMs forwarded to Organizations should contain the specific points on which comments/ views are sought.</p> <p>(iii) Forwarding of circulars/ OMs to organizations through e-mail.</p> <p>(iv) Discontinuance of the practice of sending RTI applications received through online mode in hard copies.</p> <p>(v) Review of all PG cases prior to 01.04.2014.</p> <p>(vi) Call meeting of Grievance Redressal Officers of Organizations where large number of petitions are pending.</p>	<p>DS(C)/US(C)/ SO(C)</p>

4. The status of pending receipts/ court cases / RTI matters/ PMO references/ Public Grievances in different Divisions was also discussed during the meeting and the need to dilute the pendency without further delay emphasized by the Chair. The status of pendency of such cases is as at Annexure I.

5. The following directions were given by the Chair for compliance by all concerned:-

- a) All Sections to take up activities relating to recording and weeding of old records.
- b) The quality of noting and drafting should be improved. The note should contain proper analysis of the case dealt in.
- c) The advices rendered by DOPT, Deptt. of Expenditure etc. on various references made to them should be placed on intranet giving gist of the case, file number and name of contributor.
- d) All the officials to give suggestions for digitization of work in Ministry and various Organizations and implementation for further improvement in such system which is already in place.
- e) All SMDs to consider delegation of more powers both in terms of financial and administrative to organizations dealt with by them.
- f) All SMDs to share/ exchange list of pending cases with the organizations by 5<sup>th</sup> of every month both by post and e-mail.
- g) All Divisional Heads to convene meeting with their Divisions at least once in a fortnight.
- h) Sections responsible for compiling information should get the same directly from the Organizations. The other SMDs should not be bothered for getting the same information as it creates duplicity of work.
- i) Where required the information should be obtained directly from the Regional/ Field Offices of organizations with the rider that their information be routed through HQ of the Organization.

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ANNEXURE - I

Section	Receipts			RTI		MP/VP Ref.		Court Cases		PMO Ref.		PG Cases	
	C/fwd	Received	Disposed	Received	Disposed	Received	Disposed	Received	Disposed	Received	Disposed	Received	Disposed
E.I	2	170	166	06	06	05	05	12	12	02	02	22	10
E.II	09	80	84	03	03	0	01	0	0	0	01	03	02
E.III	68	87	125	-	-	-	-	-	-	1	1	3	-
GWE	26	137	113	1	1	4	1	23 (c/fwd)	-	-	-	6	12
IEC	-	29	22	-	-	-	-	-	-	-	-	6 (C/f)	-
Admn	23	233	217	2	2	-	-	04	01	-	-	-	02
GA	15	181	193	-	-	-	-	-	-	-	-	02	02
e-Gov.		28	28	1	1	0	0	0	0	0	0	-	-
Coord	127	433	478	94	94	02	00	-	-	-	-	145	0
Vig.	10	59	52	02	01	-	-	-	-	01	01	01	01
Total	280	1437	1478	109	108	11	7	39	13	4	186 Including (C/f)	182	27