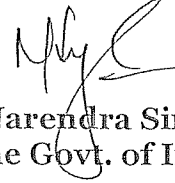


F.No: B-11011/1/2015-Admn.
Government of India
Ministry of Water Resources, River Development & Ganga Rejuvenation
(Administration Section)

Shram Shakti Bhawan, Rafi marg,
New Delhi dated 15th January, 2016

Subject: Monthly meeting among all the officers in the Wings headed by
JS (Admn.& GW) & CVO held on 08.01.2016 – reg.

A monthly meeting with all the Officers in the Wing headed by JS
(Admn.& GW) & CVO was held on 08.01.2016 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. PPS to Secy(WR)/ PS to SS(WR)/PPS to JS (Admn.&GW) & CVO/PPS
to JS(RKG)/PPS to JS(PP)/PS to JS(RB)
2. All Concerned Officers/Sections of MoWR, RD&GR.
3. Dir (NIC) to place it on intranet.

Minutes of the Monthly Review Meeting taken by JS (A) on 8.1.2016.

At the outset of the Meeting, JS (A/GW) stressed upon the need for preparation of Action Plan & set priority of work for the year 2016-17 and the achievements made under Annual Plan would be the basis for assessing the officer in their APAR. She also explained the need for devising an internal Complaint system for satisfactory delivery of services by the service providers and also apprised about the priority of works highlighted by Secretary (WR) as under:-

1. Conversion of NWA, CWPRS, CSMRS and NERIWALM into Society.
2. Developing NWA and CWPRS into a Hub for Training on Water issues.
3. Outcome of Studies of Organization carried out in the past.
4. Swachhata Abhiyan in the Ministry on regular basis.

No.	Subject Point	Decision Taken	Action
1.	Pendency of cases/files.	<ol style="list-style-type: none"> 1. The status of all cases such as files/proposals/RTI/Court cases/VIPs/PMO References etc. are to be updated and prepared on cumulative basis i.e taking into account previous pendency. 2. The rate of disposal of file/cases should not be less than 80% for each Dealing Hand. 3. The status of pending VIP/PMO reference should be circulated by 10th of every month. 	All SMDs
2.	Court Cases monitoring system	<ol style="list-style-type: none"> 1. Out of 739 ongoing Court Cases, only 635 have been uploaded so far in the portal meant for uploading Court Cases. An updated pendency Report may be prepared including the fresh one. All these must be updated/ uploaded at the earliest. 2. The services of Programmers may be utilized for updation of the court cases portal. 3. A visit of the Officers of Ministry to FBP may be finalised to discuss about the developments and to streamline the court cases. 	DS(E.I)/DS (E.II)/Dir (E.III)/DS (GWE)
3.	PG/RTI Case.	<ol style="list-style-type: none"> 1. The status of pending Public Grievance cases to be sent to all concerned/SMDs in the Ministry/attached offices every month. 2. Report of cases should come through e-mail only. 3. The Quarterly Report of RTI may be sent by 15th of month in each quarter. 	DS (Coord)
5.	Training	<ol style="list-style-type: none"> 1. Cadre Training Plans of all cadres/Organizations are to be prepared and submitted with their comments by all SMDs to Coordination Section. 2. An Action Plan may be prepared for imparting training of the officers/employees of the Ministry for 2016-17. 	Dir(Admn)/ DS(E.I)/DS (E.II)/Dir (E.III)/DS (GWE)

		3 .A List of reputed Training Centres/Organisation may be prepared e.g(IIM, IIT) for imparting training to officers of this Ministry.	
6.	Preparation of SoP	All Smds should fianalise SoPs and sent it to the Committee by 15 th of this month.	All SMDs
7.	PwDs Vacancy	1. All matter relating to filling up of PWDS vacancies may be taken on priority and write to all organization to finalize it expeditiously. 2.Matters relating to Special Drive (Relaxation/ NoC) for filling up of posts to be filled by PwDs should be taken with SSC/DoPT on priority basis. 3.A D.O letter may be sent to DoPT at the level of JS (A) seeking their intervention for expeditious recruitment by SSC . 4.CWC may be requested to send copies of Appointment Order. All PWDs Vacancies should be posted on Intranet. 5.A letter to be sent to Brahmaputra Board to fill up the vacancies immediately.	DS(E.I)/DS (E.II)/Dir (E.III)/DS (GWE)
9.	ISO Certification	All Coordination work may be done by Admn section for ISO certification of the rest of the Wings/Sections of the Ministry.	Dir (Admn)
10.	Preparation of Ready Reckoner	A Ready Reckoner may be prepared by all concerned based on the Ready Reckoner prepared by PP Wing.	All SMDs
11.	Vigilance Cases	There is need to streamline the VOICE System. A proposal may be prepared to visit/inspect the Organisations to review the pending vigilance cases.	DS (Vig)
14	RRs	1. The status of Pending RRs cases may be updated and followed up regularly. 2. For proper monitoring of pending RRs, A details of all notified/pending RRs may be sent to Coordination Section. 3. SO (Admn) will approach Govt. Press to obtain the Copies of Notified RRs .	DS(E.I)/DS (E.II)/Dir (E.III)/DS (GWE)/DS (Coord)
15	Restructuring issues	IWSU Section may organise a meeting on restructuring. File may be put up to SS (WR).	US (EA)
16	World Bank Project	Update the information by 10 th of every month.	US (EA)
17.	IEC issue	e-Book may be updated regularly. Prepare a kit for Secretary (WR) for the Press Conference to be held on 11.1.2016.	US IEC)
18.	WQ Issues	1. An Action plan may be prepared for the year 2016. 2.A visit may be initiated to all Lab of Ganga. 3.There is need to do small research engaging Scientists from CGWB, CSMRS etc. including College Students.	Dir (WQ)
19.	Misc.	The status of all the Committees may be updated and put on website.	DS (Coord)