

**MOST IMMEDIATE**

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

Shram Shakti Bhavan, Rafi Marg,  
New Delhi, dated 29<sup>th</sup> February, 2016

**Subject:** Monthly meeting among all the officers in the Wing headed by JS (A&GW) & CVO held on 16.02.2016.

A monthly meeting with all the Officers in the Wing headed by JS (A&GW) & CVO was held on 16.02.2016 at 11.00 AM. 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.



जल नयन - जल संरक्षण



Minutes of the Monthly Review Meeting taken by JS (A) on 16.02.2016 at 11.00 AM in the Conference Room of this Ministry.

At the very outset, Joint Secretary (A) welcome all the participants and explained the need for follow-up action on the following matters on priority basis:

- 1) Finalization of cases for conversion of NWA, CWPRS and CSMRS into Societies.
- 2) Preparation of the Vigilance Manual containing guidelines issued by CVC and DoP&T.
- 3) All SMDs to ensure settlement of grievances on priority basis.
- 4) Proper mechanism to be put in place to avoid delays in movement of receipts and invariably sign all the receipts with dates below signatures.
- 5) Uploading of reports of various studies, List of Committees constituted, all important circulars in website.
- 6) Need to address employees grievances properly.
- 7) More effective and transparent Court Case Monitoring System, timely action on issues related to e-SamikSha.
- 8) A mechanism to avoid delays

2. JS(A) informed all the participants that

(i) Secretary (WR) was very happy with the progress made in e-Office implementation particularly with implementation of online e-Leave Management System and desired for a Presentation in the near future on e-Leave, Vigilance Monitoring System and Court Cases.

(ii) A MINISTER's CORNER-link has been created containing blogs by Hon'ble Minister and directed that important developments/achievement made by each Division may be emailed to US (Coord). The blog page could also include important issues taken up during Quarterly Meetings.

3. JS(A) also stated that it is a matter of pride that the Ministry has been able to get the ISO 9001:2008 Certification and desired that this fact should be reflected in all communications, along with the Jal-Kranti logo.

4. It was also decided in the meeting that henceforth the Review Meetings will be held fortnightly basis (i.e. First & Third Tuesday of every Month) and the 1<sup>st</sup> meeting of the month will be with SO and above level and the 2<sup>nd</sup> meeting with the level of Case workers and above.

5. Thereafter discussion was taken up Section-wise as follows:-

| No. | SECTION     | Decision Taken  | Action                     |
|-----|-------------|---|----------------------------|
| 1.  | WQ Section  | 1. RTI : Received = 4, Disposed = 4.<br>2. Real-Time Water Quality Monitoring Dashboard to be updated. To concentrate on quality data, value addition, policy gaps, if any.<br>3. The collection of data should be at par with International Practices.<br>4. Training to be imparted to all Laboratory employees on water harvesting, farmers' training, river management, water bodies etc. | Dir(WQ)                    |
| 2.  | E.I Section | 1. The rate of disposal of receipts/cases is 88%. To devise a proper format indicating, inter-alia, Status of implementation of Court orders, filing of Counter   | DS (E.I)/Dir(Tech),<br>NIC |

|   |                          |   |                            |
|---|--------------------------|---|----------------------------|
|   |                          | <p>Affidavits/SLP etc., for monitoring of Court Cases in consultation with NIC.</p> <p>2. Pendency should be minimized and should not be for more than 30 days.</p> <p>3. Filling up of the PWDs Vacancies to be follow-up with DOPT and concerned Deptts/Organisations</p> <p>4. No proposals for NFU/promotion or any other service benefits will be entertained till ER sheets are completed/uploaded by the Organisations.</p>  | All SMDs                   |
| 3 | <b>Work Study</b>        | <p>1. A study on quality of disposal of RTI, MP/VIP references to be done by IWSU.</p> <p>2. Restructuring of CWPRS, CSMRS and NWA.</p> <p>3. Follow up action on the MoU with Israel. List of MoUs to be categorised as Implemented, Approved but not implemented, In Pipeline etc.</p> <p>4. Preparation of Annual Report</p> <p>5. To improve the system, the problems, policy, interface required etc. to be identified to improve the system.</p>  | DS(EA)/US(EA)/JA(IWSU)     |
| 4 | <b>Vigilance Section</b> | <p>1. Training may be organised on Vigilance Matters for the employees/officers of the Ministry, preferably in ISTM.</p> <p>2. Streamline the work of Vigilance Sections. All matters pertaining to appointment of CVOs in attached Offices/Orgns be dealt in Vigilance Section only.</p> <p>3. All Orders/important letters should be also be endorsed to Regional Directors of CWC/CGWB for action by e-mail.</p> <p>4. Vigilance Clearance to be made operative and visible online.</p> <p>5. Vigilance Manual containing existing guidelines issued by CVC and DoP&amp;T to be published.</p> <p>6. Validity of Vigilance Clearance to be reflected in the note.</p> <p>7. The 3 pending Court Cases to be traced out and disposed off.</p> | DS(Vig)/US(Vig)/All SMDs   |
| 5 | <b>E.II Section</b>      | <p>1. VIP References; Received-3, Under submission – 3.</p> <p>2. Replies to MP/VIP references to be positive.</p> <p>3. Uploading of Court Cases to be updated.</p> <p>4. Cadre Training Plan to be finalised based on NT within one month.</p> <p>5. RRs to be revised to minimize references to UPSC</p> <p>6. Channel of submission in respect of Grants-in-aid needs to be revised to reduce the level.</p> <p>7. RRs of Chief D'Man and Head Clerk to be pursued and expedited from Govt. Press.</p>  | DS(E.II)/US(E.II)/All SMDs |
| 6 | <b>GWE Desk</b>          | <p>1. Out of 24 RRs, 19 have been uploaded and 2 RRs each are pending with DoPT &amp; M/o Law.</p> <p>2. Number of RRs to be streamlined/reduced.</p> <p>3. CTP of CGWB to be submitted expeditiously.</p>  | DS(E.II)/US(GWE)           |
| 7 | <b>E. III Section</b>    | <p>1. The issues relating to NEBRA to be pursued with Ministry of Law &amp; Corporate Affairs and expedited.</p> <p>2. Interim reply to be sent on NEBRA and follow-up on daily basis with Shri A.K. Gupta, SJC(BB)</p> <p>3. To pursue the proposal for KV school with M/o HRD based on the VIP reference and an Interim reply may be issued.</p> <p>4. Observations of IFD in the proposal for purchase of Staff</p>  | Dir (E.III)/US(E.III)      |

|    |                      |   |  |
|----|----------------------|---|--|
|    |                      | <p>Car to be addressed and pursued with IFD.</p> <p>5. Vacant posts in Brahmaputra Board reserved for PwDs to be filled up expeditiously. Number of vacancies, list of applicants etc. to be obtained.</p> <p>6. CTP of GFCC to be expedited/finalised.</p> <p>7. Encadrement of 5 posts of GFCC to be expedited.</p>   |  |
| 11 | <b>Coord Section</b> | <p>1. A Slide Presentation to be prepared on pending cases related to Vigilance, PMO, RTI, e-Samiksha.</p> <p>2. All SMDs to ensure settlement of grievances on priority basis.</p> <p>3. Uploading of reports of various studies, List of Committees constituted, all important circulars in website.</p>  | DS(C)US (Coord)<br>All SMDs              |
| 12 | <b>GA Section</b>    | <p>1. The process proposal for purchase of printers/scanners demanded by various Sections from funds allotted under ID Scheme/e-Governance.</p> <p>2. Sitting arrangement for DEOs may made with temporary makeshift cabin.</p> <p>3. Physical comfort of employees to be looked into and Sections to be modernised with Locker System</p> <p>4. All recorded files to be sent to Record Room and Record Room to be computerised.</p> <p>5. Implement Swachh Bharat initiatives and prepare Action Plan.</p> <p>6. Need for a suitable space for Library and implementation of e-Granthalaya.</p>   | Dir(A)/US(e-Gov)/<br>US (GA)<br>All SMDs |
| 13 | <b>IEC Section</b>   | <p>1. Publication of advertisements to be followed up with the Press on regular basis.</p>  | US (IEC)                                 |
| 14 | <b>Admn. Section</b> | <p>1. To develop a format indicating the number of cases received, number disposed off, status etc. and circulate to all.</p> <p>2. All organisations may be requested to furnish the number and details of cases of Compassionate Appointment pending with them.</p> <p>3. To identify specific training programmes and Training Institutions.</p> <p>4. The designation of officers to be renamed and DS (Coord) may be designated as DS (C &amp; T).</p> <p>5. All matters relating to domestic training to be forwarded to Dir-(Admn)-and Foreign Training to US (EA/IC)</p> <p>6. Channel of Submission be relooked.</p> <p>7. To streamline Training Cell.</p> <p>8. SoPs to be finalised and put in place immediately.</p> <p>9. EA Wing to be clubbed with PP Wing for ISO Certification.</p> <p>10. Ready Reckoner to be finalised and submitted</p> | Dir (A)/US (IWSU)/<br>US(A)/ All SMDs    |



## Format for Review Meeting

[illegible]

# STATEMENT ON PENDENCY OF RECEIPTS /FILES

Period : .....

Name & Designation : .....

Section : .....

| S.No. | Subject assigned | Carried forward | Receipts during the week/Period | Total | Placed on File No. | Action Taken | Disposed | Pending | REMARKS |
|-------|------------------|-----------------|---------------------------------|-------|--------------------|--------------|----------|---------|---------|
|       |                  |                 |                                 |       | (4)                | (5)          | (6)      | (7)     |         |
| (1)   | (2)              |                 | (3)                             | (3)   |                    |              |          |         | (8)     |
| 1.    |                  |                 |                                 |       |                    |              |          |         |         |
| 2.    |                  |                 |                                 |       |                    |              |          |         |         |
| 3.    |                  |                 |                                 |       |                    |              |          |         |         |
| 4.    |                  |                 |                                 |       |                    |              |          |         |         |
| 5.    |                  |                 |                                 |       |                    |              |          |         |         |
| 6.    |                  |                 |                                 |       |                    |              |          |         |         |
| 7.    |                  |                 |                                 |       |                    |              |          |         |         |
| 8.    |                  |                 |                                 |       |                    |              |          |         |         |
| 9.    |                  |                 |                                 |       |                    |              |          |         |         |
| 10.   |                  |                 |                                 |       |                    |              |          |         |         |
| 11.   |                  |                 |                                 |       |                    |              |          |         |         |
| 12.   |                  |                 |                                 |       |                    |              |          |         |         |
| 13.   |                  |                 |                                 |       |                    |              |          |         |         |
| Total |                  |                 |                                 |       |                    |              |          |         |         |