

4th Floor, Sewa Bhawan,
RK Puram, New Delhi-66.
Dated: 10.08.2018.

To,
Shri K.Govindarajulu,
Joint Director,
Institute of Secretariat Training & Management,
Old JNU Campus, New Delhi-67.

**Subject: Work Study of the Work Charged Establishment of Central Water Commission by
ISTM, New Delhi-reg.**

Sir,

Please refer to the discussions held in the chamber of JS (A), MoWR, RD & GR on 06.08.2018 and in the chamber of CE(HRM), CWC on 07.08.2018, on the subject cited above.

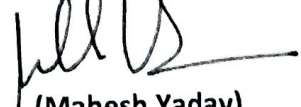
2. As discussed, the information as sought by the officers of the Work Study Team of ISTM have been sent to you vide e-mails dated 08.08.2018 and 10.08.2018 at e-mail address kg.rajulu@nic.in. However, hard copies of all the documents, sent to you vide above referred two e-mails and as detailed in attached performa, are also hereby forwarded to you for taking necessary action at your end.

3. In this regard, you are requested to contact any of the following officers for any further assistance on the matter on the part of this Commission:-

Sl.No.	Name of the officer (Sh.)	Designation	Contact no.	e-mail address
1.	Anupam Prasad	CE (HRM)	9958077764 011-26100695	cehrmgmt@nic.in
2.	H.S.Sengar	Director, RMCD	9899489256 011-29583211	rmdte@nic.in
3.	Mahesh Yadav	Under Secretary	9416321251 011-29583344	mahesh-cwc@gov.in

Encl: As above.

Yours faithfully,


(Mahesh Yadav)
Under Secretary

Copy to: *Suman, AD-II*

1. Director, RMCD, CWC, New Delhi.
2. DS (E-I), MoWR, RD & GR, Shram Shakti Bhawan, New Delhi.
3. PS to Chief Engineer(HRM), CWC, New Delhi.
4. PS to Secretary, CWC, New Delhi.

Copy for information to:

1. PPS to Chairman, CWC, New Delhi.
2. PPS to Member (RM), CWC New Delhi.
3. PPS to JS (A), MoWR, RD & GR, Shram Shakti Bhawan, New Delhi.

Issues, Concerns and Discussion Points for Work Study of work Charged Estt of CWC by ISTM, New Delhi

	Point	Information
1.	Purpose, expected outcomes and context of the study/consultancy assignment proposed	Does not pertain to Central Water Commission. Issues related to ISTM/ MoWR, RD & GR.
2.	Range and scope of work study proposed	
3.	Collaboration framework between IIM (A) and ISTM- Joint responsibilities, specific assignment/ responsibility of ISTM	
4.	<p>Readily available sources of data, annual report, proactive disclosures under RTI, study report, induction material etc.</p> <p>Study of processes (requiring deployment of manpower) related to regular routine work, projects, programs, schemes, mission mode assignments etc.</p> <p>a) Range of processes at different levels from corporate headquarters to field level entities</p> <p>b) Availability of process documentation, SoPs etc</p> <p>c) Processes common to entire organization, specific to mission mode assignments</p> <p>d) Automated processes, real time, partly computerized processes, digitisation work in progress</p>	<p>i) A handout of Power Point Presentation on overview of CWC is enclosed at Annexure-I.</p> <p>ii) Incumbency position of all categories of Work Charged Establishment (as on 30.06.2018) is attached at Annexure-II.</p> <p>iii) Statement showing details of existing 878 Hydrological Observation sites attached at Annexure-III .</p> <p>iv) Organisation wise details of H.O. Site attached at Annexure-IV.</p> <p>v) Field Manual on Sediment Transport Measurements Volume 5 attached at Annexure-V.</p> <p>vi) Note on eSWIS attached at Annexure-VI.</p> <p>vii) Sequence of Hydro Metrological observations attached at Annexure-VII.</p> <p>viii) Classification of the Water Quality Monitoring Stations, Frequency of Sample Collection and Water Quality Parameters attached at Annexure-VIII.</p>

Work norms, job roles job profiles, job charts etc at different levels

- a) Availability of existing norms, duty charts, job charts
- b) Function and functionary wise
- c) Employee wise, level wise
- d) Availability of study reports on assessment and development of norms undertaken in last two decades

a) Statement showing duties & responsibilities of all 18 categories of W/C Estt staff attached at Annexure-IX.

b) The category wise norms for deployment of W/C estt staff at different types of sties G/GQ/GD/GDQ/GDS/GDSQ as issued vide letter no. A 11018/1/2014.Estt.XII-336 dated 04.09.2014 enclosed at Annexure-X.

c) The Report of Sanjiv Aggrawal Committee (2013) which also contains reports of RB Shah Committee (1986) & V.K.Jyothi Committee Report (2004), attached at Annexure-XI. (Only in Hard Copy with Letter no. A 11018/01/2014-EXII dated 10.08.2018).

d) A handout of Design Manual on Water Quality Sampling Volume 6 attached at Annexure-XII. (Only in Hard Copy with Letter no. A 11018/01/2014-EXII dated 10.08.2018).

e) A handout of Field Manual Part-II on Gauge & Discharge Measurement is attached at Annexure-XIII. (Only in Hard Copy with Letter no. A 11018/01/2014-EXII dated 10.08.2018).

6. Availability of recruitment rules for various cadre of employees

Copies of existing Recruitment Rules for all 18 categories (All categories of MV Driver are counted as one in calculation 18) of W/C Estt applicable w.e.f. 24.03.2011 are attached at Annexure-XIV.

7. Arriving at and defining "reasonable and representative" sample- size for study covering various entities, functions and functionaries etc

5% of the total 878 sites which come to 44 or as the ISTM Committee feels is the right number, may be kept as the sample size which may cover appropriate number of different type of sites such as G/GQ/GD/GDQ/GDS/GDSQ.

8. Extent and norms for contractual employment and deployment

No Contractual Employment is done in CWC for the work of W/C Estt staff at existing 878 Hydrological sites. Hence no such norms are available.

9. Extent and norms for outsourcing of functions, services, jobs, tasks, processes fully and partly

No outsourcing is done in CWC for the work of W/C Estt staff at existing 878 Hydrological sites. Hence no such norms are available.