भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग
केंद्रीय जल आयोग
नदी प्रबन्धन समन्वय निदेशालय

Government of India
Ministry of Jal Shakti
Dept. of Water Resources, RD&GR
Central Water Commission
River Management Co-ordn. Directorate

कार्यालय ज्ञापन
Office Memorandum

Subject - Review of norms of Inspection of HO Sites- Reg

Whereas CWC has issued norms for inspection of hydro-meteorological observation stations of CWC vide CWC No. 2/11/2005/RMCD/3597-3611 dated 12.09.2005. These were re-affirmed vide letter No. 2/6/2014-RMCD/2605-2618 dated 05.09.2015 as below.

2. These norms were further re-aligned vide letter T-36/2/2021-RD-I DTE dated 02.11.2021 to address the requirements of field formations necessitated by expansion of network of hydro-meteorological observation stations and other reasons.

3. Now need has been felt to review and revisit the existing norms for inspection of hydro-meteorological observation stations of CWC in view of updated and applicable Standard Operating Procedures and other protocols.

4. Accordingly, I am directed to convey revised Norms for Inspection of hydro-meteorological observation stations of CWC with details as below effective from 1st December 2025:

A. Chief Engineer -

i. It shall be the overall responsibility of the Chief Engineer to oversee that all Hydro-met Stations/Telemetry Station/Meteorological Stations within their jurisdiction are functioning and observations are being carried out as per the protocol/norms.
ii. No inspection norms has been fixed for Chief Engineer nevertheless it is expected that each Chief Engineer should undertake visit to the Sites as and when required so as to have first hand information about the working of the Stations and problems being encountered in R&M of Stations.
iii. The Chief Engineer Should ensure that the Inspections norms by his sub-ordinate officers are being followed in letter and spirit and should regularly review the RD-16 forms submitted by the Inspecting officers.

B. Superintending Engineer (SE) /Director visits-

i. 3 (four) sites per month for Circle having only one Division. Maximum of 1(one) site inspection is allowed to be carried over to the next immediate month.
ii. 4(four) sites per month for Circle having two or more Divisions. Maximum of 2(two) site inspection is allowed to be carried over to the next immediate month.
iii. Minimum 75% of discharge sites under the circle should be covered in a year.
iv. In case subordinate officer(s) also accompany, visit of subordinate will not be counted as inspection visit of site.
v. The Inspection of sites should cover all Sub-Divisions.

C. Executive Engineer (EE) visits-

i. Minimum of 3(three) and maximum of 5(five) sites per month.

ii. All sites should be inspected once a year and 60%-70% of the sites should be visited in non- monsoon season and remaining 30%-40% in monsoon season.

iii. In case subordinate officer(s) also accompany, visit of subordinate will not be counted as inspection visit of site.

D. Assistant Executive Engineer (AEE) / Sub Divisional Engineer (SDE-

i. All sites should be inspected every 03(three) months.
ii. Not more than 40% of the sites should be covered in a month for Inspection purpose.
iii. Carryover over of Inspection of sites during the next 3-month cycle is not permissible.
iv. Repetition of same site is not permitted in the 3-monthly cycle.

E. Junior Engineer-

i. All sites under a Junior Engineer should be inspected every month.
ii. A maximum of 2 sites is allowed to be carried over to the next immediate month.

General Instructions:

i. In case of emergency/exceptional requirement/flood situation visit to the sites by any of the officers can be undertaken over and above the norms.

ii. Inspection Report in RD–16 (inspection form) should be compulsorily filled up during the inspection visits and should be submitted within 10 days of visit inspection. The inspection report of site visit to be submitted to immediate reporting officer and proper record of the same is to be maintained.

iii. In case any officer is not following the norm of Inspection of sites, necessary action should be taken by the concerned reporting officer under intimation to Chief Engineer.

iv. Inspection visits without an inspection report in RD-16 will be treated as invalid and official tour liable to be categorized as “not approved”.

v. All RD–16 inspection forms should be compiled at CE office and an abstract should be sent to RMCD for appraisal to Member (RM), CWC on quarterly basis. A format for the same will be circulated shortly. “Submission of return of inspection visits” shall be one of the targets to be monitored and appraised in annual performance appraisals. Similar targets should be fixed by Chief Engineers in respect of SE/Executive Engineer/AEE/SDE.

vi. General and specific observations emerging out of inspection visit duly compiled shall be circulated periodically among all field offices by RM Coordination to enable field offices to take necessary action towards remediation of similarly placed situations. This may also facilitate peer-learning and exchange of good practices amongst CWC field offices.

vii. Check current-meter should be used during the inspection visits.

viii. Photographs during inspection visits should be captured and annexed with the report.

ix. All parameters of HO site should be reviewed and checked during inspection visit.

x. Instructions issued by CE/ SE/ EE during inspection visits are supposed to be implemented by all under respective jurisdictions.

xi. Few surprise visits of the HO sites should be undertaken under intimation to Reporting Officer.

xii. SRA/ ARO/ RO, if possible, should be part of the inspection team of the EE, particularly for the inspection of WQ sites/ L-1 labs.

xiii. Repeated visits to the same sites/ nearby sites/ convenient sites should be avoided.

xiv. During non-monsoon, no-flow conditions, or dry bed conditions, stagnant water conditions, visits should normally not be undertaken. Visits not undertaken due to these reasons should be recorded appropriately in the quarterly report sent to RMCD.

xv. All Exclusive Telemetry/SGMS/Meteorological sites should also be inspected by the concerned CE/SE/EE/ at least once in a month by any of the Officers and once every 2-months by the concerned AEE/SDE.

xvi. Hydro-meteorological Observation sites, including those equipped with Water Quality monitoring facilities and established with central funding by any agency, like sites established by states under NHP, should also be inspected on an as-and-when-required basis under intimation to the concerned agency and RMCD. This practice shall improve the mutual trust and inter-agency data validation processes.

xvii. The norms shall be reviewed by the competent authority as and when required.

This issue with the approval of Competent Authority.

Digitally signed by Ajay Kumar
Date: 01-12-2025 10:36:46

(अजय कुमार)
निदेशक

<u>प्रतिलिपि सूचनार्थ:</u>

1. PPS to Chairman, CWC, New Delhi.
2. PPS to Member (RM), CWC, New Delhi.
3. Director (TC), CWC, New Delhi.
4. Director, RDC-II, CWC, New Delhi.
5. Director, RDC-I, CWC, New Delhi.

<u>प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु:</u>

1. All Chief Engineers in regional offices.
2. All SEs (Coord.) in regional offices.
3. All SEs/Directors of Hydrological Observation circles/ Dtes.
4. All EEs, CWC.

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जल संरक्षण-सुरक्षित भविष्य.

Conserve Water- Save Life