

**File No.M-75075/110/2020-O and M**

O&M Section  
Central Water Commission

----

3<sup>rd</sup> Floor (S), Sewa Bhawan,  
R.K. Puram, New Delhi-110066

**OFFICE MEMORANDUM**

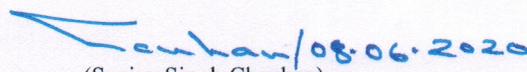
Subject:- Preventive measure to be taken to contain the spread of Novel Coronavirus (COVID-19)-  
**Unauthorized absence from office.**

Reference is invited to this Commission's Office Memorandum No. 75075/110/2020 O&M dated 26.05.2020 vide which instruction for regulation of attendance in offices of Central Water Commission were issued in pursuance to guideline issued by DoPT vide its OM no.11013/9/2014-Estt.A.III dated 18.05.2020 in this regard.

It has been observed that despite these instructions very few officials (below the rank of Director/Deputy Secretary) are attending the office which is adversely impacting the functions of various Sections/Branch and even the liberal provision of attending the office on alternate working days is not being followed. This has been viewed very seriously.

Roster of attendance for each Directorate /Division/Section/Branch, etc needs to be prepared by concerned officers with the approval of its concerned Chief Engineer invariably by 08.06.2020 if not already prepared and should be followed scrupulously. Officials who are not attending office / not following roster duty need to cite valid reasons for the same and apply for appropriate leave for the period of absence before proceeding on leave. Any official not adhering to the above and without sanctioned leave will be treated as willful & unauthorized absence and will render him/her self liable to disciplinary action..

This issues with the approval of Competent Authority .

  
(Sanjay Singh Chauhan)  
Under Secretary (O&M)

Copy to (Through CWC web Portal):-

1. All officers and staff of CWC (H.Q), Sewa Bhawan, R.K. Puram, New Delhi.
2. All Chief Engineers in the regional offices of CWC.