

Government of India
Central Water Commission

3rd Floor(S), Sewa Bhawan,
R.K.Puram, New Delhi,
Dated 27/11/2020

OFFICE MEMORANDUM

Subject: Punctuality in office.

It has been observed that since the absence of bio metric system of attendance due to COVID-19, many staff are coming late and leaving office quite early. The work is therefore being hampered.

All staff are hereby advised to be punctual and in case they have to either come late or leave office earlier or to leave office for short duration during office hours then they will do so only with due permission of their respective Under Secretary.

Regular surprise inspection will be taken by senior officers & those found absent or missing from their seats without approval of their Under Secretary or Director concerned will be viewed seriously & appropriate disciplinary action will be taken against them.

Digitally signed by RAHUL
RANBIR SINGH
Date: Fri Nov 27 14:44:08 IST
2020
Reason: Approved

(Rahul Ranbir Singh)
Director Administration

To

All officials in HRM wing (Through CWC website)

Copy for information to:-

1. Sr. PPS to Chairman, CWC.
2. Sr. PPS to all Members, CWC.