

File No. 3/1/2015-O&M/727  
Government of India  
Central Water Commission  
O&M Section

Room No. 326(S), Sewa Bhawan,  
R.K. Puram, New Delhi-110066.  
Dated the 23<sup>rd</sup> June 2015

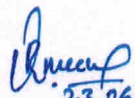
**OFFICE MEMORANDUM**

It is to inform that following office timings shall be observed by all Division and Sub-division offices of CWC. The modified office timing comes in force with effect from **01.07.2015**.

Sl. No.	Working Days	Office Timings
1.	Six days in a week (Sunday weekly off, and Second Saturday monthly off)	09.30 AM to 05.00 PM (with half an hour lunch Break from 01.00 PM to 01.30 PM)

Monitoring of arrival and departure of officials would be strictly through AADHAR linked BBAMS. As for observance of punctuality in Govt. offices, DOPT O.M. No. 11013/9/2014-Estt.A-III dated 22<sup>nd</sup> June 2015 may be referred to.

**This issues with the approval of Chairman, CWC.**

  
23.06.2015  
(D.R. Meena)  
Under Secretary  
Tel.: 26711031

Copy to:

1. PPS to Chairman, CWC
2. P.S. to Member (D&R),/ Member (WP&P) / Member(RM), CWC
3. All Field Chief Engineers with request to ensure compliance of the O.M.
4. P.S. to Chief Engineer(HRM), CWC
5. P.S. to Secretary, CWC
6. All Superintending Engineer(C), CWC/ Director(RMCD), CWC(HQ)
7. All Executive Engineers, CWC/ Deputy Director, WPC, CWC(HQ)
8. Guard File, O&M Section, CWC