

No.4/2/2014-O&M./897  
 Government of India  
 Ministry of Water Resources, RD & GR  
 Central Water Commission

SewaBhawan, R. K. Puram  
 New Delhi – 11006

Dated, 21<sup>st</sup> June, 2016


**CIRCULAR**

Approval of the competent authority is hereby conveyed to authorize officers as given below, at CWC Hqrs. to incur the expenditure on serving of tea/coffee etc. during official meeting.

Sl. No.	Category of Officer	Ceiling per month
1.	Director and equivalent officers	Rs. 800/-
2.	Deputy Director (as per list)	Rs. 600/-
3.	All Under Secretaries & Accounts Officer	Rs. 600/-

**Terms & Conditions:**

- 1) The officers concerned will observe utmost economy in extending the hospitality and in no case the expenditure in excess of the prescribed ceiling will be allowed;
- 2) There will be no carry forward of unutilized amounts from one month to another;
- 3) No cash payment will be made to officers in any circumstances. Orders for serving tea, coffee etc. will be placed only with the Departmental Canteen by sending duly signed and stamped requisition slips;
- 4) The requisitions should be signed/stamped by the PS/PA in case of Directors & equivalent and in case of Deputy Directors and others, it should be signed by the officers themselves;
- 5) The Manager of the Departmental Canteen will submit consolidated bill every month along with requisition slips to the Dir. E-I for HRM wing and Dir. (Coord.) of each wing for approval and issue of Sanction.
- 6) After according the approval and issue of sanction by authorized officer of each wing, they will submit Bill's to DDO-II through Departmental Canteen for arranging the Payment.

  
 21.06.2016  
 (D.R. Meena)

Under secretary to the Government of India

BPL No. 3331

To

- i) Pay and Accounts officer, CWC, New Delhi.
- ii) All Officers of the level of Director & Equivalent at CWC Hqrs.

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- iii) Deputy Directors (as per list shown below)
  - iv) All Under Secretaries, CWC
  - v) Accounts Officer, CWC
  - vi) Section Officer (Accounts Works)
  - vii) The Manager, CWC Departmental Canteen at Sewa Bhawan, New Delhi. It may be ensured that the monthly bill in respect of the officers placing orders for tea/coffee etc. should not exceed the monthly monetary ceiling limit.

List of Deputy Directors:

1. Dy. Director, SM Dte., CWC
2. Dy. Director, PCP Dte., CWC
3. Dy. Director, RS Dte., CWC
4. Dy. Director, TC Dte., CWC
5. Dy. Director, RMCD, CWC
6. Dy. Director, Training Dte., CWC
7. Dy. Director, RD Dte., CWC
8. Dy. Director, FF, CWC
9. Dy. Director, Library, CWC