

No.18/3/2018-Estt.I/100-03
Government of India
Central Water Commission

R.K. Puram, New Delhi – 110 066
Dated: 24.01.2018

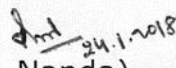
CIRCULAR

Subject: Timely submission of Handing Over Note in proper format.
Reference : WPC's OM No. 9/2/2009-WPC/1095-1135 dated 11-05-2012.

It has been observed that the officers relieved on transfer are not submitting "Handing Over Note" on time and in the proper format.

All the officers of CWC are, therefore, requested to ensure timely submission of the "Handing Over Note" in the proper format at the time of their transfer/relieving. Besides, a copy of the Handing Over Note be sent to the concerned Coordination Directorate also for their record and future reference. It may be noted that non-compliance will result in non-issuance of their LPC.

All DDOs of CWC are requested not to issue LPC in the absence of clearance from concerned Establishment Section on this count.


(S.K. Nanda)
Under Secretary (Estt.I)

Copy to:

1. PPS to Chairman, CWC
2. PS to CE (HRM), CWC
3. PS to Secretary, CWC
4. All Officers of CWC including DDOs of CWC (Hq.) and field formations.

Room No.304(S), Sewa Bhawan,
R.K. Puram, New Delhi

Dated : 11th May 2012

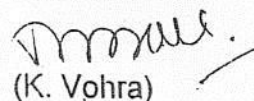
OFFICE MEMORANDUM

Orders were issued vide CWC OM No. 9 / 2 / 2009 – WPC / 1581 dated 21.04.2011 where in it was stipulated that all outgoing officers on transfer from one post / place to another shall prepare a detailed "Handing Over Note" and hand over the same to new officer joining the post while transferring the charge of the post.

The orders were reiterated again vide CWC OM dated 16th April 2012 where in it was also enshrined that henceforth, LPC shall be issued by the concerned DDOs only after certification by the concerned office is given that the handing over note has been submitted by officer / official on transfer.

Further, rotational transfer of Under Secretaries / Section Officers / Assistants of CWC is under consideration of competent authority and therefore with a view to further popularise the order in this regard and make the functioning of posts after transfer of charge smooth, it is reiterated that the outgoing Under Secretaries / Section Officers / Assistants of CWC on transfer / retirement shall prepare a detailed "Handing Over Note" and hand over the same to new officer joining / taking charge of the post while transferring the charge of the post as enumerated in the CWC OM dated 21.04.2011 mentioned above. The outgoing officer / official shall also hand over the files which are under his / her custody with a proper handing over and taking over on the list of files so prepared.

LPC of the outgoing officer / official shall be issued by the concerned DDOs only after certification by the concerned office is given that the handing over note and files as mentioned above have been submitted by officer / official on transfer.


(K. Vohra)

Secretary, CWC.

Copy to:

1. Director (Estt.- I / II / Admn.), CWC, New Delhi.
2. Director in Charge (Estt. – VI), CWC, New Delhi.
3. Under Secretary, O & M Section for their guard file.
4. Accounts Officer, CWC, New Delhi to ensure compliance regarding issue of LPC.
5. DDO – I / DDO – II, CWC, New Delhi for compliance on issue of LPC.
6. All Under Secretaries / Section Officers of CWC.
7. Guard file.