

No. 2/1/2021-DC/1112  
Central Water Commission  
Departmental Canteen

Sewa Bhavan, 3rd Floor  
R.K. Puram, New Delhi  
Date: 09.04.2024

**CIRCULAR**

**Subject: Timely furnishing of Utilization Certificate (UC) to CWC departmental canteen for the hospitality items consumed-reg**

This is with reference to the recently launched online portal for ordering of hospitality items from CWC departmental canteen. In this regard, it has been observed that many a times, the Utilization Certificates (UC), duly signed and stamped, are being submitted quite late in the next month by the concerned officers due to which CWC canteen is facing difficulty in processing the bills on time for reimbursement.

Accordingly, it is requested to all officers, who are availing the hospitality items, to kindly submit the UCs in the first week of new month so that the CWC Canteen may compile and raise the collective bill to PAO, CWC for reimbursement, well in time.

This issues with the approval of Chairman, Managing Committee, Dept Canteen CWC.

  
(Amitabh Tiwari)

Honorary Secretary  
CWC Departmental Canteen.

Copy for kind information to:

1. Sr. PPS to Chairman, CWC
2. PPS. to Member, D.&R./ W.P.&P./ R.M., CWC
3. PS to all Chief Engineers, CWC
4. Secretary, CWC.
5. All members of Managing Committee of CWC, Dept. Canteen
6. Deputy Director, S.M. Dte, for placing on the CWC website.