

Government of India
Office of the Secretary
Central Water Commission

E-mail: secy-cwc@nic.in

Phone/Fax – 26187232/26195516

No:Secy/CWC/Misc./2011

Dated: 29th December, 2011.

Sub:- Procedure for issuing copy of Office Orders to employees of CWC in respect of grant of increments.

Some of the employees of CWC reported that they are not getting copy of order of Increment granted to them. Therefore, meeting was taken by the undersigned with the concerned Directors and Under Secretarys' of CWC. It was informed during the meeting that after implementation of VI C.P.C, a consolidated Periodical Increment Certificate (P.I.C.) for all the employees being dealt by various establishment sections is issued by them and copy of same is not sent to concerned employees. Keeping in view of practical difficulties it was decided in the meeting that such consolidated P.I.C. may be sent by all the concerned establishment sections to S.M.Dte for uploading the same on website of CWC, so that individual employee can download the same for their records.

Further, it was decided that the copies of P.I.C. issued during July, 2011 shall be uploaded on the CWC website by all the concerned establishments through S.M.Dte., CWC immediately and in future, whenever such P.I.C. is issued the same shall also be uploaded on the CWC website. Necessary follow-up action in this regard shall be taken by all concerned.

[Signature]
(K. VOHRA)
Secretary

Director (E.I/E.II/Admn/E.VI/S.M.Dte.)

Under Secretary(E.I/E.II/E.III/E.V/E.VI/E.VII/E.VIII/E.IX/E.X/E.XI/E.XIII)

Copy to:

1. PSO to Chairman.
2. PPS to Member (D&R)/Member (WP&P)/Member (RM).
3. PS to CE (HRM).
4. All S.E. (Coord.) in field offices.
5. Directors (WP&P) Coord. /(D&R) Coord./(R.M.) Coord.)
- ✓ 6. Director (S.M.Dte.) for uploading this Order on website of CWC

*upload
29/12*

AD