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Central Water Commission
Work Plan Cell & Coordination.

Room No.304(S), Sewa Bhawan,
R.K. Puram, New Delhi
Dated : 21st April, 2011

OFFICE MEMORANDUM

It has been very frequently reported that officers / officials on transfer from one location to other are not giving proper handing over note to new officers/officials coming on transfer to replace the incumbent. In absence of guidance / foresight that handing over note may provide to new officers / officials, difficulty is being faced by the new officers / officials joining the post and valuable time is lost in obtaining the grasp on the works handled by the post by new officers / officials on their own.

In this regard, it is decided that all outgoing officers 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 detailed Handing Over Note shall contain the following information :

- 1) Detailed note on activities / designated works of the post.
- 2) An annual action plan of the works related to the post.
- 3) Detailed note on important critical ongoing / pending works.
- 4) Detailed note on the works at the disposal of the officer which need to be taken up in due course of time.

The above shall apply to all technical officers / officials starting from Assistant Director - II / Sub-divisional Engineer and above and other administrative officers / officials starting from Section Officer and above in CWC.

Imrele.
o/c (K. Vohra)
Secretary, CWC.

Issued
Copy to:

1. PSO to Chairman, CWC
2. PPS to Member (RM/WP&P/D&R), CWC
3. All Chief Engineers (Field & HQ)
4. All Superintending Engineers/Directors of CWC.
5. Director, SM Dte., CWC for uploading on CWC web site and intranet portal.
6. All Executive Engineer/Dy. Directors of CWC.
7. Under Secretary, O & M Section for their guard file.
8. All Under Secretaries / Section Officers of CWC.
9. Guard file.

*May please HSH → RQ2
So (RQ2)*