

No. 3 / 3 / 2011 – O&M / 490  
Central Water Commission  
Work Plan Cell & Co-ordination  
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Room No. 304 (S), Sewa Bhawan  
R K Puram, New Delhi – 110 066

Date ; 21<sup>st</sup> May 2012

**Office Memorandum**

**Sub. :** Addressing routine communications / returns etc. to various sections in CWC Headquarter.

Vide communication no. 3 / 3 / 2011 – O&M / 640 dated 15<sup>th</sup> July 2011, it was emphasised that many routine communications / returns such as monthly / yearly return regarding RTI matters, half yearly / yearly reports on the redressal of grievances appearing in the newspaper's columns, monthly vigilance / disciplinary cases pending returns, monthly vacancy position of temporary posts etc. are being addressed to Chief Engineer (HRM) / Secretary, CWC which unnecessarily creates a lot of diary and dispatch work in various offices and also results in delay of the same in reaching the concerned sections. Keeping it in view, it was instructed to address the routine communications / returns to the concerned Deputy Director / Under Secretaries / Section Officers in future to facilitate quick disposal of works.

However, it has further been observed that routine returns and even duly reviewed / reported APARs of officers / officials from CWC (HQ) are being submitted / forwarded to Chief Engineer (HRM) / Secretary, CWC which may be sent directly to concerned CM&V / APAR sections.

In view of above, it is once again emphasised to field / HQ offices to address all routine communications / returns to concerned Deputy Director / Under Secretaries / Section Officers to facilitate quick disposal of works.

*M. Vohra*  
(K. Vohra)

Secretary, CWC

To

1. All Chief Engineers of CWC [Field and Headquarter].
2. All Superintending Engineers (Co-ord.) in Field offices of CWC
3. All Directors at CWC (HQ) including Director (TC) / Director (E-I) / Director (E-II) / Director (Admn.) / Director, Co-ord. (RM / WP&P / D&R).
4. Guard file of O&M.
5. Guard file of WPC.

Copy for information to :

1. PPS to Chairman, CWC.
2. PPS to Member (RM / WP&P / D&R)
3. PS to Chief Engineer (HRM).

क. व. म. 117  
Date No .....  
दि 25/5 2012  
नयाँ दिल्ली  
New Delhi.