

No.9/2/2009-WPC/631-906
Government of India
Central Water Commission

Room No.304(S), Sewa Bhawan,
R.K. Puram, New Delhi-110 066.

Dated the 16th April, 2012.

OFFICE MEMORANDUM

The Orders were issued vide OM No.9/2/2009-WPC/1581 dated 21-04-2011 regarding compulsory preparation of 'Handing Over Note' by all the officers and officials of CWC on transfer. The detailed guidelines have been mentioned for preparation of such 'Handing Over Note' in above mentioned OM.

Further, henceforth, LPC shall be issued by the concerned DDOs only after the certification by the concerned office is given that the handing over note has been submitted by officer/official on transfer. This may be strictly complied with by all concerned.

K. Vohra
(K. Vohra)
Secretary, CWC

Copy to:-

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

Me
19/4

AD