

File No: A-32013/4/2024-ESTT-I

भारत सरकार/ Government of India

जल शक्ति मंत्रालय/ Ministry of Jal Shakti

जल संसाधन, नदी विकास और गंगा संरक्षण मंत्रालय/ DoWR, RD & GR

केंद्रीय जल आयोग/ Central Water Commission

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3rd Floor, Sewa Bhawan,  
R.K. Puram, New Delhi-66

Dated: 5th June, 2025.

**OFFICE MEMORANDUM**

**Subject: Updating of Bio-Data by CWES (Group-A) officers on CWC portal.**

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The undersigned is directed to say that Establishment Sections dealing with service matters of CWES (Group-A) officers on various occasions like preparing DPC Proposals, reckoning field experience, NFU proposals, forwarding of Deputation applications etc. have to refer to the Bio-Data of CWES officers placed on CWC portal. However, in most of the cases it has been observed that the Bio-Data(s) are incomplete and have not been updated since long. Since the requisite information is not found readily available from the uploaded Bio-Data, consequently other sources have to resort to like Service Book, personal file and old emails etc. which are at times not feasible as the officers are posted in offices outside this Commission, thereby delaying the various time bound tasks. This issue must also be confronted by other counters also like Accounts and other Divisions of CWC including DoWR, RD & GR as they also refer to Bio-Data for various purposes. Besides, Bio-data portal of CWC being on a public domain it would be appropriate if updated/correct information is disseminate to public.

2. In view of the above, all CWES officers are requested to update their respective Bio-Data on CWC portal within a fortnight. This would inter-alia result in timely disposal of their various service related matters. **This may be treated as urgent.**

(Narinder Kumar)

Under Secretary (Estt-I), CWC

Tel No. 011-29583344

To

All CWES (Group-A) officers of CWC