



To

All Chief Engineers (Regional Offices),

Sub:- Distribution of procured of laptops/note books and similar devices for eligible officers in field offices (Level 8 to 12) -reg.

Ref:- File No.N-74074/277/2022-SM Dte. dated 10.01.2023.

Sir,

In continuation of circular dated 10.01.2023, the regional offices receiving the laptop from SMD Dte., may kindly submit the following :-

1. Nomination of Nodal office and Nodal officer with approval of respective Chief Engineers pertaining to their Jurisdiction as per the format (**Annexure-I**).
2. Authorization letter for representative of Nodal officer to visit CWC(HQ) and receive laptops, in case Nodal officer is not able to visit personally.(as per format in **Annexure-II**).
3. The format for receipt (**Annexure-III**).
4. List of updated name of official in **Annexure-IV**, if applicable.

(S.F.H.Abidi)

Director, SMD





Chief Engineers (Regional)

1. Chief Engineer, Brahmaputra Basin Organisation
2. Chief Engineer, Barak & Other Basin Organisation
3. Chief Engineer, Mahi & Tapi Basin Organisation
4. Chief Engineer, Cauvery & Southern Rivers Organisation
5. Chief Engineer, Indus Basin Organisation
6. Chief Engineer, Krishna Godavari Basin Organisation
7. Chief Engineer, Lower Ganga Basin Organisation
8. Chief Engineer, Monitoring (Central) Organisation
9. Chief Engineer, Mahanadi & Eastern Rivers Organisation
10. Chief Engineer, Monitoring (South) Organisation
11. Chief Engineer, Narmada Basin Organisation
12. Chief Engineer, Teesta Basin Organisation
13. Chief Engineer, Upper Ganga Basin Organisation
14. Chief Engineer, Yamuna Basin Organisation.
15. Chief Engineer, National Water Academy.



**Annexure-I****Nodal office and official**

With reference to SM Dte. letter No..... dated..... vide which, Chief Engineer.....is hereby authorizingas Nodal office and Sh as Nodal officer (Contact Number....., ID card No.....) for receiving the laptops on behalf of the Organisation

Signature of Chief Engineer

Date:

Name:

Seal:



Authorization for receiving Laptop

With reference to SM Dte. letter No..... dated..... vide which Nos. laptops has been issued to the undersigned. In this regard, Sh (Contact Number....., ID card No.....)is hereby authorized to receive laptop on behalf of the undersigned.

Name:.....

Designation:.....

Dated:.....

CENTRAL WATER COMMISSION
SOFTWARE MANAGEMENT DIRECTORATE
6TH FLOOR (SOUTH), SEWA BHAWAN

Name of Dte/Section:CWC

Received the following articles from Software Management Directorate, CWC, for official use:

Sl.No.	Particulars	Qty.	Serial No.	Remarks
				New

Please enclose authorization letter, if not being collected personally. In case laptop is collected through authorised representative, the scan copy of cross signed receipt may be sent to smdte@nic.in after receipt of the laptops by the respective officer.

Signature

Date:

Name:

Designation:

Seal:

List of updated name of official for the office of Chief Engineer,.....to whom laptop is to be distributed as on date.

S.No.	Name of Officer	Rank of Post (As per 7th CPC)	Designation and current posting
-------	-----------------	-------------------------------	---------------------------------

Signature of Chief Engineer

Date:

Name:

Seal: