

I/154490/2023

भारत सरकार  
जल शक्ति मंत्रालय  
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग  
केन्द्रीय जल आयोग  
प्रशिक्षण निदेशालय



Government of India  
Ministry of Jal Shakti  
Dept. of Water Resources, RD & GR  
Central Water Commission  
Training Directorate

## Circular

**Subject: Submission of Report regarding Domestic/Foreign - Training/ Study Tour/ Seminar/ Conferences/ Workshop by CWC officials.**

It is directed to follow below mentioned terms and conditions regarding Domestic/Foreign - Training/ Study Tour/ Seminar/ Conferences/ Workshop on official purpose in addition to the other prevailing Rules/ Guidelines of the Govt. of India.

### Training/ Study Tour/ Seminar/ Conferences/ Workshop:

1. The officer concerned shall submit the participation report to the competent authority through proper channel within 15 days of the completion of tour and if the report is not submitted within the specified time period, the officer will not be considered for nomination in any other such programs.
2. After completion of tour, the officer concerned could be called to deliver the presentation on the knowledge gained so as to disseminate the same.

### On Study Leave:

1. The officer shall submit study report to the competent authority through proper channel within one month of the completion of study.
2. After completion of studies, the officer concerned shall deliver the lecture on the outcome of his studies before other officers of CWC so that all get benefitted.

It is also directed to submit a copy of said participation/study reports to respective Member of the Wing as well.

This issues with the approval of Chairman, CWC.

(Sachin Gupta)  
Deputy Director

To,

All Officials of CWC through CWC Website.

Copy to:

1. PPS to Chairman, CWC, New Delhi.
2. PPS to Member, WP & P, CWC, New Delhi.
3. PPS to Member, D&R, CWC, New Delhi.
4. PPS to Member, RM, CWC, New Delhi.
5. the Chief Engineer, HRM, CWC, New Delhi.

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