

Government of India
Ministry of Jal Shakti
Department of Water Resources, River Development & Ganga Rejuvenation
Central Water Commission

3rd Floor (S), Sewa Bhawan,
R. K. Puram, New Delhi-66
Dated the 11th December, 2023

CIRCULAR

Sub: Urgent; Republic Day Celebrations, 2024 – Issue of Invitation Cards – reg.

Please refer the email received from Coord. Section, DoWR, RD & GR (copy enclosed) on the subject mentioned above.

2. In this regard, all the officers of the **level of Under Secretary / equivalent and above** working in CWC, who are willing for issue of invitation cards for Republic Day Celebrations, 2024 on 26th January 2024 are requested to furnish the information in the attached Template 'A' to forward the same to DoWR for onward transmission to Ministry of Defence.

3. The information may be furnished to this establishment positively by tomorrow, i.e. 12th December 2023, 5 P.M. to the following e-mail address – estt8@nic.in

The following points may be strictly followed while furnishing the information:-

- a. The information may be furnished in the attached Template only and **no separate excel sheet be used / created for furnishing the information.**
- b. Only Govt. ID No. is to be provided for all Govt. employees (all the concerned are requested to furnish the **ID No. of Office ID card** provided by their respective Department / Organization only.).
- c. Salutations provided in the attached Template are only to be used.
- d. Information is required only in respect of officers of the **level of Under Secretary / equivalent and above.**
- e. All * and ** marked columns should be compulsorily filled in.

Encl: As above

Signed by Gomathy
Jayaraman
Date: 11-12-2023, 16:45:56
(Gomathy Jayaraman)
Under Secretary to the Govt. of India
Reason: Approved
Tele. No. 011-29583302

Copy to:

1. PPS to Chairman, CWC
2. PPS to all Member, CWC
3. PPS to (Chief Engg.) HRM, CWC
4. PPS to Secretary, CWC
5. All Concerned Establishment, CWC

(The above mentioned circular alongwith attached Template 'A' is available of CWC web portal)

[illegible]

(In respect of Under Secretaries and above in Ministries / Deptt.)		
*	Information- <u>Must to have.</u>	Without this information passes will not be assigned.
*	Information- <u>Good to have.</u>	This information is required to assign the passes, like- 1. To whom the passes should be assigned 2. Which enclosure needs to be assigned based on the designation/pay level
**	Applicable only for RDC Events	

Salutations	Pay Level	Designation	Marital Status	
Sh.	18	Secretary	Single	North
Smt.	17	Addl. Secretary	Married	South
Ms.	16	Joint Secretary		
Er.	15	Director		
Prof.	14	Deputy Secretary/Joint Director		
Dr.	13A	Under Secretary/Dy Director		
Justice	13	Section Officer		
H.E.	12	Others		
Gen	11			
Lt Gen	Others			
Maj Gen				
Brig				
Col				
Lt Col				
Maj				
Capt				
Lt				
Admiral				
V Adm				
R Adm				
Cmde				
S Lt				
Cdr				
Lt Cdr				
Air Chf Mshl				
Air Mshl				
AVM				
Air Cmde				
Gp Capt				
Wg Cdr				
Sqn Ldr				
CNS				
Asst Comdt				
Dy Comdt				
Comdt (JG)				
Comdt				
DIG				
IG				
ADGICG				
DGICG				
Capt (N)				