

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

Sewa Bhavan, 3rd Floor
R.K. Puram, New Delhi
Dated: 24 .01.2025

Circular

Subject: Guidelines for submission of hospitality related bills by CWC canteen and subsequent processing of the bills by various Coordination Directorates/Sections-reg.

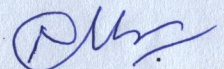
The officers at CWC(I IQ) are availing the service of CWC departmental canteen for supply of various hospitality related snacks items as per their respective entitlements. The officers are currently using an online canteen portal for ordering such items.

In this regard, it has been noted that the Utilization Certificates (for items supplied by canteen in a particular month) are being furnished by the concerned officers in the next month (3rd or 4th week). Consequently, the whole process of clearing the bills of canteen by various Coordination Dte/sections is getting delayed by 2-3 month.

With a view to solve the above issue and to ensure smooth running of canteen services without any financial crunch, the following has been decided:

1. There shall be no requirement of furnishing physical Utilization Certificates (UCs) by the officers availing the hospitality services (from online portal) from canteen.
2. The various Coordination Directorates/section which are involved in processing of canteens bill for the above hospitality related items shall not insist on submission of physical UCs. Instead, a consolidated list of all such officers along with the amount used by them shall be generated by the canteen manager from his login (duly signed and stamped by him) and the same shall be acceptable for billing purpose.
3. The officers of their PPS/PS shall, after ordering the items on the online portal, take a printout of the order, physically sign it and then submit in the canteen for receiving the hospitality items.
4. The hospitality item from canteen can be ordered on the online portal till last date of a particular month. Accordingly, the bills will be prepared and submitted by canteen by 10th day of the succeeding month. The individual officers can login in their account on canteen portal and can see the details of the items ordered by them along with respective amounts. If a particular officer has any grievance/objection regarding the hospitality bill details/amount showing in the portal, the same can be conveyed to their concerned Coordination Directorate/section before the 10th day of the month only. After that, no such objection shall be entertained and the bill shall be considered as final.

This issues with approval of Chief Engineer (HRM), CWC.


(Narinder Kumar)
Under Secretary(O&M)

To:

All concerned officers through CWC website circular