

I/178974/2024



भारत सरकार / Government of India  
जल शक्ति मंत्रालय / Ministry of Jal Shakti  
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग / Department of Water Resources, RD & GR  
केंद्रीय जल आयोग / Central Water Commission  
स्थापना पाँच अनुभाग / Establishment V Section  
\*\*\*

Sewa Bhawan, R.K. Puram,

Dated, 18th July, 2024

**CIRCULAR**

Subject: Communication regarding sending of Daks in Estt. – V Section, CWC – regarding

All the Assistant Director-II/ Sub Divisional Engineers are requested to ensure that as most of the work in Establishment – V section is being done through e-Office, all the daks being sent to this Section must be sent through either e-mail at [estt5@nic.in](mailto:estt5@nic.in) / e-office only.

2. Physical daks will no longer be accepted except for matters of financial nature such as Children Education Allowance requests (duly filled in triplicate), No Demand Certificate (duly filled in triplicate) & important Service Book updations such as Form – 3 (Family details updation), GFR – 16, Court Case matters. If any particular document would be required in physical mode, the same will be communicated via e-mail on a case to case basis.

3. This is issued with the approval of Competent Authority.

(Gomathy Jayaraman)  
Under Secretary (E.V)  
Tel.No.29583302

To  
All the concerned AD-II/SDE  
Thorough CWC Website.