

No.4/2/2014-O&M/ 1744
Government of India
Central Water Commission
(O&M)

Room No.326(S), Sewa Bhawan
R.K. Puram, New Delhi- 110 006
Dated: 9th December, 2016

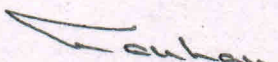
OFFICE MEMORANDUM

In partial modification of CWC Circular No.4/2/2014-O&M/ 897 dated 21st June, 2016, approval of the competent authority is hereby conveyed to authorise officers as given below, at CWC Hqrs. to incur the expenditure on serving of tea/ coffee etc. during official meeting with immediate effect.

Sl.No	Category of Officer	Ceiling per month
1	Director and equivalent officers	Rs.800/-
2	Deputy Director (as per list)	Rs.600/-
3	All Under Secretaries & Accounts Officer	Rs.600/-

Terms & Conditions:

1. The officers concerned will observe utmost economy in extending the hospitality and in no case the expenditure in excess of the prescribed ceiling will be allowed.
2. There will be no carry forward of unutilised amounts from one month to another.
3. No cash payment will be made to officers in any circumstances. Orders for serving tea, coffee etc. will be placed only with the Departmental Canteen by sending duly signed and stamped requisition slips.
4. The requisitions should be signed/ stamped by the PS/PA in case Directors & equivalent and in case of Deputy Directors and others, it should be signed by the officers themselves.
5. The Manager of the Departmental Canteen will submit consolidated bill every month along with Utilisation Certificate from each officer for an amount actually incurred or utilised by him on hospitality to Dir.E-I for HRM wing and Dir. (Coord.) of each wing for approval and issue of Sanction. The unutilised coupons duly cancelled shall be returned with the Utilisation Certificate.
6. This O.M is itself an authorisation for approval and issue of sanction by the Dir.E-I for HRM wing and Dir. (Coord.) for each technical wing.
7. After according the approval and issue of sanction by authorised officer of each wing, they will submit Bills to DDO-II through Departmental Canteen for arranging the payment.


(S.S. Chauhan)
Under Secretary (O&M)

To

- I) Pay and Accounts officer, CWC, New Delhi
- II) All Officers of the level of Director & Equivalent at CWC Hqrs.
- III) Deputy Directors (as per list shown below)

- IV) All Under Secretaries, CWC
- V) Accounts Officer, CWC
- VI) Section Officer (Accounts Works)
- VII) The Manager, CWC Departmental Canteen at Sewa Bhawan, New Delhi. It may be ensured that the monthly bill in respect of the officers placing orders for tea/ coffee etc. should not exceed the monthly monetary ceiling limit.

List of Deputy Directors

- 1. Dy. Director, SM Dte., CWC
- 2. Dy. Director, PCP Dte., CWC
- 3. Dy. Director, RS Dte., CWC
- 4. Dy. Director, TC Dte., CWC
- 5. Dy. Director, RMCD, CWC
- 6. Dy. Director, Training Dte., CWC
- 7. Dy. Director, RD Dte., CWC
- 8. Dy. Director, FFM, CWC
- 9. Dy. Director, Library, CWC