

I/25204/2020

F. No. 38011/2/2020-Estt.IV  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, River Development & Ganga Rejuvenation  
Central Water Commission

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3rd Floor (South), Sewa Bhawan,  
R. K. Puram, New Delhi-110066  
Dated the, 28th July, 2020

**OFFICE MEMORANDUM**

Subject: **Retaining a scanned copy of Service Book in field offices.**

The undersigned is directed to refer to the subject cited above and say that all the Chief Engineer Offices/Circle/Division Offices of Central Water Commission is hereby directed to retain a scanned copy of the Service Book of all the employees who is going to retire or retired from the Government Services before sending it to the Pay & Accounts Office/E-IV Section so that the retirement bills can be prepared on time.

2. Further, all the retirement bills may also be mailed to the e Governance cell's mail ID so that the same may be forwarded to the Pay & Accounts Office along with the Service Book for finalization.
3. This issues with the approval of competent authority.

**(R. K. Balamurugan)**  
Under Secreatry (E-IV)  
Tel. No. 011-29583302  
Email: estt4@nic.in

To

All the Chief Engineer Offices/Circle/Division Offices of Central Water Commission. (through CWC Web Portal Circular)

Copy for information:

1. PPS to the Chairman, Central Water Commission.
2. PPS to the Chief Engineer (HRM), Central Water Commission.
3. PS to the Secretary, Central Water Commission.