

**OFFICE MEMORANDUM****Subject:** Preventive Measures to tackle Covid-19 pandemic- Attendance- reg.

In continuation of this office OM No. File No.A-52/5/2020-e-GOV CELL/21382 dated 18th June, 2020 on the subject cited above, the duty roster in respect of Sh Pradeep Kumar Shukla, Director (Finance), CWC is as follows:

Sl No	Name	Designation	Attend Office	Work from Home
1.	Sh Pradeep Kumar Shukla	Director (Finance)	Attend office physically on all odd numbered working dates	Work from home on even number working dates.

He should be available on telephone and electronic means of communication at all times on days when he works from home.

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

(K. Vysakh)  
Deputy Director

**All Officers/Staff of CWC through CWC website**

*Copy for kind information through Email to:*

1. Sr. PPS to Chairman, CWC
2. Sr. PPS to Member (WP&P) / Member (D&R) / Member (RM)
3. Chief Engineer, HRM, CWC
4. All Chief Engineers of CWC (HQ) / All Field Chief Engineers, CWC
5. Secretary, CWC

