

भारत सरकार  
केन्द्रीय जल आयोग  
मुख्य अभियंता कार्यालय  
कृष्णा एवं गोदावरी बेसिन संगठन

कृष्णा गोदावरी भवन, म.सं. 11-4-648,  
ए.सी. गार्ड्स, हैदराबाद - 500 004.

सं. बी-11015/1/2013-प्रशा./ 103-110

दिनांक : 6 JAN 2016

विषय: Office days and timing/working hours for work charged staff posted in offices  
- reg.

I am directed to enclose, herewith, a copy of CWC, New Delhi O.M. No. 6/31/Tech-Misc/2015-RMCD/4679 dated 31<sup>st</sup> December 2015 on the subject cited above, downloaded from CWC website, for perusal and further necessary action please.

संलग्नक: उपरोक्त

डा. कृष्णा राव  
6.1.16  
( ए. कृष्णा राव )  
उप निदेशक

प्रति: -

1. अधीक्षण अभियंता, कृष्णा एवं समन्वय परिमंडल / गोदावरी परिमंडल, केन्द्रीय जल आयोग, हैदराबाद।
2. निदेशक, प्रबोधन एवं मूल्यांकन निदेशालय, केन्द्रीय जल आयोग, हैदराबाद।
3. अधिशासी अभियंता, ऊपरी गोदावरी मंडल / निचली गोदावरी मंडल / निचली कृष्णा मंडल / ऊपरी कृष्णा मंडल, केन्द्रीय जल आयोग, हैदराबाद / पुणे।
- ✓ 4. सहायक निदेशक, मु.अ. कार्यालय, कृष्णा एवं गोदावरी बेसिन संगठन, हैदराबाद। के.जी.बी.ओ. की आधिकारिक वेबसाइट में अपलोड करने के लिए।
5. श्री टी.एम. थॉमस, सदस्य कर्मचारी पक्ष, क्षेत्रीय परिषद (JCM), के.जी.बी.ओ., केन्द्रीय जल आयोग, हैदराबाद। उनके पत्र सं. WCEA/RCM/HYD/2015/01-06 दिनांक 06.07.2015 के संदर्भ में।

No. 6/31/ Tech- Misc/2015-RMCD/ 4017  
Government of India  
Central Water Commission  
River Management Co-ordination Directorate

210 (South), Sewa Bhawan  
R.K.Puram, New Delhi-110606

Dated: 31<sup>st</sup> Dec, 2015

OFFICE MEMEMORANDUM

Sub: Office days and timing/working hours for work charged staff posted in offices – reg.

The office timings to be observed by Division/ Sub-Division offices of CWC have been regulated vide CWC OM No 3/1/2015-O&M/727 dated 23.06.2015 as per details below.

S. No	Working Days	Office Timing
1	Six days in a week (Sunday weekly off and second Saturday monthly off)	09.30AM to 5.00 PM (with half an hour lunch break from 1.00 PM to 1.30 PM)

In addition to above, office timing of CWC offices with five days working are being regulated as per chapter -3 "Attendance and Punctuality" of Manual on Establishment and Administration for Central Government Offices-2014.

In consideration to above and suppression of earlier correspondences on the subject, it has now been decided with the approval of competent authority those working days and duty hours of work-charged staff in all offices of CWC shall be regulated as per office timings/working hours of the office in which they are posted.

(D.P. Mathuria)  
Director (RMC)

Copy to:

1. PPS to Chairman, CWC, New Delhi.
2. PPS to Member (RM/WP&P/D&R), CWC, New Delhi.
3. Chief Engineer (HRM), CWC, New Delhi.
4. All regional Chief Engineer(s), CWC with the request to ensure compliance of OM.
5. Secretary, CWC, New Delhi.
6. All Superintending Engineer's, Dir (Mon/ M&A/ Punasa) under regional offices, Dir (Estt-XII/ TD/ PCP) at CWC HQrs.
7. Dir (SMD), CWC with a request to upload the OM on CWC website.
8. All EE's, CWC.
9. Deputy Director (WPC), CWC, New Delhi.
10. Guard file.

SMD  
अ.उ.स.स.नि.व./Di  
आ.स./Dy. No. 23  
दिनांक 31/12/15

