

Government of India
Ministry of Jal Shakti
Dept. of Water Resources, RD&GR
Central Water Commission
e-Governance Cell

OFFICE MEMORANDUM

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

Reference is drawn to this office OM No. File No.A-52/5/2020-e-GOV CELL/21363 dated 18th June, 2020 on the subject cited above. In this regard, the following attendance roster will be followed for officers at the level of Director / Deputy Secretary under HRM wing till further orders:

| Sl No | Name (Sh/Smt) | Designation | Attend Office | Work from Home |
|-------|-----------------------|-------------|---|--|
| 1. | Sh Ashis Banerjee | Secretary | Attend office physically on all even numbered working dates | Work from home on odd number working dates. |
| 2. | Sh S.K Nanda | Director | | |
| 3. | Sh Rahul Ranbir Singh | Director | | |
| 4. | Ms Surinder Kaur | Director | | |
| 5. | Sh S.K Rajan | Director | Attend office on all odd numbered working dates. | Work from home on even number working dates. |
| 6. | Sh Praveen Kumar | Director | | |
| 7. | Sh S.K Sinha | Director | | |

For officers below the level of Director / DS, all individual sections / units / cells will prepare duty roster with the approval of CE (HRM) / JS (CWC).

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

(K. Vysakh)
Deputy Director

तीसरा तल(दक्षिण), सेवा भवन

राम कृष्ण पुरम, नई दिल्ली -110066

दूरभाष: 011-29583246,

ई मेल: egovernance-cwc@gov.in

♣जल संरक्षण-सुरक्षित भविष्य♣

3rdFloor(South), Sewa Bhawan,
R.K. Puram, New Delhi-110066
Tel: 011-29583246,
E-mail: egovernance-cwc@gov.in

♣Conserve Water- Save Life♣

All Officers/Staff of HRM wing, CWC through CWC website

Copy for kind information through Email to:

1. Chief Engineer, HRM, CWC
2. JS (Admin), CWC
3. Secretary, CWC