

Government of India
Department of Water Resources, RD&GR
Central Water Commission
O&M Section

3rd Floor(S), Sewa Bhawan,
R.K. Puram, New Delhi-110066
Dated: 12.09.2025

Office Memorandum

Subject: Revision of monetary ceiling for purchase/reimbursement of brief case/official bag/ ladies purse- reg.

In supersession of CWC's Officer Memorandum No. 4/4/2019-O&M/69-78 dated 21st January, 2020, the Competent Authority has decided to revise the monetary ceiling for purchase/reimbursement of brief case/ official bag and ladies purse in respect of Officers/ Officials of CWC as detailed under:-


S.no.	Level of Officers/ Designation	Existing Rates(Rs)	Revised Rates(Rs.)
1.	Chairman, CWC	10,000/-	10,000/-
2.	Member, CWC	9000/-	9000/-
3.	Chief Engineer & Equivalent	8000/-	8000/-
4.	Director/ S.E. & Equivalent	6000/-	6000/-
5.	Dy. Director/Executive Engineer/U.S./PPS & Equivalent	5000/-	5000/-
6.	A.D./S.O./P.S. Equivalent	4000/-	4000/-
7.	A.D.-II/ Head Draftsman Level	4000/-	3500/-
8.	Assistant Section Officer/P.A. Level	3500/-	3500/-
(The above rates are including all taxes)			

2. The Entitled officers/ officials can purchase brief case/office bag/ ladies purse of their choices from any private public outlet and submit C.O.P. in triplicate to their respective DDO's for payment as per their entitlement along with mandate from & COP form. The following certificate should also be recorded on the body of the bill.

- i) Paid by me & materials received in correct and good condition.
- ii) The bill has not been claimed before in any other shape.
- iii) Rate is reasonable.
- iv) I have neither claimed C.O.P. for the same item (Briefcase/ Bag) nor any briefcase / bag has been issued from any office of CWC during last 3 years reckoned from current date of purchase

3. The briefcase/ office bag / ladies purse shall be provided to the above officers/ officials on completion of three years from the date of issue of earlier one.

4. These orders are applicable to officers. Officials posted at CWC (H.Q.) as well as in field offices of CWC, with immediate effect.


(Narinder Kumar)
Under Secretary

Copy to:-

1. PPS to Chairman, CWC, New Delhi.
2. PPS to Member (D&R)/ Member (WP&P)/ Member (RM), CWC.
3. All Chief Engineers (Including field formations.) CWC/ PPS to Joint Secretary.
4. Secretary, CWC, New Delhi.
5. Director (Finance), CWC, New Delhi.
6. All Directors/ Superintending Engineer (including field formations), CWC.
7. PAO, CWC/ Accounts Officer, CWC.
8. All Under Secretary, CWC
9. Dy, Director, PCP Dte. CWC.
10. All Sections/ Directorates, CWC.