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Date 12.12.2023

**Office Memorandum**

CWC Officers are nominated on behalf of CWC in various Inter-Departmental/ Inter-Ministerial Committees. Sometimes ToRs of these committees encompasses subjects which come under the domain of more than one unit of CWC.

In view of this, I am directed to convey that officers when nominated to such Committees may adhere to the procedure (SOP) enclosed in order to present the stand of CWC clearly in such Committees.

This issues with the approval of Chairman, CWC.

  
(Bhupinder Singh)  
Director  
BPL No. 3218

To,

1. PPS to Member (WPP/RM/D&R), CWC
2. All Chief Engineers of CWC
3. All officers of CWC through Director(WPP/RMCD/D&R Coord)/SE (Coords)
4. Director(WSE) Dte., CWC, New Delhi

**Sub: SOP in respect of procedure to be followed by officers of CWC while representing in various Committees**

1. The officer(s) shall make themselves well versed with the agenda/ mandate of the Committee, decisions taken in the last meeting as well as status of the follow up action especially, the matters concerning Central Water Commission/ DoWR, RD&GR.
2. The officers shall take briefing from other concerned officers from CWC who may have expertise or dealing with the various subject matters being dealt by the Committee.
3. Officers below the rank of Chief Engineer shall consult the concerned Chief Engineer of his/her organization before attending the meeting.
4. Officers shall also report the outcome of meetings convened in respect of such Committees to the concerned higher officer immediately after returning from the meetings.
5. In case some policy decision related to activities of CWC is under deliberation of the Committee, the stand on the same may be firmed up with the approval of competent authority and presented in the Committee.