

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

3<sup>rd</sup> Floor (S) Sewa Bhawan,  
R.K. Puram, New Delhi-110066  
Dated: .07.2021

**CIRCULAR**

**Subject: Arrangement for supply of tea/coffee etc. to the officers of Central Water Commission.**

The undersigned is directed to refer to CWC's OM No. 4/2/2014-O&M/1749 dated 9<sup>th</sup> July, 2016 and to say that it has been decided with the approval of the competent authority to revise the monetary ceiling of expenditure being incurred on serving of tea/coffee etc. during official meetings for different category of officers at CWC Hqrs and also authorize officers in Field Organizations of CWC as per details and conditions given below:

Sl. No.	Category of Officers	Ceiling per month
1.	Members and above.	No Limit
2.	Chief Engineers and equivalent officers.	Rs. 3,000/-
3.	Directors and equivalent officers.	Rs. 1,500/-
4.	Deputy Directors/ Under Secretaries and equivalent officers.	Rs. 800/-
5.	Assistant Directors/ Section Officers and equivalent officers.	Rs. 500/-

**Terms & Conditions:-**

1. The officers concerned will observe utmost economy in extending the hospitality and in no case the expenditure in excess of the prescribed ceiling will be allowed.
2. There will be no carry forward of unutilized amounts from one month to another.
3. No cash payment will be made to officers in any circumstance.
4. Orders for serving tea, coffee, etc. will be placed only with the office canteen by sending duly signed and stamped requisition slips. In places, where there are no canteens, the entitled officers may purchase the refreshment items from the open market (preferably with any of the Government of India/ State Government store) within the prescribed ceiling and certified invoice with GST details may be submitted to the Account Office concerned for reimbursement.
5. In case of submission of the requisitions to the Canteen, the same should be signed/ stamped by the PS/PA in respect of the 'Directors and Equivalent Officers' and by the Officer themselves in respect of other officers/officials.
6. The Manager of the Canteen will submit consolidated bill every month along with utilization certificate from each officer for an amount actually incurred or utilized by him on hospitality to Director (E-II) for HRM wing, Director (Finance) for Finance division, respective Director (Coord.) for Technical wings at CWC HQ and respective Superintending Engineer (Coord.) for field organizations for approval and issue of sanction.

This issues with the concurrence of Director (Finance), CWC.

(R.K. Balamurgan)  
Under Secretary (O&M)

To

1. PPS to Chairman, CWC.
2. PPS to Members/ Chief Engineers, CWC.
3. All Officers of the level of Director, DD/US, AD, SO and equivalent officers in CWC.
4. Pay and Accounts officer, CWC, New Delhi.
5. Accounts Officer, CWC.
6. Section Officer (Accounts works), CWC
7. The Manager, CWC, Canteen at Sewa Bhawan, New Delhi. It may be ensured that the monthly bill in respect of the officers placing orders for tea/coffee etc. should not exceed the monthly monetary ceiling limit.