

Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
Central Water Commission

3rd Floor (S), Sewa Bhawan,
RK Puram, Sector 1, New Delhi-110066.

Date: 7th September, 2020.

Office Memorandum

Subject: Updating the Service Books and other necessary documents for the purpose of pension and retirement benefits of Work Charged Staff of CWC well before the retirement of the employee - reg.

The Service Book of the employee is a very important document which requires utmost upkeep. It has been seen the service books of the employees of Central Water Commission are not being maintained properly. The common errors that have been found in the Service Books are as under:

- a. The particulars of the employee specially entries on page 4 of the Service Book are neither updated nor verified by the Authorized Attestation Officer
- b. Relevant Office Orders are not attached with Service Books
- c. Errors and corrections are not attested with sign and date
- d. Missing of entries i.e. Nomination of GPF, CGEGIS and DCRG
- e. Verification of service.

2. As per the guidelines issued for maintenance the Service Book should be taken up for verification soon after the close of the financial year and the Authorised Attesting Officer after satisfying himself should sign the verification certificate in Part IV of the Service. It has been found that verification of service is not done in most of the cases. The missing of the all these entries in the Service Book leads to delay in payment of retirement benefits to the employees.

3) This delay in payments of retirement benefits further leads to deluge of representations in the CWC Headquarters as well as on CPGRAM and also to unnecessary litigation. The Central Water Commission has also received cases from the National Human Rights Commission (NHRC) with complaints of non-payment of retirement benefits even after the lapse of three to four years of retirement. Such incidents not only brings miseries to the employees but also brings bad name to Central Water Commission and puts the Chairman in embarrassing position as the Notices by the NHRC are being served to the Chairman, Central Water Commission. Incidentally the number of such notices is increasing day by day.

- 4) In view of the above, it has been decided that prior to two years of retirement,



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all service books should be inspected thoroughly and it should be ensured that the same are up-to date in all respect. It may be checked and ensured that the service books contain the following:

- i) Updated details of family in Form-3.
- ii) Latest Nominations for:
 - a) General Provident Fund
 - b) CGEIS
 - c) DCRG.
- iii) Pay fixation Orders and entries regarding:
 - a) Pay Commission
 - b) Promotion
 - c) MACP.
- iv) Service Verification
- v) Form-13 containing CGEIS contributions.

5) In addition to the above, at the time of retirement, the service Books of the employee should have updated details of various non-qualifying periods of service i.e. EOL, dies non, etc. The leave account should be closed at the time of retirement.

6) The above list is not exhaustive and only indicative. All the Field Offices of Central Water Commission should ensure that Service Books of Retiring Employees are up to date in all respect before it is send to Pay and Accounts Office so that payment of retirement benefits do not get delayed unnecessarily. Further, before sending the Service Book to Pay & Accounts Office, make it sure that a scanned image / photocopy of the Service Book is kept with the officer concerned.

7) This issues with the approval of Chief Engineer (HRM), Central Water Commission, New Delhi

(R. K. Balamurugan)
Under Secretary (Establishment 12)
Tel.: 011-29583320.

To

- 1) All Chief Engineers, field offices of Central Water Commission.
- 2) All Superintending Engineers, Circle Offices of Central Water Commission.
- 3) All Assistant Engineers, Central Water Commission, Sewa Bhawan, New Delhi.
- 4) Chief Engineer (HRM), Central Water Commission, New Delhi.

Signature Not Verified

Digitally signed by
R.K.BALAMURUGAN
Date: 2020.09.09 11:29:21 IST

5) D. Director, SMD, CHC, Sewa Bhawan, New Delhi for uploading
it to CHC website.