

No. 4/3/2019-O&M/ 182
Government of India
Central Water Commission

3rd Floor, Sewa Bhawan,
R.K. Puram, New Delhi-110066
Dated 06 March, 2020

OFFICE MEMORANDUM


Subject : Arrangement for supply of tea/coffee to the officers of CWC during official meeting.

The undersigned is directed to refer to CWC's O.M. No. 4/02/2014-O&M/1744 dated 21.06.2016 on the subject mentioned above and to say that it has been decided with the approval of competent authority to revise the monitory ceiling of expenditure being incurred for serving tea/coffee etc. for the officers at CWC Hqrs. with immediate effect as per details and conditions given below :-

S.No	Category of officer	Present ceiling/per month	Revised ceiling per month
1.	Director and equivalent officers	Rs.800/-	Rs.1500/-
2.	Deputy Director (as per list)	Rs.600/-	Rs.800/-
3.	Joint Director (Statistical)	Rs.600/-	Rs.800/-
4.	All Under Secretaries & Account officer	Rs.600/-	Rs.800/-

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 circumstances. Orders for serving tea, coffee etc. will be placed only with Departmental Canteen by sending duly signed and stamped requisition slips.
4. The requisitions should be signed / stamped by the PS / PA in case Directors & equivalent and in case of Deputy Directors and others, it should be signed by the officers themselves.
5. The Manager of the Departmental 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 Dir. E-I for HRM wing and Dir. (Coord.) of each wing for approval and issue of Sanction. The unutilized coupons duly cancelled shall be returned with the Utilization Certificate.
6. This O.M. is itself an authorization for approval and issue of sanction by the Dir.E-I for HRM wing and Dir. (Coord.) for each technical wing.
7. After according the approval and issue of sanction by authorized officer of each wing, they will submit Bills to DDO-II through Departmental Canteen for arranging the payment.

 06.03.2020

(S.S. Chauhan)
Under Secretary (O&M)
Tel. No.29583344

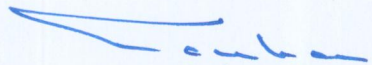
Copy to:

1. All officers of the level of Directors & Equivalent at CWC Hqrs.
2. Pay and Accounts officer, CWC, New Delhi.

3. Deputy Director (as per list shown below).
4. Joint Director (Statistical), Information System Organization, CWC
5. All Under Secretaries, CWC
6. Account officer , CWC
7. Section officer (Accounts work), CWC.
8. The Manager, CWC Departmental 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.
9. Guard File

List of Deputy Directors

1. Dy. Director, SM Dte.,CWC
2. Dy. Director, PCP Dte.,CWC
3. Dy. Director, RS Dte.,CWC
4. Dy. Director, TC Dte.,CWC
5. Dy. Director, RMCD,CWC
6. Dy. Director, Training Dte.,CWC
7. Dy. Director, RD Dte.,CWC
8. Dy. Director, FFM Dte.,CWC
9. Dy. Director, Library Dte.,CWC
10. Dy. Director, WPC Dte.,CWC


06/03/2020