

No. 6/31/ Tech- Misc/2015-RMCD/ 4017
 Government of India
 Central Water Commission
 River Management Co-ordination Directorate

210 (South), Sewa Bhawan
 R.K.Puram, New Delhi-110606

Dated: 31st Dec, 2015

OFFICE MEMEMORANDUM

Sub: Office days and timing/working hours for work charged staff posted in offices – reg.

The office timings to be observed by Division/ Sub-Division offices of CWC have been regulated vide CWC OM No 3/1/2015-O&M/727 dated 23.06.2015 as per details below.

No	Working Days	Office Timing
1	Six days in a week (Sunday weekly off and second Saturday monthly off)	09.30AM to 5.00 PM (with half an hour lunch break from 1.00 PM to 1.30 PM)

In addition to above, office timing of CWC offices with five days working are being regulated as per chapter -3 "Attendance and Punctuality" of Manual on Establishment and Administration for Central Government Offices-2014.

In consideration to above and suppression of earlier correspondences on the subject, it has now been decided with the approval of competent authority those working days and duty hours of work-charged staff in all offices of CWC shall be regulated as per office timings/working hours of the office in which they are posted.

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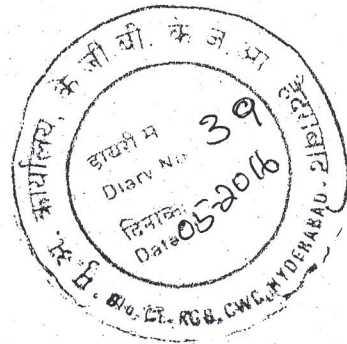
Shri HVSR

31.12.2015
 (D.P. Mathuria)
 Director (RMC)

Copy to:

1. PPS to Chairman, CWC, New Delhi.
2. PPS to Member (RM/WP&P/D&R), CWC, New Delhi.
3. Chief Engineer (HRM), CWC, New Delhi.
4. All regional Chief Engineer(s), CWC with the request to ensure compliance of OM.
5. Secretary, CWC, New Delhi.
6. All Superintending Engineer's, Dir (Mon/ M&A/ Punasa) under regional offices, Dir (Estt-XII/ TD/ PCP) at CWC HQrs.
7. Dir (SMD), CWC with a request to upload the OM on CWC website.
8. All EE's, CWC.
9. Deputy Director (WPC), CWC, New Delhi.
10. Guard file.

SMD अ.उ.स.व.नि.व./Di
 आदेश/Dy. No. 23
 दिनांक Dt. 31/12/15



Handwritten notes and signatures on the left margin, including '01-01' and 'by/office J.E'.

