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Circular

It has been found that sometimes proposals for nominations of CWC Officers to various Training, Conference, Seminar, Workshop, etc as well as the expenditure sanction for the expenditure involved in the said event are processed by individual field organizations / directorates and the file is endorsed to HRM / Training Dte after directly obtaining the approval of the competent authority on the said proposal for issue of orders. This is not the proper and efficient mode of processing the nominations. The Training Directorate, CWC has been mandated to process such cases for approval of the competent authority. This Directorate maintains the database for nominations of officials for different workshop, conferences, trainings etc. and also maintains the register for financial approvals accorded by the competent authority as per the delegation of financial power. Thus this oflate practice adopted by some Organisations/Directorates is against the established channel of submission of such proposals.

It is therefore advised that all proposals related to Workshops,, Trainings etc should be submitted to HRM / Training Dte for further processing and obtaining the approval of the competent authority in a consolidated manner for nominations or expenditure sanction as the case may be.

This issues with the approval of Chairman, CWC

(E.Venkateswarlu)
Dy.Director (Training)

Copy to:

1. PPS to Chairman, CWC, New Delhi
2. PPS to Member D&R/RM/WP&P, CWC, New Delhi
3. All Chief Engineers (HQ/Field)
4. Director, D&RC, RMCD, WP&PC
5. JE(Trg) for uploading this circular on CWC website.