

**File No.K-12074/1/2018-WSE DTE**

Government of India  
Central Water Commission  
Water Systems Engineering Directorate

2<sup>nd</sup> Floor(S), Sewa Bhawan  
R.K.Puram, New Delhi-110066

**Office Memorandum**

**Subject: Utilizing the services of Cameramen posted at CWC, HQ-reg**

The services of Cameramen posted at CWC, HQ for the official events are utilized as per the directions given in WSE Dte letter No. K-12074/1/2018-WSE DTE dated 21.01.2019.

In continuation to the above letter (except directions given at S.No. 5 & 6), the services of Cameramen will now be utilized through a requisition slip. Duly filled and recommended by a Director Level Officer, requisition slip may be forwarded to the Controlling officer/s of the Cameramen. Controlling officer/s may ensure the presence of Cameramen at the event.

This issues with the approval of Chief Engineer, HRM, CWC.

Signature valid

Digitally signed by Sh. D. S. Sharma  
SHARMA, Director  
Date: 2019.04.24 11:41:15 IST

To,

1. PPS to Chairman, Central Water Commission.
2. PPS to Member (RM/WP&P/D&R), Central Water Commission.
3. All Chief Engineers/ JS/ Advisor at CWC, HQ.
4. All Directors/ Units through CWC website
5. U.S(E-IV)/ S.O(E-IV), CWC, New Delhi
6. U.S(Budget)/ S.O(Budget), CWC, New Delhi
7. DD(RMC), CWC, New Delhi
8. Sh. Keshav Sachdeva, Chief Cameraman(MF), Estt-IV Section, CWC, New Delhi
9. Sh. Sudhir Kr. Mishra, Sr. Cameraman (MF), RMC Dte, CWC, New Delhi
10. Sh. Deepak Kr. Singh, Cameraman(MF), Budget Section, CWC, New Delhi
11. DD, SMD with a request to upload the OM (along with above mentioned letter) on CWC circular portal and download section as well.

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**Requisition Slip for utilizing the services of Cameramen posted at CWC, HQ for official events**

Event Name	
Venue, Date & Time	
Event organizing/conducting agency Office/Section/Directorate(Address)	
Service requirement 1. Only Photography/ Only Videography 2. Both	
Name of official(Cameraman) required at the event. <i>a. Sh. Keshav Sachdeva, Chief Cameraman (For events pertaining to O/o Chairman, CWC &amp; HRM Wing)</i> <i>b. Sh. Sudhir Kr Mishra, Sr. Cameraman (for events pertaining to RM Wing &amp; WP&amp;P Wing)</i> <i>c. Sh. Deepak Kr. Singh, Cameraman (for events pertaining to D&amp;R Wing)</i>	
Signature of applicant  Name  Designation	Signature of Recommending Officer/Director Name  Designation  Stamp

**\* For events expecting presence of Hon'ble Ministers, Secretary (MoWR, RD & GR) or requiring video creation, all Cameramen would be available at the event without fail.**

Forwarded for taking necessary action to:

- U.S/S.O (Estt-IV), CWC and/or
- Dy. Director/Asstt. Director (RMC Dte), CWC and/or
- U.S/S.O(Budget Section), CWC

भारत सरकार  
जल संसाधन नदी विकास एवं गंगा संरक्षण मंत्रालय  
केन्द्रीय जल आयोग  
जल प्रणाली अभियांत्रिकी निदेशालय

सेवा भवन, द्वितीय तल (दक्षिण)  
राम कृष्ण पुरम, नई दिल्ली -110066

**Subject: Utilizing the services of Cameramen posted at CWC, HQ reg.**

In suppression of previous OM No. K-12074/1/2018-WSE DTE dated 22-06-2018, following work assignment is made in respect of various Cameramen posted in CWC, HQ.

**1. - Work Distribution**

SL. No.	Name of Official(Sh.)	Designation (Micro Filming Unit)	Posted In	BPL	Mobile	Controlling officers & BPL	Work Assigned/ Wing
A	B	C	D	E	F	G	H
1	Keshav Sachdeva	Chief Cameraman	E-4 Section	3332	9811567626	US/SO(E-4) 3449/3332	Events at CWC-HQ having presence of Hon'ble Ministers, Secretary (WR, RD &GR), Chairman, CWC & HRM Wing
2	Sudhir Kr. Mishra	Senior Cameraman	RMC Dte.	3251	9968289731	DD/AD (RMC) 3244/3250	RM Wing & WP&P Wing
3	Deepak Kr. Singh	Cameraman	Budget Section	3223	9990390945 7011016091	US/SO (Budget) 3223	D&R Wing

2- Services of above Cameramen can be utilized during meeting, events to be organized at CWC-HQ, Ministry , at other places in New Delhi or outside which are participated by higher officers and as required by them.

3. For the events expecting/having presence of Hon'ble Minister/Secretary (WR,RD&GR) or requiring video creation, all the cameramen would be available at the event without fail.

4- **Link Cameraman:-** In the absence of any Cameraman on a required day, following schedule would be followed for engaging the services of cameramen.

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SL. No.	Name of Official(Sh.)	Link cameraman in case of absence of official in column B	Next link Cameraman in case of absence of official in column B&C both
A	B	C	D
1	Keshav Sachdeva	Sudhir Kr. Mishra	Deepak Kr. Singh
2	Sudhir Kr. Mishra	Deepak Kr. Singh	Keshav Sachdeva
3	Deepak Kr. Singh	Keshav Sachdeva	Sudhir Kr. Mishra

5. It is requested to develop a practice to engage above cameramen for a meeting/event **beforehand**. Ordinarily meeting notice/agenda, lunch/stationary and other things for an event is planned and approved beforehand. Similarly, contacting to cameraman may be done at the same time. Secretariats of Chairman, Members and offices of Chief Engineers, Co-ordination Directorates and other Directorates/Units are requested to coordinate with above officials beforehand for adequate coverage of engagements of their officers/events through cameramen.

6. Above Cameramen are to be contacted directly or through their controlling officers for covering the events in respective wing as per their work allocation. There is no need to request WSE Directorate for engaging their services.

7. Current, controlling officers of above cameraman may note that primary responsibility of these officials is to work as Cameraman. Hence, this work would take precedence over other works they are carrying out at respective place of posting. Their controlling officers are required to plan the activity of their unit in such a manner that the cameramen are spared for covering the requested events without fail. A cameraman already engaged for a particular day/event would not be sanctioned any leave except in emergency situation and the same would be intimated expeditiously to organization responsible for event/meeting.

8. Non-coverage of any event by respective Cameraman due to any reason would be brought to the notice of the concerned Controlling Officer for required corrective action.

9. Above Cameramen will collect the camera from **PCP/WSE Directorate** for covering the event. After the event, they would return back the camera after charging the battery to PCP/WSE Directorate as the case may be.

10. Cameramen would ensure that quality of photograph/video is adequate. They would request for any training requirement to Training Directorate through their controlling officers in this regard. Requirement of camera to be upgraded/repared or new camera and specification would be prepared and provided by the Chief Cameraman to PCP/WSE

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Directorate for further action in the matter.

11. In addition to above, WSE Directorate may directly ask any of the above cameramen to create video/photographs related to CWC office/building/work/officers etc. as required in various publications/publicity materials of CWC.

This issue with the approval of Chief Engineer (HRM), CWC, New Delhi.

**(Shiv Dutta Sharma)**  
**Director**

**To:**

1. PPS to Chairman, Central Water Commission
2. PPS to Member (RM/WP&P/D&R), Central Water Commission
3. All Chief Engineers/JS/Advisor at CWC, Headquarter
4. Director (RM/WP&P/D&R)- Coordination, Central Water Commission
5. All Directors/Units through CWC website
6. US(E-4)/US(Budget), CWC, New Delhi
7. SO(E-4)/SO(Budget), CWC, New Delhi
8. DD(RMC), CWC, New Delhi
9. Sh. Keshav Sachdeva, Chief Cameraman(MF), E-4 Section, CWC, New Delhi
10. Sh. Sudhir Kr. Mishra, Senior Cameraman(MF), RMC Dte., CWC, New Delhi
11. Sh. Deepak Kr. Singh, Cameraman(MF), Budget Section, CWC, New Delhi
12. DD, SMD with requested to upload the OM on CWC circular portal

**Signature valid**

Digitally signed by SHIV  
DUTTA SHARMA  
Date: 2019.01.21 17:27:18 IST

