

भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण
विभाग
केंद्रीय जल आयोग
ई-गवर्नेंस सेल



Government of India
Ministry of Jal Shakti
Dept. of Water Resources, RD&GR
Central Water Commission
e-Governance Cell

CIRCULAR

Sub: - Standard Operating Procedure (SOP) for Dak Collection from R & I Section – reg.

Kind attention is drawn to this office circular dated 24/06/2019 vide which an SOP for Dak Collection from R&I Section was rolled out on pilot basis for one month in order to streamline the Dak distribution process at Sewa Bhawan premises in efficient manner citing the shortage of manpower.

In this regard, it has now been decided to continue with the same arrangement in which every individual Organisation / Directorate / Establishment Section will collect their respective Dak during 11:00 am to 01:00 pm from the pigeon box kept in R & I section at 2nd Floor (South) Sewa Bhawan. Further, in case of Registered Post / Speed Post / Registered Parcel / Courier the same has to be obtained from the desk of R&I officials after due receiving signatures. This facility is being extended for **Six Months** w.e.f. date of issue of this letter.

This issues with approval of Chief Engineer (HRM).

Signature valid

Digitally signed by AKHIL
AKHOURI
Date: 2019.09.05 12:29:11 IST

(Akhil Akhouri)
Deputy Director

To,

All the Organizations at CWC (HQ) [through e-mail & website].

