

भारत सरकार  
जल शक्ति मंत्रालय  
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग  
केंद्रीय जल आयोग  
पी सी पी निदेशालय, दूसरी मंजिल, सेवा भवन  
आर के पुरम, नई दिल्ली



Government of India  
Ministry of Jal Shakti  
Dept. of Water Resources, RD&GR  
Central Water Commission  
PCP Directorate, 2<sup>nd</sup> Floor, Sewa Bhawan  
R K Puram, New Delhi

**CIRCULAR**

**Subj: Dispensing off with physical dak and communicating through e-office to break the chain of transmission of COVID-19 – reg**

Vide CWC's circular no. File No. A-52/5/2020-e-GOV CELL dated 01-06-2020, it is requested to make all the communications through e-Office only in view of the rapidly increasing spread of COVID-19 pandemic and positive COVID-19 cases in CWC premises.

However, it is observed that some Directorates/Sections of CWC (HQ) are sending their Letters/Requisitions/Information/other communications in hard copies to PCP Directorate on regular basis. As there are further COVID-19 positive cases in Sewa Bhawan premises, West Block and Library Building of CWC, the following may be noted for necessary compliance please:

1. Issue of physical Dak (except bills) to PCP Directorate is to be stopped immediately.
2. All official communications to PCP Directorate is to be done through e-office only.
3. Files to be sent to/routed through PCP Directorate should be sent through e-office only.

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

(Anjani Kumar Mishra)  
Dy. Director

All Officers/Staff of CWC (HQ) through CWC website

**Copy for kind information to:**

1. Sr. PPS to Chairman CWC, New Delhi
2. Sr. PPS to Member (RM/D&R/WP&P) CWC, New Delhi

