

No.WR/PAO/CWC/Admn/Misc/2021-22/06-12

Dated: 08.04.2021

OFFICE MEMORANDUM

**Sub: Preventive Measures to contain the spread of COVID-19 in the office of PAO, CWC
Closing of office for sanitization- regarding.**

It has come to the notice of this office that Smt Rukmini Devi, Sr Accountant, posted in Fund Section of this office has tested positive for COVID-19 on 08.04.2021.

The official has last attended the office on 01.04.2021, and has visited various sections of the office located in 6th and 8th floor of Sewa Bhawan.

Accordingly, as per Standard Operating Protocol issued by the MoH&FW from time to time and vide order dated 4th June, 2020, the entire office of PAO, CWC located on 6th and 8th floor of Sewa Bhawan, R.K. Puram, New Delhi shall be sealed for 1 day i.e. on 09.04.2021 for thorough disinfection.

All the officers and officials are, therefore, instructed to work from home for clearing the bills in hand during the above mentioned date and make themselves available over electronic means of communications during office hours.

This issue with the approval of the Competent Authority.

(Rakesh Kala)
Sr Accounts Officer

To:

All Officers & Staff, PAO (CWC)

Copy to :-

1. The Secretary, Central Water Commission, Sewa Bhawan, New Delhi
2. The Sr. A.O. (Admn), Principal Accounts Office, Ministry of Jal Shakti, Shastri Bhawan, New Delhi
3. The Deputy Director (PCP), CWC, Sewa Bhawan, New Delhi – for information with the request to kindly make necessary arrangement for complete sanitization of PAO (CWC) premises.
4. Accounts Officer, Central Water Commission, 8th floor, Sewa Bhawan
5. All NCCDDO's attached to PAO (CWC).

Copy for information to :-

✓ The Deputy Director (SMD) – For information & uploading on CWC's Website.