

**A-52011/76/2021-ESTT-II**  
**Government of India**  
**Ministry of Jal Shakti**  
**DoWR, RD & GR**  
**Central Water Commission**  
**Establishment II**

3<sup>rd</sup> Floor (S), Sewa Bhawan  
R.K. Puram, New Delhi-110066  
Date: 27-05-2024

**OFFICE MEMORANDUM**

**Subject: Communication regarding sending of Daks in Estt. - II, CWC - regarding**

All the STS Grade officers of CWE Gr. 'A' Services are requested to ensure that as most of the work in Establishment - II is being done through e-Office, all the daks being sent to this Section must be sent through either e-mail at [estt2@nic.in](mailto:estt2@nic.in) / e-office only. Physical daks will no longer be accepted except for matters of financial nature such as Children Education Allowance requests (duly filled in triplicate), No Demand Certificate (duly filled in triplicate) & important Service Book updations such as Form - 3 (Family details updation), GFR - 16, Court Case matters. If any particular document would be required in physical mode, the same will be communicated via e-mail on a case to case basis.

2. Further, the STS Officers are advised not to use CWC Letter Head / CWC File No. for any personal representation (Refer - O.M. No. 15/01/2019-E.III/877-881 dated 31.07.2019).

Digitally Signed by  
Narinder Kumar  
Date: 27-05-2024 16:40:57  
Reason: Approved

**(Narinder Kumar)**  
Under Secretary  
011 - 2958 3344

To.

All concerned officers/ officials (through CWC website)

No. 15/01-2019-E.III /87- 81  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
Central Water Commission  
Estt. III  
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3<sup>rd</sup> Floor (S), Sewa Bhawan,  
R.K. Puram, New Delhi -110066  
Dated, the 31, July, 2019


**Office Memorandum**

**Subject:-** Representations being sent by CWES Officers using Official Stationery and Government Letterhead - regarding

The undersigned is directed to refer to the subject mentioned above and to say that several instances have come to the notice of this Commission, in which CWES officers of all ranks starting from the level of Assistant Directors are using official stationery and Government letterheads to submit their personal representations to the CWC, as well as to the Ministry.

It is reiterated that, while making representations by any officer of any rank and status of the Government, he/she needs to submit the same in plain paper and not in the CWC Letter Head with a CWC file number. A representation is not a Government communication, which is sent to an Authority for taking decision. On the contrary, a representation is a personal request made to suit personal need of the officer, which may be considered by the Competent Authority and may take appropriate decision. It has been found that Officers are using Government letterhead and official file number, to further their personal interest. This is not in order and has been viewed seriously. It has been decided by the Competent Authority that, in case any representation is received from a CWES officer on Government Letterhead, using official stationery and file number, the same will not be treated as "representation" by this Commission and no action will be taken on such an inappropriate communication even though such representations are forwarded by the concerned directorate/wing officially.

All representations which have been submitted to this Section using official letterhead or file number till date are not being acted upon by the Ministry of Jal Shakti due to inappropriate communication and may be treated as "Closed".

  
(Sanjay Singh Chauhan)  
Under Secretary (Estt. III)

To :

1. All CWES Officers of CWC through CWC Website.
2. All other Officers/Officials of CWC through CWC Website.

Copy for information to :-

1. PPS to Chairman, CWC, New Delhi.
2. PPS to Chief Engineer (HRM), CWC, New Delhi
3. PS to Secretary, CWC, New Delhi