

F.NO.9/11/2015/WPC/AEBAS/ 77-96
भारत सरकार/Government of India
केन्द्रीय जल आयोग/Central Water Commission
कार्य योजना सले /Work Plan Cell

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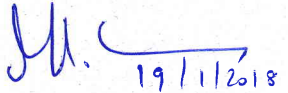
Room No. 304 (S), Sewa Bhawan,
R. K. Puram, New Delhi.
Date:- 19.01.2018

Circular

It is observed that some of the employees of CWC (HQ) are marking their attendance from the locations other than duty point through AEBAS without the knowledge of his/her controlling officer.

I am directed to convey that all the employees of CWC (HQ) must mark their attendance only in Sewa Bhawan, West Block-1 & 2 and Library building. In case any employee marks attendance, other than these location without the knowledge of his/her controlling officer, this will be treated as unauthorised absence from the duty and the concerned controlling officer will take necessary disciplinary action as deemed fit.

Any official visiting local offices /MoWR, RD & GR/ other ministries for official purposes is permitted to mark his/ her attendance there in AEBAS with the previous knowledge of his/ her controlling officer.


(M.S.Saravana Kumar)
Dy. Director,
WPC, CWC.

To,

All the employees of CWC (HQ)
(Through CWC website)

Copy for kind information to:

- 1) PPS to Chairman, CWC
- 2) PPS to Member (RM)/ Member (D&R)/Member (WP&P), CWC.
- 3) All the Chief Engineers of CWC (HQ).
- 4) Advisor (ISO)/ Jt. Secretary (in situ), CWC, New Delhi.