

No. A.50013/82/2017-Admn.
Government of India
Ministry of Water Resources, River Development and
Ganga Rejuvenation
(Administration Section)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, the October 2021

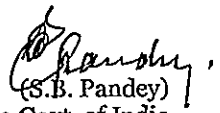
OFFICE MEMORANDUM

Subject: - Instruction regarding reporting of personal staff of officers in the Administration Section when the officers are on leave/training/tour etc.

The undersigned is directed to refer to this Department's O.M. of even no. dated 19.02.2019 and to say that despite of existing instructions provided to officials of CSSS appointed in the Department, it has been observed that whenever the controlling/ reporting officers are on-tour /leave/ training etc. the Stenographers/PAs/PSs/PPS attached to the such officers do not report to Administration Section.

2. The above have been viewed seriously which is tantamount to dereliction of duty. All the officers/officials of the CSSS are hereby directed to report to Administration Section without fail whenever their Controlling/ Reporting Officer is on leave/training/tour etc.

3. This maybe noted for strict compliance by all concerned


(S.B. Pandey)
Under Secretary to the Govt. of India
Tel. No. 23738126

To

1. NIC Cell for uploading on the intranet.
2. All PPS/PS/PA/Steno in the Ministry of Water Resources, RD & GR.