

F.No. G-12020/4/2019-GA
Government of India
Ministry of Jal Shakti
Department of Water Resources, River Development and Ganga Rejuvenation
(General Administration)

Shram Shakti Bhawan, Rafi Marg, New Delhi
Dated 04.06.2021

OFFICE MEMORANDUM

Subject: Timely submission of attendance certificates of contractual staff.

Department has hired and deputed Data Entry Operators, Multi-Tasking Staff and Stenographers across different sections/ units/ offices etc. It has been observed that the attendance certificates of these contractual staff are not received timely in the General Administration Section after the completion of the month which leads to delay in payment of wages to these staff by the contractor.

2. All sections/ units/ offices in the Department are requested to kindly submit the attendance certificates duly signed and stamped mentioning the name of the contractual staff, designation, dates of leave (if any) during the month positively by 5th day of month so that the wages may be paid to the concerned in time.


(S B Pandey)

Under Secretary to the Government of India
Ph No.: 011-23738126

All Sections/ Offices/ Units in DoWR, RD & GR

Copy with a request to receive the attendances from GA Section and inform any pendency of attendance by 6th day of month, to

M/s Rapid Workforce Solutions, K-97, Sector-12, Pratap Vihar, Ghaziabad,
Uttar Pradesh - 201009

O/C

w/sund
4/6/2021