

JS (A)

F.No.A.33025/2/2015-Admn  
Government of India  
Ministry of Water Resources, RD & GR  
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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 10<sup>th</sup> June, 2015

Circular

Subject: Introduction of scheme to announce "Employee of the Month" in the Ministry.

All the Wing Heads in the MoWR (Sectt) and Heads of Attached Offices/Subordinate Organisations are requested to kindly select/nominate the best worker/employee of their Wing/Office/Organization whose performance in official work is exceptional and exemplary.


- (1) The nomination should be accompanied by Brief Note on the nature of outstanding work done by the nominated employee.
  - (2) One officer from the list of employees nominated from all Wing/Office/Organization will be selected by Secretary (WR, RD & GR) as Employee of the Month.
  - (3) The name of the employee selected will be uploaded on the Ministry's intranet.
2. The requisite information/nomination shall be submitted by 2<sup>nd</sup> Friday of every month starting from July.

  
(A.K. Kaushik)

Under Secretary to the Govt. of India  
Tel. No. 23738126  
Email: usadmn-mowr@nic.in

To,

1. All Wing Heads in the Ministry of Water Resources, RD & GR.
2. The Chairman, Central Water Commission, Sewa Bhawan, R.K. Puram, New Delhi-110066. (By Fax)
3. The Director, Central Soil & Materials Research Station, Olof Palme Marg, Hauz Khas, New Delhi-110016. (By Fax)
4. PPS to Secretary (WR, RD & GR)/ PPS to JS (A)

  
15/6/15

DIR (Tech)  
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