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भारत सरकार/ Government of India

जल शक्ति मंत्रालय /Ministry of Jal Shakti

जल संसाधन ,नदी विकास और गंगा संरक्षण विभाग /DOWR, RD& GR

केंद्रीय जल आयोग/ Central Water Commission

311, 3rd Floor (S), Sewa Bhawan,
R.K. Puram, New Delhi-66.

Dated, the 14 Nov, 2025

OFFICE MEMORANDUM

It has been observed that many of the photographs and nomination forms available in the Service Books of officers/officials belonging to Group B Engineering Service (Gazetted & Non-Gazetted) and Drawing Cadre are outdated. It has also been noted that Option Form for family pension under NPS has still not been submitted by few subscribers. Accordingly, all concerned officers/officials are requested to submit recent passport size photograph and furnish updated nomination forms for Death/Retirement Grauity and CGEGIS to concerned Establishment section so that current details are updated in their service records.

2. Further, all officers/officials of these cadres are requested to physically verify their Service Book entries and ensure that all particulars, including personal details and other information, are correct and upto date. Any discrepancy noticed during inspection/verification may be reported to concerned Establishment section for necessary correction.

3. All Officers/officials are requested to complete the above requirements at the earliest.

(Ajay Malik)
Director (Admn), CWC

To

All Jr. Engineers / SDEs/Ad-II/ Chief Draughtsman, CWC. (through CWC web portal)