Government of India
भारत सरकार
Ministry of Jal Shakti
जल शक्ति मंत्रालय
Department of Water Resources, River Development and Ganga Rejuvenation
जल संसाधन, नदी विकास और गंगा संरक्षण विभाग
Central Water Commission
केन्द्रीय जल आयोग
स्था. XI, कमरा संख्या. 725 (S), सेवा भवन,
आर.के. पुरम, नई दिल्ली – 110066

Dated 14-11-2025

Circular

It has been observed that many of the photographs and nomination details available in the Service Books of Officers/Officials belonging to the Hydromet, Scientific, ISS and SSS cadres are outdated. Accordingly, all concerned Officers/Officials are requested to submit a recent passport-size photograph and furnish updated nomination forms for Death/Retirement Gratuity and CGEGIS so that accurate and current details are recorded in their Service Book.

2. Further, all Officers/Officials are required to physically verify their Service Book entries and ensure that all particulars, including personal details and other information, are correct and up to date. Any discrepancies noticed during verification may be reported to the E-XI Section for necessary correction.

3. All Officers/Officials are requested to complete the above requirements at the earliest to ensure proper maintenance and accuracy of Service Book records.

This issues with the approval of the Competent Authority.

Digitally signed by GOMATHY J
Date: 14-11-2025 18:05:47

(Gomathy Jayaraman)
Under Secretary (Estt-XI)

To

All the concerned Officers/Officials of Hydromet, Scientific, ISS and SSS cadres(through website)