No A-52011/56/2022-Estt-IX/593

भारत सरकार /Government of India

जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग/DoWR, RD & GR

केन्द्रीय जल आयोग/Central Water Commission

स्थापना IX अनुभाग /Establishment-IX Section

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III[rd] Floor(S), Sewa Bhawan,
R.K. Puram, New Delhi – 110066.
Dated: 17th Nov. 2025.

DIRECTIVE / CIRCULAR

It has been observed by the Internal Audit Wing, DoWR that discrepancies exist in the service records of several officials. Accordingly, these directives are being issued to ensure that the service records of all officers and employees of the Central Water Commission (CWC) remain accurate, up to date, and complete, so that any deficiencies may be identified and rectified in time.

All officials are instructed to comply with the following guidelines and take necessary action, if any, within **one week**:

1. Updating Service Records: -

☐ All officials must ensure that their personal details, pay particulars, family details, and nomination forms for **NPS/GPF (as applicable), DCRG, and CGEGIS** are correctly entered and updated in their Service Book.

☐ Annual verification of service under **SR-202** is mandatory and must be signed by the employee every year at the time of grant of increment.

☐ Photographs must be updated in the Service Book as per rules—

- at the time of initial appointment,
- after completion of 18 years of service, and
- within 12 months prior to retirement.

☐ All officials/employees must review their Service Book at least once every year, especially at the time of processing annual increment.

2. Submission of NPS Option Forms – Form 1 & Form 2 :-

• All employees covered under NPS must submit **Form-1** (Option for availing benefits) to ensure eligibility for benefits under the **CCS (Pension) Rules, 1972**, **CCS (Extraordinary Pension) Rules, 1939**, or **CCS**

(Implementation of NPS) Rules, 2021 in case of death, invalidation, or disability during service.

- All officials must also submit **Form-2** (Family Details), if not already submitted, and ensure that it is updated after marriage or any subsequent change in family status.
- Both forms must be **placed in the Service Book** and checked whenever the Service Book is reviewed.

All officers and employees are directed to comply with the above instructions.

Yours faithfully,



(के. माधवी/K. Madhavi)
(अनुभाग अधिकारी /Section Officer)

To,

All Officers and Employees of CSS / CSSS / CSCS / CSOLS and Staff Car Driver Cadre, Central Water Commission (Hqrs.), New Delhi.