

F. No.20-26/2019-Min. Estt. - 7649
Government of India
Ministry of Jal Shakti, Department of WR, RD & GR
Central Ground Water Board
Bhujal Bhawan
NH IV, Faridabad-121001

Dated:

01 OCT 2019

To

(1) **The Regional Director**

Central Ground Water Board

WCR, Ahmedabad/ NWR, Chandigarh/ NR, Lucknow/ SECR, Chennai/ MER, Patna/ CR, Nagpur/ NER, Guwahati/ NWHR, Jammu/ SR, Hyderabad/ SER, Bhubaneswar/ WR, Jaipur/ NCR, Bhopal/ NCCR, Raipur/ SWR, Bangalore/ ER, Kolkata/ KR, Trivandrum/ UR, Dehradun/ NHR, Dharamshala/ RGI, Raipur

(2) **The Executive Engineer**

Central Ground Water Board

Division I, Ahmedabad/ II, Ambala/ III, Varanasi/ IV, Chennai/ V, Ranchi/ VI, Nagpur/ VII, Guwahati/ VIII, Jammu/ IX, Hyderabad/ X, Bhubaneswar/ XI, Jodhpur/ XII, Bhopal/ XIII, Raipur/ XIV, Bangalore/ XV, Kolkata/ XVI, Bareilly/ XVII, Dharamshala

(3) **The Officer-In-Charge**

Central Ground Water Board

State Unit Office, Agartala/ Shillong/ Itanagar/ Allahabad/ Ranchi/ Belagavi/ Jodhpur/ Pune/ Vishakhapatnam/ JNH, New Delhi/ CGWA, New Delhi

Sub: Observation Regarding Direct Approach by Officers / Officials and not Adhering to Proper Channel of Reporting Procedure .

Sir,

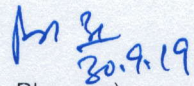
In past it has been noticed that various officers and officials are in habit of approaching directly the Chairman or Members or Director (Admin) through representations, requests, applications and emails. This practice of writing directly to Chairman / Members / Director (Admin), without following the proper channel, not only results in undue correspondence with respective Head of Offices or Next Superior Officer but also leads to unavoidable delays in processing such requests, representations, applications or emails.

All Regional Directors/ Executive Engineers/ Head of Offices are requested to note that henceforth all such requests / representations / applications / e-mails received directly without recommendations / comments of Senior Officers in chain of reporting will neither be replied nor be considered for any action whatsoever. Also, such an act will amount to violation of CCS (Conduct) Rules and will invite explanation and disciplinary action (if required) against erring officers / officials.

Above instructions are for strict compliance and for adhering to proper channel of reporting. This letter may please be circulated amongst all officers / officials of the respective offices and give confirmation to this effect by 10.10.2019 positively.

This issues with the approval of the Chairman, CGWB.

Yours faithfully,


(P. L. Bhagora)
Sr. Administrative Officer

Copy to:

1. The Under Secretary (GWE), Ministry of Jal Shakti, Department of Water Resources, RD & GR, Shram Shakti Bhawan, New Delhi.
2. The Under Secretary (GW), Ministry of Jal Shakti, Department of Water Resources, RD & GR, Shram Shakti Bhawan, New Delhi
3. The Programmer, CGWB, CHQ, Faridabad with the request to kindly upload the above document on CGWB website.
4. PA to Chairman, CGWB, CHQ, Faridabad.
5. Sr. PS / PA to All Members, CGWB.
6. PS to Director (Admin), CGWB, CHQ, Faridabad.
7. All Sectional Incharge of CHQ, Faridabad

(P. L. Bhagora)