Most Immediate

No. 3/2/2017-General
Government of India
Directorate General
Central Public Works Department
General Section
*****

Nirman Bhawan, New Delhi
Dated, 27th March, 2018

OFFICE MEMORANDUM

Subject: Organizing of Farewell Function in respect of retiring officials in CPWD (including Work Charged / Regular Classified employees).

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In continuation of this Directorate O.M. of even No. dated 21st July, 2017, it has also been decided with approval of Competent Authority that in addition to issuing a Certificate of Service by the Zonal Heads concerned (as per sample enclosed), all the Head of Regions/Zones/Circles/Divisions in CPWD may organize a contributory Farewell function in respect of those officers/officials retiring on superannuation (including Work Charged / Regular Classified employees) of CPWD except DG(Headquarter), Nirman Bhawan, New Delhi.

2. The Total expenditure of Farewell function should not exceed Rs. 1500/- in each case which may be debitable to the Account Head of Office Expenses/Works of the respective budget expending unit.

3. This issues with the approval of DG, CPWD.

Encl: Draft Service Certificate.

(B.K. Pati)
Director(Admn)II
Tel.-23061964

To

1. All Offices in CPWD through CPWD official Website (except the Headquarter office).
2. All recognised Service/Staff Association in CPWD through CPWD website.

Copy to:

1. JS(Works)/PSO to DG(CPWD)/PS to SDG(HQ)
2. ADG(S&P)/JS&CVO/DDG(HQ)/CCA/PAO(DGW)

Director(Admn)II

सत्यमेव जयते

Government Of India

भारत सरकार

Central Public Works Department

केंद्रीय लोक निर्माण विभाग

Name of the Zone.....

अंचल का नाम.....

Address

पता

सेवा - प्रमाण पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी ....., ... वर्षों..... महीनों..... दिनों की बहुमूल्य सेवा और योगदान देने के बाद ..... के रूप मे ..... को अधिवर्षिता प्राप्त करने पर सेवा से सेवानिवृत हो रहे हैं। हम उनके सुखद, समृद्ध एवं स्वस्थ भविष्य की कामना करते हैं।

Service – Certificate

Certified that Shri/Smt. Km.....is retired from service on Superannuation on ..... as ..... after giving valuable service and contribution of .....years; ..... months .....days. We wish him/her a happy, prosperous and healthy future.

HOO
कार्यालय प्रमुख

HOD
विभागाध्यक्ष

Head of the Zone
अंचल प्रमुख