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No. MMS-16/1/23/NHP(LB)-5196

Government of India,

Ministry of Jal Shakti,

Department of WR, RD & GR

Central Ground Water Board

Bhujal Bhawan, NH-4, Faridabad

Dated: 25.07.2023

To

12 5 JUL 2023

The Regional Director

Central Ground Water Board

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

The Executive Engineer,

Central Ground Water Board,

Div.I-Ahmedabad/ Div.II- Ambala/ Div.III- Varanasi/ Div.IV- Chennai/ Div.V- Ranchi/ Div.VI- Nagpur/ Div.VII- Guwahati/ Div.VIII- Jammu/ Div.IX- Hyderabad/ Div.X- Bhubaneswar/ Div.XI- Jodhpur/ Div.XII- Bhopal/ Div.XIII- Raipur/ Div.XIV- Bangalore/ Div.XV- Kolkata/ Div.XVII- Dharmshala/ Div. XVII- Dharmshala

The OIC/HOO,

Central Ground Water Board,

State Unit Office,

Agartala/Belgaum/Ranchi/Jodhpur/Shilong/Itanagar/Visakhapatnam/Allahabad/ New Delhi.

Sub: Timely submission of proposal for renewal/enhancement of rent in respect of office building under occupation of CGWB, for Regional, Divisional Office/Workshop & Store and SUO-reg.

Sir,

It has been observed that general instructions on the subject has been issued by the CHQ from time to time, but it is seen that the instructions are not being followed strictly by some of the offices while sending the proposal the case is as normally delayed.

In order to avoid delay, it is advised to all the concerned HOO to send the complete proposal for new hiring / renewal of lease / rent enhancement to CHQ after observing the guidelines as under:-

1. The space required for accommodating the office etc. is strictly as per norms approved by the Ministry.
2. The rent Assessment/Re-assessment certificate as per the guidelines issued by Directorate General of Works.

3. In case of new hiring / renewal of lease:
 - a.) The Rent Reasonability Certificate of concerned CPWD Office should be obtained.
 - b.) The possibility of alternate accommodation at lesser rate through wider Publicity (advertisement/competitive quotations should be explored).
4. On enhancement of rent, it may be ensured that the cases for re-assessment should be initiated only after request received from the owner of the building in question. Date of request and date from which rent enhancement is due as per Govt Order should invariably be indicated while forwarding such proposal. A copy of the said request should be attached with the proposal. In this context kindly go through the guidelines of the Ministry of Works & Housing (Deptt. of Estates) vide OM. No. 16013(1)/82-Pol.III dated 22.08.1994(Copy enclosed).
5. In case of enhancement of rent, the details relating to the building hired for the office of CGWB should be given in format prescribed for this purpose.
6. If the rent assessed by the CPWD is found to be on higher side, efforts should be made in reducing the rent to maximum extent possible by holding negotiations with the owner of the building.
7. The acceptance of the rent by the owner as negotiated should be attached with the proposal. Payment of Municipal tax, water and maintenance charges should be included in the acceptance letter of the owner.
8. Lease agreement may be got signed by the owner and CGWB after approval of the rent by competent authority.
9. The lease agreement should be strictly on the prescribed format. No additional information/alternations other than the prescribed items should be made in the lease agreements.
10. All the cases on the subject matter should be sent to CHQ immediately. **The case for renewal of lease agreement should be sent to CHQ at least 06 (Six) months prior of expire of current lease agreement.**
11. At any stage, copy of correspondence with CHQ should not be marked to the owner.
12. This issues with the approval of Chairman, CGWB.

Yours faithfully

SA

(D C Tadvi)

Superintending Engineer

Encl: As above

Copy to:-

1. The Under Secretary (GW), MoWR, RD& GR, Shram Shakti Bhawan, New Delhi for information.
2. The Programmer, CGWB, NH-IV, Faridabad with the request to upload the check list and performa on CGWB's website (copy enclosed).

DC Tadvi
25/07/2023

(D C Tadvi)

Superintending Engineer