



CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD

R. RAJAKIRUBAKARAN
GENERAL MANAGER

Lr.No:CMWSSB/P&A/STF/RA5/1654/2024

Dated: 01.08.2024

To

1. The Finance Director,
CMWSS Board,
Chennai-600 002.
2. The Engineering Director,
CMWSS Board,
Chennai-600 002.

Sir,

Sub: Administration – R&A – Collection of Circulars /
Instructions / Standard Operating procedures issued in all
the Department of CMWSS Board for consolidation –
Particulars called for – Reg.

As per the instructions of Managing, it is proposed to collect all the Circulars /
instructions / Standard operating procedures issued by various section of CMWSS Board in
order to publish a consolidated compendium of Circular / instructions / SOPs.

Hence it is requested to instruct the concerned Department under your control to
collect and send a copy of all Circulars / Instructions / Standard operating procedures
currently in force to Staff Manager on or before 08.08.2024 positively.

This may be treated as most urgent,


GENERAL MANAGER

Copy to: All Chief Engineers
" : Controller of Finance
" : Staff Manager i/c
" : Industrial Relations Manager i/c
" : Grievance Redressal & Facilitation Officer

Copy to: TO to M.D / T.A to Exe.Dir.