

भारत सरकार/Government of India
केंद्रीय जल आयोग/Central Water Commission
कार्य योजना सेल/Work Plan Cell

Room No. 304 (S), SewaBhawan
R. K. Puram, New Delhi

Sub : Scanning and Indexing of Files of CWC(HQ), New Delhi.

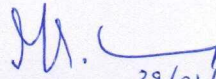
Ref : Letter No : 14016/ Scan/ 2017 – SDO(HQ)/ 07-10, dated : 12.01.2018.

Please find enclosed herewith the above cited letter of PCP Directorate, CWC, New Delhi, regarding scanning and indexing of files and service book of CWC(HQ), New Delhi.

In this regard, it is requested that all the Directorates/establishments may be directed to handover the files to the representative of M/s UGS Facility Management Pvt. Ltd, New Delhi at Room No 901 H (Contact person - Shri Om Prakash, Mob : 9350718289) for scanning of files for the implementation of eOffice. The maximum file size may be kept at 20 MB (only in pdf format). For clarifications, if any, in this regard SM Dte, may be contacted. In respect of scanning of service books for eHRMS, a separate circular will be issued.

This issues with the approval of Chief Engineer (HRM), CWC.

Encl : As above


(M.S. Saravana Kumar)
Dy. Director

1. D&R Co-ordination Directorate, CWC, New Delhi.
2. WP&P Co-ordination Directorate, CWC, New Delhi.
3. RM Co-ordination Directorate, CWC, New Delhi.
4. Under Secretary, E-I/ E-II/E-III/ E-IV/ E-V/E-VI/ E-VII/ E-VIII/E-IX/ E-X/ E-XI/ E-XII/ E-XIII/ E-XIV/O&M/CM&V/APAR/R&I/ RTI, CWC, New Delhi.
5. Section Officer, Budget / A/C-I/ A/C-II/ A/C- III/ A/C (Works), CWC, New Delhi.

CWC ID No.J-11015(14)/4/2017-WPC /884

Dated: 29/01/2018

Copy for kind information to:

1. PPS to Chairman, CWC, New Delhi.
2. PPS to Member (WP&P/RM/D&R), CWC, New Delhi.
3. Director, SMD Dte, CWC, New Delhi.
4. Director, PCP Dte, CWC, New Delhi.

File No-14016/Scan/2017-SDO (HQ)/107-10
Government of India
Central Water Commission
PCP Directorate

Room No-901 (S), Sewa Bhawan
R.K. Puram, New Delhi-66

Dated:- 12/11/18

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The Deputy Director
Work Plan Cell, CWC
Sewa Bhawan, R. K. Puram
New Delhi.

Sub:- Scanning and Indexing of Files and Service books of CWC(HQ), New Delhi.

In a meeting held on 04.08.2017 under the chairmanship of CE (HRM), CWC regarding implementation of e-Office in CWC, it was decided that PCP Dte shall arrange for scanning of all relevant files of CWC (HQ) as detailed below.

S.No.	Items of works	Number of pages
1.	Scanning of 10 files containing 200 pages in 80 Directorates for e-Office (80x10x200)	1,60,000
2.	Scanning of 20 files containing 100 pages in 20 Establishment sections for e-Office (20x20x100)	40,000
3.	Scanning of 700 nos. of Service Books containing 100 pages for e-HRMS(700x100)	70,000
4.	Miscellaneous	30,000
	Total Pages	3,00,000

It is to inform that the work for scanning and Indexing of files and Service Books has been awarded to **M/s UGS Facility Management Pvt. Ltd, New Delhi** and the firm is going to start the work soon. Therefore it is requested that the concerned Directorates/ establishments may be directed to handover the files/ Service Books to the representative of the above agency for scanning purpose.

Gaurav Sharma
(Gaurav Sharma)
Deputy Director

Copy for information to:-

1. Chief Engineer (HRM), CWC, Sewa Bhawan, New Delhi.
2. Secretary, CWC, Sewa Bhawan, New Delhi.
3. Director, PCP Dte., CWC, New Delhi.

YK
16/11/2018

ASO