

X/b o/c

Central Water Commission
(APAR Section)

Room No. 312(S), Sewa Bhawan
R K Puram, New Delhi 110066

Sub: Weeding out 5 categories of 135 records of General Files, RTI Files, Adverse Entry Files, Peon Books, Dispatch Register, Diary Register, File Opening Register & Ledgers of all cadres of CWC and Non-CWC Cadres in APAR Section – reg

Based on records available in APAR Section, the following 5 categories of 136 records have been identified for weeding out.

- (i) CATEGORY-I (General Files) – 25 nos
- (ii) CATEGORY-II (RTI Files) – 4 nos
- (iii) CATEGORY-III (Adverse Entry Files) - 48 nos
- (iv) CATEGORY-IV (Messenger / Peon Books, Incumbency & Index of Senior Draftsman Gr I, II & III) – 26 nos
- (v) CATEGORY-V (Ledgers of various Non-Gazetted Cadres) – 32 nos

2. The above records have completed 5 year retention period and some records such as Messenger Book (Peon Book) have retention period of 1 year only, Dak Register 1 year, Attendance Register – 1 year as per Appendix 28 of Manual of Office Procedure.

3. The period of retention is over for these 136 records as per schedule given in RRS-2012 of DAR&PG. As these general records have outlived their utility, there is no further need of them in APAR Section. Hence, have been weeded out today i.e. 19.04.2017 after obtaining approval of Competent Authority.

Encl: as above (list attached)

S M Sundaram
19/04/2017

(S M Sundaram)

Section Officer (APAR)

Telefax No. 011-2958-3343 & 2958-3645

Under Secretary (Estt. VI), CWC, New Delhi

Under Secretary (Estt. VII), CWC, New Delhi

Under Secretary (Estt. VIII), CWC, New Delhi

Under Secretary (Estt. IX), CWC, New Delhi

Under Secretary (Estt. X), CWC, New Delhi

Under Secretary (Estt. XI), CWC, New Delhi

Under Secretary (Estt. XIII), CWC, New Delhi

CWC ID Note No. 5/1/2014-APAR/297-306

dated: 19.04.2017

Copy for information to:-

- 1. Dir (PCP) w.r.t. to their letter no. 5/72/SBA/2014/PCP/919-920 dated 14.10.2016
- 2. PS to CE (HRM)
- 3. CWC Employee portal viz. www.nic.in>>employeeecorner>>circulars>>viewcirculars

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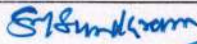
Weeding out 135 records of General Files, RTI Files, Adverse Entry Files, Peon Books, Dispatch Register, Diary Register, File Opening Register & Ledgers of all cadres of CWC and Non-CWC Cadres in APAR Section

CATEGORY-I (General Files) – 25 nos

S No	File No	File Subject/Details	Remarks of APAR Section
1	01/02/2010/APAR	APAR in r/o LDC 2009-10	Weeded out on 19.04.2017
2	01/04/2011/APAR	APAR in r/o Steno / PA (CSSS) 2010-11	-do-
3	01/08/2010/APAR	APAR in r/o LDC,UDC, Asstt., Steno/ PA, Sr.RA, SCD (CSSS) 2009-10	-do-
4	01/03/2011/APAR	APAR in r/o Asstt., Hindi Translators 2010-11	-do-
5	01/06/2010/APAR	APAR r/o Sr.RA & Store Keeper 2009-10	-do-
6	07/01/2011/APAR	APAR's forwarding to Establishment Sections	-do-
7	01/05/2011/APAR	APAR in r/o UDC, Asstt., Steno.,/PA, Driver,2010-11	-do-
8	01/07/2010/APAR	APAR in r/o Staff Car Drivers	-do-
9	01/10/2011/APAR	APAR in r/o LDC 2010-11	-do-
10	07/01/2012/APAR	APAR in r/o LDC (Sub-Cadre)2011-12	-do-
11	01/03/2010/APAR	APAR in r/o UDC(CSCS) 2009-10	-do-
12	01/01/2011/APAR	APAR in r/o LDC(CSCS) 2010-11	-do-
13	02/03/2011/APAR	Forwarding of CR'S of Asstt., UDC, LDC, Steno & RA	-do-
14	02/05/2010/APAR	Forwarding of APAR in r/o Staff Car Driver	-do-
15	01/05/2010/APAR	APAR in r/o Steno/PA(CSSS) 2009-10	-do-
16	01/02/2011/APAR	APAR in r/o UDC 2010-11	-do-
17	01/04/2010/APAR	APAR in r/o Asstt.(CSS) 2009-10	-do-
18	02/04/2010/APAR	Forwarding APAR in r/o Steno./PA	-do-
19	02/03/2010/APAR	Forwarding APAR in r/o Hindi Translators (CSCS)	-do-
20	01/10/2006/APAR	APAR in r/o Staff Car Drivers, JE,2005-2006	-do-
21	07/09/2010/APAR	Promotion in r/o Steno./Asstt	-do-
22	07/01/2003/APAR	Miscellanies cases of APAR	-do-
23	02/05/2001/APAR	Forwarding of CR of D/Man Grade-II	-do-
24	07/07/2010/APAR	O& M Inspection in CWC	-do-
25	07/09/2010/APAR	Communication of belong benchmark grading in ACRs to be considered for promotion in r/o Steno/Asstt/of Field Officer in the future DPC	-do-

CATEGORY-II (RTI Files) – 4 nos

S No	File No	File Subject/Details	Remarks of APAR Section
26	12/01/2007/CR	Application from Smt L. Suvarna (RTI Act.)	Weeded out on 19.04.2017
27	07/03/2011/APAR	Forwarding of information under RTI Act 2005	-do-
28	07/08/2010/APAR	Information sought Under section 6(1) RTI Act.2005 by Mr Mani Lal Sharma	-do-
29	07/04/2012/APAR	Raj Kumar (information under RTI Act 2005)	-do-


 19/04/2017
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 Section Officer (APAR)
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 Central Water Commission
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CATEGORY-III (Adverse Entry Files) – 48 nos

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SI No	File No.	Name, Designation & Period of APAR (S/Shri/Smt/Ms)	Closing date of file	Remarks of APAR Section
30	11/23/2009/CR	N.Ravindran, JE (01/04/2008 to 31/03/2009)	05/05/2010	Weeded out on 19.04.2017
31	11/30/2003/CR	Laltesh Malhotra, PA (28/08/2002 to 31/03/2003)	12/03/2004	-do-
32	27/07/1990/CR	Vinod Kumar, D,Man (01/01/1987 to 14/10/1987)	27/07/1990	-do-
33	11/20/2002/CR	Chander Sain, JE (21/05/2001 to 31/03/2002)	04/01/2004	
34	11/07/1998/CR	Devinder Kumar, D,Man (01/04/1997 to 20/08/1997)	12/10/1999	-do-
35	11/05/2004/CR	Kanta Khanna, D,Man (01/04/2003 to 31/03/2004)	21/12/2004	-do-
36	11/10/1995/CR	Kanta Khanna, D,Man (01/04/1994 to 31/03/1995)	30/12/1996	-do-
37	11/08/2006/CR	Ashok Kumar, Surveyors (11/11/2005 to 31/03/2006)	03/02/2007	-do-
38	11/02/1996/CR	S.C Jain, D,Man (01/04/1995 to 31/03/1996)	08/08/1996	-do-
39	11/17/1990/CR	C.K Sharma, D,Man (01/04/1989 to 31/03/1990)	13/02/1991	-do-
40	11/09/2007/CR	Suvarsha Mishra, JE (01/09/2006 to 31/03/2007)	09/08/2007	-do-
41	11/06/2004/CR	Mukul Bezbaruah, LDC (01/04/2002 to 31/03/2003)	17/01/2006	-do-
42	11/21/1996/CR	Prithi Singh, D,Man (01/04/1995 to 21/01/1996)	21/08/1998	-do-
43	11/10/2009/CR	P.Vijay Laxmi, JE (05/06/2008 to 31/03/2009)	01/01/2010	-do-
44	11/16/1990/CR	Ramesh Kumari, D,Man (01/04/1989 to 31/03/1990)	05/12/1990	-do-
45	11/02/1999/CR	V.N Sulkar, D,Man (01/04/1998 to 31/03/1999)	21/06/2000	-do-
46	11/09/1999/CR	Avish Kumar, D,Man (01/04/1998 to 31/03/1999)	04/01/2000	-do-
47	11/12/1999/CR	Devinder Kumar, D,Man (01/04/1998 to 18/03/1999)	02/03/2000	-do-
48	11/25/1989/CR	Vinod Kumar, D,Man (01/01/1988 to 31/03/1989)	13/02/1990	-do-
49	11/12/1995/CR	D.R Kataria, H. D,Man (01/04/1994 to 31/03/1995)	03/01/1996	-do-
50	11/05/2004/CR	P.Rajan, RA (01/04/2003 to 31/03/2004)	29/12/2004	-do-
51	11/18/2009/APAR	H.C Mishra, JE (07/07/2007 to 07/12/2007)	13/04/2009	-do-
52	11/09/2009/APAR	T.Gnanasigamani, JE (01/04/2008 to 31/03/2009)	18/02/2010	-do-
53	11/05/2009/APAR	Rekha Talaptra, Store Keeper (01/04/2008 to 31/03/2009)	09/09/2010	-do-
54	11/02/2011/APAR	Ratna Kundu, D,Man (01/04/2010 to 31/03/2011)	10/01/2012	-do-
55	11/11/2005/CR	P.Rajan, RA (01/04/2004 to 24/01/2005)	25/08/2005	-do-

8/4/2017
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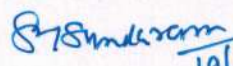
56	11/07/1995/CR	Arun Kolhe, H. D,Man (01/04/1994 to 31/03/1995)	31/03/1997	-do-
57	11/02/2001/CR	Asha Sharma, D,Man (01/04/2000 to 01/01/2001)	28/02/2002	-do-
58	11/10/2004/CR	Vijay Singh , OS (01/10/2003 to 31/03/2004)	16/07/2007	-do-
59	11/10/2007/CR	S.K Bhattacharjee, UDC (01/04/2006 to 31/03/2007)	16/07/2007	-do-
60	11/01/1995/CR	R.P Roy, Ferra Printer (01/04/1993 to 17/09/1993)	09/10/1995	-do-
61	27/07/1990/CR	L.R Bhagat, H. D,Man (01/01/1988 to 31/03/1989)	27/07/1990	-do-
62	11/17/1998/CR	K.G Desai, D,Man (05/11/1997 to 31/03/1998)	26/03/1999	-do-
63	11/01/2002/CR	Satinder Chopra, UDC,,CSCS (01/04/2000 to 28/02/2001)	10/08/2005	-do-
64	11/03/1997/CR	Adverse remark in the CR of Sh Ram Bilas Tiwari wireless Operator for the period 01/04/1995 to 31/03/1996	04/05/1998	-do-
65	11/01/2004/CR	Adverse remark in the CR of Sh Goutam Bhattacharjee wireless Operator for the period 01/04/2002 to 31/03/2003	13/02/2004	-do-
66	11/08/1999/CR	Adverse remark in the CR of Sh H.B Biswas wireless Operator for the period 19/07/1998 to 29/10/1998	22/09/2000	-do-
67	11/10/2005/CR	Adverse remark in the CR of Sh. S.K Mandol wireless Operator for the period 01/04/2004 to 31/03/2005	15/05/2006	-do-
68	11/11/2004/CR	Adverse remark in the CR of ShC.P Dasan wireless Operator for the period 01/04/2003 to 31/03/2004	14/10/2004	-do-
69	11/07/2006/CR	Adverse remark in the CR of Sh. N.K Nayak wireless Operator for the period 01/04/2005 to 31/03/2006	07/05/2007	-do-
70	11/02/1998/CR	Adverse remark in the CR of Sh. S.S Lal wireless Operator for the period 01/04/1992 to 31/03/1993	18/08/1998	-do-
71	11/25/2003/CR	Adverse remark in the CR of Sh. G.Saikia wireless Operator for the period 01/04/2002 to 22/01/2003	23/11/2005	-do-
72	11/04/2001/CR	Adverse remark in the CR of Sh. Gobind Saikia wireless Operator for the period 01/04/2000 to 31/03/2001	22/10/2001	-do-
73	11/03/2011/APAR	Adverse remark in the CR of Sh Nand Kishore JE for the period 01/04/2010 to 31/03/2011	23/02/2012	-do-
74	11/24/2002/CR	Adverse remark in the CR of Sh. Navin Chandra wireless Operator for the period 29/05/2001 to 31/03/2002	23/02/2004	-do-
75	11/15/2008/APAR	Adverse remark in the CR of Sh. P.K Dass JE for the period 23/07/2007 to 31/03/2008	31/03/2010	-do-
76	11/16/2009/APAR	Adverse remark in the CR of Sh. Nand Kishore wireless Operator for the period 01/04/20008 to 31/03/2009	08/02/2012	-do-

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19/04/2017
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77	11/06/2010/APAR	Adverse remark in the CR of Sh. Pradeep Tiwari JE for the period 23/07/2009 to 31/03/2010	31/05/2010	-do-
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CATEGORY-IV (Peon Books, Incumbency, Attendance Register, Index of Senior Draftsman Gr I, II & III etc) – 26 nos

S No	File No	File Subject/Details	Remarks of APAR Section
78	2006 to 2009	Despatch Register	Weeded out on 19.04.2017
79	25/11/2009 to 30/12/2010	-do	-do-
80	2011 to 2012	-do	-do-
81	25/11/2009 to 30/12/2010	-do-	-do-
82	2/1/2002 to 23-27/9/2002	Diary Register	-do-
83	10/02/2004 to 27/12/2004	-do	-do-
84	2 to 241	File Opening Register	-do-
85	25 to 97	-do	-do-
86	Incumbency Register (as on 01.01.1991)	Subordinate Staff of CWC	-do-
87	Chief Engineer's wise Register	Incumbency Register of JE (C&M)	-do-
88	As per circle wise (1 to 35)	Incumbency Register of JE (C&M)	-do-
89	Index Register of JE (C&M)	JE (C&M)	-do-
90	01/09/1999 to 19/05/2000	Peon/Messenger Book	-do-
91	26/05/2000 to 29/12/2000	-do-	-do-
92	03/07/2002 to 18/12/2002	-do	-do-
93	03/01/2003 to 03/11/2003	-do	-do-
94	01/01/2004 to 10/11/2004	-do	-do-
95	10/11/2004 to 29/04/2005	-do	-do-
96	02/05/2005 to 02/06/2006	-do	-do-
97	10/10/2007 to 04/12/2008	-do	-do-
98	08/12/2008 to 27/08/2009	-do	-do-
99	08/09/2010 to 05/07/2011	-do	-do-
100	28/08/2009 to 08/09/2010	-do	-do-
101	06/07/2011 to 31/12/2012	-do-	-do-
102	01/01/2006 to 29/12/2006	Attendance Register	-do-
103	1 to 102	File Opening Register Year-2006 to 2011	-do-


 19/04/2017
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CATEGORY-V (Ledgers of various Non-Gazetted Cadres) – 32 nos

S No	File No	File Subject/Details	Remarks of APAR Section
104	1A to 314A	Ledgers of Junior Engineers (Communication Cadres)	Weeded out on 19.04.2017
105	322 to 619A	-do-	-do-
106	620A to 835	-do-	-do-
107	1 to 160	Ledgers of Wireless Operators/Mechanics Sr./Jr.	-do-
108	01 to 296	Ledgers of Draftsman Cadres	-do-
109	7 to 158	-do-	-do-
110	1 to 213A	-do-	-do-
111	214 to 338	-do-	-do-
112	1 to 184	-do-	-do-
113	1 to 276A	-do-	-do-
114	1 to 280	-do-	-do-
115	01 to 34	Tracer	-do-
116	301 to 486	Ledgers of LDC's of Subordinate Offices	-do-
117	1 to 261	-do-	-do-
118	1 to 300	-do-	-do-
119	1 to 295	-do-	-do-
120	1 to 255	-do-	-do-
121	1 to 252	-do-	-do-
122	1 to 228	Ledgers of UDC's of Subordinate Offices	-do-
123	301 to 486	-do-	-do-
124	1 to 163	Ledgers of Assistant of Subordinate Offices	-do-
125	1 to 278	-do-	-do-
126	1 to 190	-do-	-do-
127	1 to 35A	Ledger of Steno Gr I, II & III of Subordinate Offices	-do-
128	1 to 245	-do-	-do-
129	1 to 258A	Ledger of Steno & PA's Ledger of CSSS cadres	-do-
130	1 to 276	Ledger of CSS Cadre	-do-
131	2 to 76	Ledger of Surveyors Ledger	-do-
132	1 to 320	Ledger of Junior Engineer (C&M)	-do-
133	2 to 153	Ledger of Staff Car Drivers	-do-
134	1 to 153	-do-	-do-
135	7 to 225	Ledger of Senior Research Assistants	-do-


 19/04/2017
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