

F. No. 5/2/2021-O&M-516-522
Central Water Commission
O&M Section

3rd Floor (S), Sewa Bhawan,
R.K. Puram, New Delhi-110066
Dated 05.10.2021

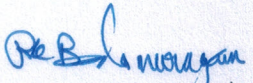
Subject:- Collection of Data on Records Management (No. of Files/ Records Reviewed/ Weeded out) on daily basis – reg.

Please find enclosed a copy of DoWR, RD&GR's letter No. W-15011/2/2021-O&M-MoWR dated 01.10.2021 whereby it has been directed for Collection/uploading of Data on Records Management (No. of Files/ Records Reviewed/ Weeded out) on daily basis.

It is therefore, requested that all Establishment/Directorate/field offices are requested to furnish the necessary data in the proforma enclosed on daily basis during the special campaign period i.e. 02.10.2021 to 31.10.2021 on all working days in link provided at Email soom-cwc@gov.in.

This may be accorded "TOP PRIORITY"

Encl: As above


(R.K. Balamurgan)
Under Secretary (O&M)
Tel No. 29583302
Email. soom-cwc@gov.in

To,

(Through CWC website)

1. All Chief Engineer (H.Q.), CWC, New Delhi.
2. All Chief Engineer (Field Organizations) of CWC.
3. US/SO, 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, CM&V, APAR, and Budget Section of CWC, New Delhi.
4. Director (Admn.), CWC, New Delhi.
5. Director (Estt.I), CWC, New Delhi

Copy for information to :-

1. Secretary, CWC, New Delhi.
2. PS to Chief Engineer (HRM), New Delhi

Record Management Information Coordination Section Date .10.2021

| Organization/Section Name | Number of files due for review | Number of files reviewed | No. of files weeded out | Total Records (including folders. registers) |
|---------------------------|--------------------------------|--------------------------|-------------------------|--|
| Central Water Commission | | | | |

From : Chairman cwc (chairman-cwc@nic.in)

To : sameerds-cwc@nic.in, cehrmgmt@nic.in

Cc :

Subject : Fwd: Urgent: Special campaign on Records Management for Reviewing and Weeding out of Records / Files.

Date : Oct 01 2021 18:18 PM

From: "O&M Unit" <iwsu-mowr@nic.in>

To: mowr-sections@lsmgr.nic.in, "Chairman cwc" <chairman-cwc@nic.in>, "Dr R Chitra" <director-csmrs@nic.in>, "Chairman Central Ground Water Board" <chmn-cgwb@nic.in>, "Director, CWPRS, Pune" <director@cwprs.gov.in>, "cao cwprs" <cao_cwprs@cwprs.gov.in>, "G. Asok Kumar" <md.nwm@nic.in>, "director neriwalm" <director.neriwalm@gmail.com>, "Rajiv Ranjan Mishra" <dg@nmeg.nic.in>, "Sunil Kumar Garg" <dir-nwic-mowr@gov.in>, "Brahmaputra" <bbrd-ghy@nic.in>, "Bhopal Singh" <dg-nwda@nic.in>, "R D Deshpande" <uyrb-mowr@nic.in>, "Abhay Kumar" <dir-adm-gfcc@nic.in>, dir@nih.ernet.in, "Arvind Prasad Singh" <arvindp.singh@nic.in>, gfccpatna@gmail.com, bcb242433@gmail.com, "Amit Kumar Singh" <usbb-mowr@nic.in>, "SSCAC" <sscac-mowr@nic.in>, "Prasanna Kumar Singha" <gmoffice-fbp@gov.in>, gfccpatna@gmail.com, "Amit Kumar Singh" <usbb-mowr@nic.in>, "Radha William" <radha.william@nic.in>, "SO GA" <general-mowr@nic.in>

Cc: "US(Coord.)" <uscoord-mowr@nic.in>, "Director" <dircoord-mowr@nic.in>, mowr-wingheads@lsmgr.nic.in, mowr-divisionheads@lsmgr.nic.in

Sent: Friday, October 1, 2021 5:55:40 PM

Subject: Urgent: Special campaign on Records Management for Reviewing and Weeding out of Records / Files.

Sir / Madam,

As per Department of Administrative Reforms & Public Grievances (DAR&PG) directions, the information on Records Management i.e. No. of Files/Records Reviewed and Weeded out is to be uploaded on the **dashboard on daily basis during special campaign from 02.10.2021 to 31.10.2021.**

In this regard, all Sections / Attached/ Subordinate Offices under this Department are requested to furnish the requisite information in the google link given below on daily basis during the campaign period.

<https://docs.google.com/spreadsheets/d/1gcG4xwv391ENTQZfT2-d8bSTbVXTSjGSAUVX0FhciR0/edit#gid=840875065>

Thanks & Regards,

O&M Unit

From: "O&M Unit" <iwsu-mowr@nic.in>

To: "mowr-wingheads" <mowr-wingheads@lsmgr.nic.in>, "mowr-divisionheads" <mowr-divisionheads@lsmgr.nic.in>, "All Sections" <mowr-sections@lsmgr.nic.in>, "Chairman cwc" <chairman-cwc@nic.in>, "Dr R Chitra" <director-csmrs@nic.in>, "Chairman Central Ground Water Board" <chmn-cgwb@nic.in>, "Director, CWPRS, Pune" <director@cwprs.gov.in>, "cao cwprs" <cao_cwprs@cwprs.gov.in>, "G. Asok Kumar" <md.nwm@nic.in>, "director neriwalm" <director.neriwalm@gmail.com>, "Rajiv Ranjan Mishra" <dg@nmeg.nic.in>, "Sunil Kumar Garg" <dir-nwic-mowr@gov.in>, "Brahmaputra" <bbrd-ghy@nic.in>, "Bhopal Singh" <dg-nwda@nic.in>, "R D Deshpande" <uyrb-mowr@nic.in>, "Abhay Kumar" <dir-adm-gfcc@nic.in>, dir@nih.ernet.in, "Arvind Prasad Singh" <arvindp.singh@nic.in>, "gfccpatna" <gfccpatna@gmail.com>, "bcb242433" <bcb242433@gmail.com>, "Amit Kumar Singh" <usbb-mowr@nic.in>, "SSCAC" <sscac-mowr@nic.in>, "Prasanna Kumar Singha" <gmoffice-fbp@gov.in>

Cc: "US(Coord.)" <uscoord-mowr@nic.in>, "Director" <dircoord-mowr@nic.in>

Sent: Wednesday, September 29, 2021 5:12:55 PM

Subject: REMINDER: Urgent: Special campaign on Records Management for Reviewing and Weeding out of Records / Files.

Sir / Madam,

Reference: Trailing e-mail.

The information on the subject has so far been received from very few concerned. **It is, therefore, once again requested to furnish the desired information through email (iwsu-mowr@nic.in) by forenoon tomorrow i.e. 30.09.2021 positively.**

(Please ignore if information already furnished.)

Thanks & Regards,

From: "O&M Unit" <iwsu-mowr@nic.in>

To: "mowr-wingheads" <mowr-wingheads@lsmgr.nic.in>, "mowr-divisionheads" <mowr-divisionheads@lsmgr.nic.in>, "All Sections" <mowr-sections@lsmgr.nic.in>, "Chairman cwc" <chairman-cwc@nic.in>, "Dr R Chitra" <director-csmrs@nic.in>, "Chairman Central

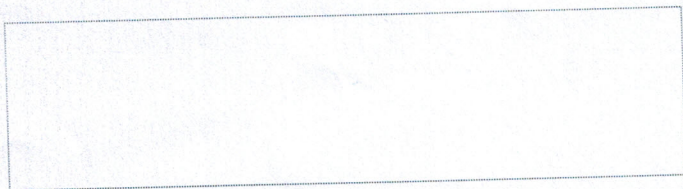
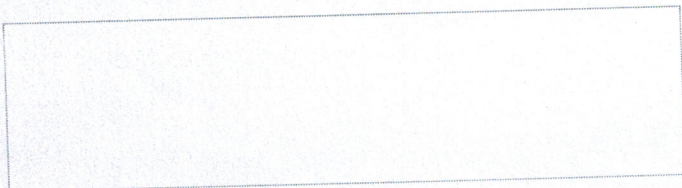
Ground Water Board" <chmn-cgwb@nic.in>, "Director, CWPRS, Pune" <director@cwprs.gov.in>, "cao cwprs" <cao_cwprs@cwprs.gov.in>, "G. Asok Kumar" <md.nwm@nic.in>, "director neriwalm" <director.neriwalm@gmail.com>, "Rajiv Ranjan Mishra" <dg@nmcg.nic.in>, "Sunil Kumar Garg" <dir-nwic-mowr@gov.in>, "Brahmaputra" <bbrd-ghy@nic.in>, "Bhopal Singh" <dg-nwda@nic.in>, "R D Deshpande" <uyrb-mowr@nic.in>, "Abhay Kumar" <dir-adm-gfcc@nic.in>, dir@nih.ernet.in, "Arvind Prasad Singh" <arvindp.singh@nic.in>
Cc: "US(Coord.)" <uscoord-mowr@nic.in>, "Director" <dircoord-mowr@nic.in>
Sent: Tuesday, September 28, 2021 5:39:58 PM
Subject: Urgent: Special campaign on Records Management for Reviewing and Weeding out of Records / Files.

Sir/Madam,

Please find attachment on the subject for furnishing information through e-mail at iwsu-mowr@nic.in latest by today.

Thanks & Regards,

कनिष्ठ विश्लेषक (का. अ.)
Junior Analyst (WS)
ओ. एण्ड एम. एकक/O&M Unit



I/50951/2021

Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
(O&M Section)

Room No. 5, 'B' Wing,
Ground Floor, Shastri Bhawan,

New Delhi, dated the 1st October, 2021

OFFICE MEMORANDUM

Subject: Collection of Data on Records Management (No. of Files / Records Reviewed / Weeded out) on daily basis - reg.

As per Department of Administrative Reforms & Public Grievances (DAR&PG) directions, the information on No. of files/records reviewed / weeded out are required to be uploaded on their Dashboard on daily basis during the special campaign period i.e. from 02.10.2021 to 31.10.2021.

2. All concerned Sections / Attached / Subordinate Organizations are therefore requested to upload their data on daily basis during the special campaign period in link provided below:

<https://docs.google.com/spreadsheets/d/1gcG4xwv391ENTQZfT2-d8bSTbVXTSjGSAUVX0FhciR0/edit#gid=840875065>

(S N Pal)

Under Secretary to the Govt. of India
and Records Officer

Tele: 23074033

E-Mail: uscoord-mowr@nic.in

To:

All Sections under DoWR, RD & GR

All Attached / Subordinate Organizations under DoWR, RD & GR