

F. No. 5/2/2021-O&M/541-44  
Central Water Commission  
O&M Section

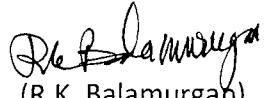
3<sup>rd</sup> Floor (S), Sewa Bhawan,  
R.K. Puram, New Delhi-110066  
Dated 26.10.2021

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

All field establishments/units are requested to provide the following information by today evening through e-mail [soom-cwc@gov.in](mailto:soom-cwc@gov.in).

1. Whether Departmental Record rooms are available.
2. If yes, number of physical files being kept in them.

This may be accorded "TOP PRIORITY"

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

To,

(Through CWC website)

1. All Chief Engineer (Field Organizations) of CWC.
2. All Superintending Engineer (Coord.) (Field Organizations) of CWC.

Copy for information to :-

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