

I/164550/2024

भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण
विभाग
केंद्रीय जल आयोग
सॉफ्टवेयर प्रबंधन निदेशालय



Government of India
Ministry of Jal Shakti
Dept. of Water Resources, RD&GR
Central Water Commission
Software Management Directorate

CIRCULAR

Sub: - Scanning and Digitization of Physical Files and Documents of CWC (HQ) offices.

Request are being received in SM Dte for scanning of files, documents, guidelines manuals etc from various Estt/Dtes.

To streamline the process and avoid retendering for the same work, all offices in CWC HQ requiring scanning of official documents may send the request in enclosed format (Annexure-I) before 31st March 2024 vide email to smdte@nic.in

This issue with the approval of Director, SM dte.

(Awdhesh Kumar)
Deputy Director

To,

1. All directorates/sections/units at CWC(HQ) through circular.

छटवाँ तल(दक्षिण), सेवा भवन
राम कृष्ण पुरम, नई दिल्ली -110066
दूरभाष: 011-29583615,
ई मेल:smdte@nic.in
●जल संरक्षण-सुरक्षित भविष्य●



6th Floor(South), Sewa Bhawan,
R.K. Puram, New Delhi-110066
Tel: 011-29583615,
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●Conserve Water- Save Life●

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Annexure-1

Name of Organization-

Name of office

S.No.	Type of file/Document	No. of Files	Total Pages	Page size (A4/A3/A2 etc)

Signature- - -----

Name -----

Designation-----

(Head of Office/Dir/Estt.)

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