



भारत सरकार
Government of India
केन्द्रीय जल आयोग
Central Water Commission
सॉफ्टवेयर प्रबंधन निदेशालय
Software Management Directorate

F.No: 10/4/eOffice-SMD/

Dated the 29th August 2019

OFFICE MEMORANDUM

Sub: Implementation and Use of eOffice in Central Water Commission – reg.

Implementation of e-Office Lite Software as a core mission mode project (MMP) under the National eGovernance Plan (NeGP) has been made operational in Central Water Commission (Headquarters as well as Regional Offices) w.e.f. 24.8.2017. Chairman CWC reviewed the progress on implementation and the following decisions were taken for implementation by all concerned:

1. The dak movement in Central Water Commission would be mandatorily through e-office mode only from 4th September, 2019 onwards and no movement of physical dak would be allowed after that.
2. The concerned personal staff of the senior officers would be provided hands-on-training by e-governance helpdesk for movement of dak in e-office mode
3. All files placed to Chairman, CWC would be mandatorily through e-office only, from 4th September, 2019 excepting some confidential matters / court cases, etc.

This issues with the approval of Chairman, CWC.

Signature valid

Digitally signed by B B SAIKIA
Date: 2019.09.03 11:01:04
IST

(B B Saikia)
Director

Nodal Officer for e-Office

To (through Email / Website):

- (i) All the Chief Engineers of Central Water Commission

Copy to (through Email / Website):

- (ii) PPS to Member (D&R / WP&P / RM) CWC, New Delhi
- (iii) PS to Chief Engineer (HRM), CWC, New Delhi
- (iv) PS to Secretary , CWC, New Delhi
- (v) DD(e-Gov Cell), CWC