

F. No. 5/2/2021-O&M/532-40
Central Water Commission
O&M Section

3rd Floor (S), Sewa Bhawan,
R.K. Puram, New Delhi-110066
Dated 25.10.2021


Subject:- Urgent: 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 mail dated 22.10.2021 whereby it has been directed to upload the data on Free space after weeding out of records on daily basis.

It is therefore, requested that all Establishment/Directorate/field offices are requested to provide the information regarding free space after weeding out of records on daily basis in the proforma enclosed 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.
6. Director, PCP Dte, CWC.
7. Director, RMC Dte.CWC.

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	<u>Free Space After weeding out of records</u>

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

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From : SK Haldar <chairman-cwc@nic.in>

Fri, Oct 22, 2021 03:37 PM

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

To : cehrmgmt <cehrmgmt@nic.in>

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

To: mowr-sections@ismgr.nic.in, "SK Haldar" <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>, gfcpcatna@gmail.com, bcb242433@gmail.com, "Amit Kumar Singh" <usbb-mowr@nic.in>, "SSCAC" <sscac-mowr@nic.in>, "Prasanna Kumar Singha" <gmooffice-fbp@gov.in>, "Radha William" <radha.william@nic.in>, "SO GA" <general-mowr@nic.in>, mowr-organizationheads@ismgr.nic.in

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

Sent: Friday, October 22, 2021 2:36:20 PM

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

Sir / Madam,

Reference: Trailing e-mail.

Vide trailing e-mail, all concerned were requested to upload the data on **Free space after weeding out of records in** the link already circulated on daily basis but It is observed that no Organization / Section is uploading the details on the subject.

As the information is required to be uploaded on the dashboard of Deptt. of AR&PG on daily basis, all concerned Organizations / Sections are once again requested to upload the details **on Free Space after weeding out of Records** on daily basis.

Thanks & Regards,

(O&M Section)

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

To: "All Sections" <mowr-sections@ismgr.nic.in>, "SK Haldar" <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>, "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>, "Radha William" <radha.william@nic.in>, "SO GA" <general-mowr@nic.in>
Cc: "US(Coord.)" <uscoord-mowr@nic.in>, "Director" <dircoord-mowr@nic.in>

Sent: Thursday, October 14, 2021 11:14:13 AM

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

Reference : Trailing e-mails.

It is intimated that Department of AR&PG has created an **additional Column to provide data on 'Free Space after Weeding out of Records'** on the their dashboard.

In this regard O&M Section has also added this Column in the link already shared with all Sections and concerned Organizations as given below:

<https://docs.google.com/spreadsheets/d/1gcG4xwv391ENTQZfT2-d8bSTbVXTSjGSAUVX0FhCiR0/edit#gid=840875065>

All concerned Sections / Organizations, are threfore, requested to provide data in this Column along with No. of Records Reviewed/Weeded out on daily basis.

Thanks & Regards,

O&M Sections

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

To: "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>, "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>, "Radha William" <radha.william@nic.in>, "SO GA" <general-mowr@nic.in>
Cc: "US(Coord.)" <uscoord-mowr@nic.in>, "Director" <dircoord-mowr@nic.in>

Sent: Tuesday, October 5, 2021 10:59:29 AM

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

Sir/Madam,

It is observed that many Sections / Organizations are not uploading the data on the subject in the link provided below and some Sections have uploaded the data against wrong date.

All concerned Sections / Organizations are once again requested to upload the data on Records Management i.e. No. of files/records reviewed / weeded out during the Special campaign period i.e. 02.10.2021 to 31.10.2021 in the link on daily basis.

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

Thanks & Regards,

(O&M Section)

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

To: "All Sections" <mowr-sections@ismgr.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>, "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>, "gfccpatna" <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" <mowr-wingheads@ismgr.nic.in>, "mowr-divisionheads" <mowr-divisionheads@ismgr.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>

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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@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>, "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,

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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

