

भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण
विभाग
केंद्रीय जल आयोग
ई-गवर्नेंस सेल



Government of India
Ministry of Jal Shakti
Dept. of Water Resources, RD&GR
Central Water Commission
e-Governance Cell

Sub: Digitization of Service Books and Scanning of Physical Files – reg.

Sir,

Kind reference is drawn to the minutes of Meeting cum Presentation (held on 17.10.2019) issued vide letter no J-11015/3/2019-e-Gov Cell dated 25.10.2019. In this regard, following inputs are requested in line with the decisions emerged during the meeting:

- 1) A certificate regarding digitization of service books may kindly be submitted to this office within 7 days in the format attached at **Annexure**.
- 2) Status regarding details of Physical Files to be scanned (indicating File No, File Open Date, File Closed Date, Number of pages, etc.) may be sent to PCP Dte within 10 days under intimation to this office.

Encl: A/a

Validity unknown

Digitally signed by AKHIL
AKHOURI
Date: 2019.10.25 17:59:45 IST

(Akhil Akhouri)
Deputy Director

To:

All the Under Secretaries of Establishments at CWC (HQ), New Delhi.

Copy to:

Director, PCP/ E-I/E-II/Admin/S M Dte, CWC, New Delhi.

Copy for kind information to:

1. PS to Chief Engineer (HRM), CWC, New Delhi.
2. PS to Secretary, CWC, New Delhi.
3. Dy. Director, e-Governance Cell, CWC



ANNEXURE**Service Books Details**

Name of the Establishment	Total No of Service Books being handled	No of Service Books Scanned	No of Scanned Service Books Sent to the concerned employee by e-mail.	No of remaining Page of Service books remaining to be scanned (Approximately)