

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

3rd Floor (S), Sewa Bhawan,
R.K. Puram, New Delhi-110066
Dated 29.09.2021

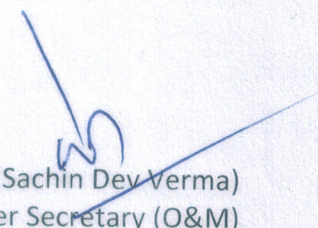
Subject:- Special Campaign for Records Management i.e. Reviewing/Weeding out of Records/Files and Reviewing Records Retention Schedules (RRS) for Substantive Functions.

Please find enclosed a copy of DoWR,RD&GR's letter No. W-15011/2/2021-O&M-MoWR dated 28.09.2021 whereby it has been communicated to conduct special campaign from 02.10.2021 to 31.10.2021 on Records Management for reviewing and weeding out old records as per extent instructions contained in Respective Records Retention Schedules & CSMOP.

It is therefore requested that the reply may be furnished latest by 30.09.2021 at 4.00 PM without any delay at Email soom-cwc@gov.in.

This may be accorded "TOP PRIORITY"

Encl: As above


(Sachin Dev Verma)
Under Secretary (O&M)
Tel No. 29583344
Email. soom-cwc@gov.in

To,

1. 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.
2. Director (Admn.), CWC, New Delhi.
3. Director (Estt.I), CWC, New Delhi

Copy for information to :-

1. Secretary, CWC, New Delhi.
2. Under Secretary, O&M Section of DoWR,RD&GR, Room No. 5, 'B' Wing, Ground Floor, Shastri Bhawan, New Delhi

From : S K Rajan (tcode@cwc.delhi.nic.in)

To : vipulkmr-cwc@nic.in

Cc :

Subject : Special Campaign for disposal of pending matters during the period 2nd October to 31st October 2021 - meeting and action plan - reg.

Date : Sep 27 2021 15:54 PM

From: "Chairman cwc" <chairman-cwc@nic.in>

To: "A Devanandan" <devanandan-cwc@gov.in>, "S K Rajan" <tcode@nic.in>

Sent: Monday, September 27, 2021 3:16:52 PM

Subject: Fwd: Special Campaign for disposal of pending matters during the period 2nd October to 31st October 2021 - meeting and action plan - reg.

From: "SO Coord MoWR" <coord-mowr@nic.in>

To: mowr-wingheads@lsmgr.nic.in, mowr-divisionheads@lsmgr.nic.in, "Chairman Central Ground Water Board" <chmn-cgwb@nic.in>, "G. Asok Kumar" <md.nwm@nic.in>, "Neeraj Kumar" <secy-cwma@nic.in>, "MS,GRMB" <membersecy-grmb@gov.in>, "director neriwalm" <director.neriwalm@gmail.com>, "Rajiv Ranjan Mishra" <dg@nmcg.nic.in>, "NWA" <nwa.mah@nic.in>, "dinesh 169" <dinesh_169@rediffmail.com>, "Satish Kumar" <rgi-cgwb@nic.in>, "Sunil Kumar Garg" <dir-nwic-mowr@gov.in>, "Brahmaputra" <bbrd-ghy@nic.in>, bcb242433@gmail.com, "bidhu-mef" <bidhu-mef@nic.in>, "Chairman cwc" <chairman-cwc@nic.in>, "Chairman Central Ground Water Board" <chmn-cgwb@nic.in>, "CMD-NPCC Limited" <cmd.npcc@nic.in>, cmd@wapcos.co.in, "D Ilanchezhian" <dda.nea@nic.in>, "Bhopal Singh" <dg-nwda@nic.in>, "Abhay Kumar" <dir-adm-gfcc@nic.in>, dir@nih.ernet.in, "Dr R Chitra" <director-csmrs@nic.in>, "Prasanna Kumar Singha" <gmoffice-fbp@gov.in>, "krmb hyd" <krmb.hyd@gmail.com>, sebrb2008@rediffmail.com, secretarytbb@yahoo.com, "R D Deshpande" <uyrb-mowr@nic.in>, mowr-sections@lsmgr.nic.in, cmd@wapcos.co.in, "CMD-NPCC Limited" <cmd.npcc@nic.in>, "Parliament Section" <parl-mowr@nic.in>, "Ram Lal Singh" <general-mowr@nic.in>, "N P JOSHI Deputy Secretary MoWR RD GR" <np.joshi@nic.in>, "O&M Unit" <iwsu-mowr@nic.in>

Cc: "Mr Sanjay Awasthi" <jsrd-dowr@gov.in>, "ANANDA CHANDRA" <dscoord-dowr@gov.in>, "US(Coord.)" <uscoord-mowr@nic.in>, "Mukesh Kumar" <m.kumar70@nic.in>, "N. P. Joshi" <dsadm-mowr@nic.in>

Sent: Monday, September 27, 2021 1:54:49 PM

Subject: Special Campaign for disposal of pending matters during the period 2nd October to 31st October 2021 - meeting and action plan - reg.

Sir/Madam,

All the Wings/Divisions/Organisations/Sections/SMDs/PSUs under DoWR, RD & GR and concerned Heads are requested to refer to OM dated 27.09.2021 on above subject and to convey that requisite ATR may be furnished at coord-mowr@nic.in at earliest.

This may be accorded as TOP PRIORITY.

Regards

Coordination Section.

3

URGENT

2-31 Oct

Room No. 5, 'B' Wing,
Ground Floor, Shastri Bhawan,

New Delhi, dated the 28th September, 2021

OFFICE MEMORANDUM

Subject: Special Campaign for Records Management i.e. Reviewing / Weeding out of Records / Files and Reviewing Records Retention Schedules (RRS) for Substantive Functions

The undersigned is directed to say that Cabinet Secretary has desired all Ministries / Departments to undertake special campaigns from 02.10.2021 to 31.10.2021 on Records Management for reviewing and weeding out old records as per extant instructions contained in Respective Records Retention (RRS) Schedules & CSMOP and also to review RRS. During the Review, each office has to provide the total number of physical records available with them and identify the number of physical records that is due for weeding out. The DARPG has created a dashboard for daily monitoring of progress of work in weeding of records and each office has to provide achievement on daily basis.

2. Hence, all Wings / Divisions / Sections including Attached / Subordinate organizations under this Department are therefore requested to review their physical records/files and **intimate their exact number and identify the records that has to be weeded and send these two figures to O&M Section today through email *iwsu-mowr@nic.in***. The request may please be accorded priority.

(S N Pal)

Under Secretary to the Govt. of India

Tele: 23074033

E-Mail: uscoord-mowr@nic.in

To:

All Wings / Divisions / Section under DoWR, RD & GR

All Attached / Subordinate Organization under DoWR, RD & GR

MOST IMMEDIATE

File: F-12011/5/2021-Coord
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
Coordination Section

Room No. 05, B-Wing Ground Floor
Shastri Bhawan, New Delhi – 11001
Dated 23rd September 2021

OFFICE MEMORANDUM

Subject: Special Campaign for disposal of pending matters during the period 2nd October to 31st October 2021.

The undersigned is directed to refer to OM of even number dated 13.09.2021 and meeting notice No. 30011/2/2019-O&M dated 21.09.2021 received from DAR&PG on above subject matter and to convey that another meeting has been scheduled **on 28.09.2021 at 11:00 AM** through video conference under the chairmanship of Secretary (DAR&PG) to review the progress of special campaign drive. VC link details are as under:-

- Option-1: Join from VC Studio in VCID: 1346270 Password: 0048
- Option-2: Join with web room link: <https://desktop.vc.nic.in/flex.html?roomdirect.html&key=3x0Va6a9Yu> password: 0048

2. Further, DAR&PG has requested to identify following pending matters (during the period from 13.09.2021 to 29.09.2021) under following categories:-

A: Reference Category

1. VIP/PMO References (MPs)
2. Parliamentary Assurance,
3. Inter-Ministerial Consultations (IMC) references (Cabinet Proposal),
4. State Govt. references
5. Public Grievances (PMO + Pension etc.)

B: Record Management

- Number of files due for review

C: Cleanliness & Office Scrap Disposal

- Indoor, Outdoor, Office Scrap Disposal

D: Compliance Burden

- Number of Rules Identified for Simplification

3. And furnish pendency details and achievements as per **proforma-1** and **proforma-2** enclosed herewith for submission on portal i.e. <https://pgportal.gov.in/scdpm> on regular

interval. A copy of PPT received from DAR&PG is enclosed herewith as ready reference.

4. In this regard, all the concerned Wings/ SMDs/ Sections/ Divisions/ Organizations/ PSUs (as listed below) are requested to provide present status of pending matters as per proforma attached and initiate immediate action for disposal of the matters by **2.00 PM of 27.09.2021.**

5. This issues with the approval of Competent Authority.

Encl: As above

(S.N. Pal)

Under Secretary to the Govt. of India

Tel: 011-23074033

Email: uscoord-mowr@nic.in

To

1. All the Heads of Wings/ Divisions/ Organizations/ Sections/ SMDs/ PSUs under DoWR, RD & GR. **[in respect of point A(1), A(4), A(5)]**
2. Deputy Secretary/Director (Parliament), DoWR, RD & GR. **[in respect of point A(2)]**
3. Deputy Secretary (IFD), DoWR, RD & GR **[in respect of point A(3)]**
4. Deputy Secretary (Admin/GA), DoWR, RD & GR. **[in respect of point C, with request to issue necessary instructions to all Attached/Sub-ordinate offices for cleanliness in Govt offices and premises]**
5. Deputy Secretary (Coordination/O&M), DoWR, RD & GR **[in respect of point C and D, with request to O&M section to review the files in r/o Attached/Sub-ordinate offices]**

Copy for information to:

1. PS/PPS to Secretary (DoWR, RD & GR), New Delhi – 110001 [Email: secy-mowr@nic.in]

PROFORMA-I

PENDENCY IDENTIFICATION FORM

1. Organization/ Section's Name:

2. Department/Ministry: Department of Water Resources, RD & GR, Ministry of Jal Shakti

3.

Date:

5

A- Reference Category

Pending references identified till the selected date

Reference Category	< 6 months	6 – 12 months	1 – 2 years	> 2 years	Remarks, if any
Reference from MPs (VIP, PMO etc.)					
Parliamentary Assurance					
IMC reference (cabinet proposals)					
State Govt. references					
Public grievances (PMO, Pension, etc)					

Note: pendency identification should be updated daily and to be filled cumulative as on date.

B – Record Management

Number of files due for review		
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C- Cleanliness & Office Scrap Disposal

INDOOR			
System in Place	Inspection architecture in place		
Outsource agency deployed	Level of inspecting Officer		"
OUTDOOR			
Number of Campaign to be conducted			
OFFICE SCRAP DISPOSAL			
Date of identification			
D- Compliance Burden			
Number of Rules identified for simplification			

PROFORMA-II

ACHIEVEMENT FORM

1. Organization/ Section's Name:

2. Department/Ministry: Department of Water Resources, RD & GR, Ministry of Jal Shakti

3.

Date:

A- Reference Category

Achievement status till the selected date

Reference Category	< 6 months		6 – 12 months		1 – 2 years		> 2 years	
	T	A	T	A	T	A	T	A
Reference from MPs (VIP, PMO etc.)								
Parliamentary Assurance								
IMC reference (cabinet proposals)								
State Govt. references								
Public grievances (PMO, Pension, etc)								

Note: Achievements should be updated daily and to be filled cumulative as on date.

T: target, A: achievement

B – Record Management

Number of files due for review: ____	Number of files reviewed: ____	No. of files weeded: ____
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C- Cleanliness & Office Scrap Disposal

INDOOR

System in Place		Inspection architecture in place	
Outsource agency deployed		Level of inspecting Officer	

OUTDOOR

No. of Campaign to be conducted: _____	No. of Campaign Conducted: _____
Highest Leading Level of any Campaign	

OFFICE SCRAP DISPOSAL

Date of scrap disposal		Total Revenue Generated till date (in Rs.)	
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D- Compliance Burden

No. of Rules identified for simplification		Number of Rules simplified	
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