

F. No. 5/2/2021-O&M/*529-531*
Central Water Commission
O&M Section

3rd Floor (S), Sewa Bhawan,
R.K. Puram, New Delhi-110066
Dated 21.10.2021

Subject:- Collection of Data on Records Management (No. of Files/ Records Reviewed/ Weeded out) on daily basis – reg.

A Special Campaign Drive is being conducted from 02.10.2021 to 31.10.2021 for disposal of pending matter.

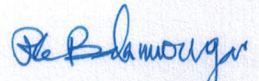
Under this drive emphasis is being laid on cleanliness, record management and disposal of public grievances/ Parliament assurances/ VIP References etc.

Director (PCP) is hereby nominated as 'Nodal Officer' for this Drive.

While O&M Section will look after Public Grievances /compile information on Record Management at CWC (H.Q.), TC Directorate will look after VIP Reference/Parliament Assurances etc and RMCD will collect/compile information on Record Management in Field offices.

This issue with the approval of Chief Engineer (HRM), CWC

Encl: As above


(R.K. Balamurgan)
Under Secretary (O&M)
Tel No. 29583302
Email. soom-cwc@gov.in

To,

1. Director, PCP, Dte. CWC, New Delhi.
2. Director, (TC), CWC, New Delhi
3. *Director, (RMCD) Dte. CWC*
Copy for information to :-
 1. Secretary, CWC, New Delhi.
 2. PS to Chief Engineer (HRM), New Delhi

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

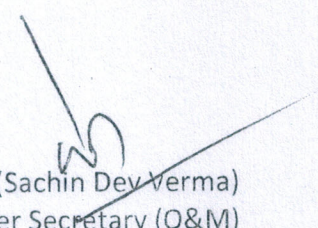
Subject:- Special Campaign for Records Management i.e. Reviewing/Weeding out of Records/Files and Reviewing Records Retention Schedules (RRS) for Substantive Functions.

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 (tcodte@cw.cdelhi.nic.in)

To : vipulkmr-cw@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 cw" <chairman-cw@nic.in>

To: "A Devanandan" <devanandan-cw@gov.in>, "S K Rajan" <tcodte@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 neriwal" <director.neriwal@gmail.com>, "Rajiv Ranjan Mishra" <dg@nmeg.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 cw" <chairman-cw@nic.in>, "Chairman Central Ground Water Board" <chmn-cgwb@nic.in>, "CMD-NPCC Limited" <cmd.npcc@nic.in>, "D Ilanchezhayan" <dda.nca@nic.in>, "Bhopal Singh" <dg-nwda@nic.in>, "Abhay Kumar" <dir-adm-cmd@wapcos.co.in>, "Dr R Chitra" <director-csmrs@nic.in>, "Prasanna Kumar Singha" <gmoffice-fbp@gov.in>, "krmb gfcc@nic.in", "R D Deshpande" <uyrb-mowr@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.

568/8552-110
Government of India

URGENT

Ministry of Jal Shakti
Department of Water Resources, RD & GR
(O & M Section)

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

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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:

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F. No. 5/2/2021-O&M-516-522
Central Water Commission
O&M Section

3rd Floor (S), Sewa Bhawan,
R.K. Puram, New Delhi-110066
Dated 05.10.2021

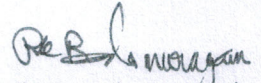
Subject:- Collection of Data on Records Management (No. of Files/ Records Reviewed/ Weeded out) on daily basis – reg.

Please find enclosed a copy of DoWR, RD&GR's letter No. W-15011/2/2021-O&M-MoWR dated 01.10.2021 whereby it has been directed for Collection/uploading of Data on Records Management (No. of Files/ Records Reviewed/ Weeded out) on daily basis.

It is therefore, requested that all Establishment/Directorate/field offices are requested to furnish the necessary data in the proforma enclosed on daily basis during the special campaign period i.e. 02.10.2021 to 31.10.2021 on all working days 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

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)
Central Water Commission				

From : Chairman cwc (chairman-cwc@nic.in)

To : sameerds-cwc@nic.in,cehmgmt@nic.in

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

Date : Oct 01 2021 18:18 PM

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

To: 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@gmail.com, bcb242433@gmail.com, "Amit Kumar Singh" <usbb-mowr@nic.in>, "SSCAC" <sscac-mowr@nic.in>, "Prasanna Kumar Singha" <gmoffice-fbp@gov.in>, 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@lsmgr.nic.in, mowr-divisionheads@lsmgr.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-d8bSTbVXTSjGSAUVX0FhclR0/edit#gid=840875065>

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, rvind 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,

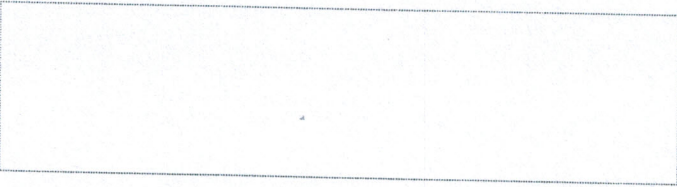
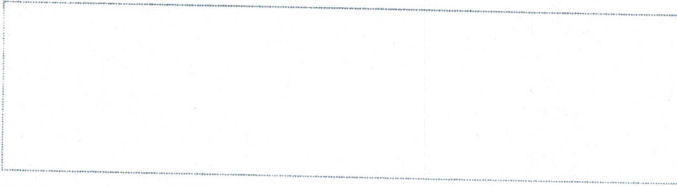
Please find attachment on the subject for furnishing information through e-mail at iwsu-mowr@nic.in latest by today.

Thanks & Regards,

कनिष्ठ विश्लेषक (का. अ.)

Junior Analyst (WS)

ओ. एण्ड एम. एकक/O&M Unit



I/50951/2021

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Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
(O&M Section)

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

New Delhi, dated the 1st October, 2021

OFFICE MEMORANDUM

Subject: Collection of Data on Records Management (No. of Files / Records Reviewed / Weeded out) on daily basis - reg.

As per Department of Administrative Reforms & Public Grievances (DAR&PG) directions, the information on No. of files/records reviewed / weeded out are required to be uploaded on their Dashboard on daily basis during the special campaign period i.e. from 02.10.2021 to 31.10.2021.

2. All concerned Sections / Attached / Subordinate Organizations are therefore requested to upload their data on daily basis during the special campaign period in link provided below:

<https://docs.google.com/spreadsheets/d/1gcG4xwv391ENTQZFT2-d8bSTbVXTSjGSAUVX0FhclR0/edit#gid=840875065>

(S N Pal)

Under Secretary to the Govt. of India
and Records Officer

Tele: 23074033

E-Mail: uscoord-mowr@nic.in

To:

All Sections under DoWR, RD & GR

All Attached / Subordinate Organizations under DoWR, RD & GR