



f.No m-74074/96/2019 - PCP Dte/650 - 669

Date: 28/10/2021

To

**All Field Chief Engineers,  
(Through CWC Website)**

**Sub.:** Special Campaigning for disposal of Pending matters during the period 2nd October to 31st October 2021-reg.

**Ref.:** TOL No. 74074/96/2019-PCP Dte/627-29 dated 21-10-2021

Sir,

In continuation to TOL (Copy Enclosed) quoted above and the meeting chaired by Member (RM) CWC on 22-10-2021, it is requested to kindly furnish the requisite information by 12:00 noon on 29-10-2021 positively for the review meeting to be taken by Member (RM) CWC on **29-10-2021**.

Yours sincerely

B B Saikia  
Director (PCP Dte)

**Copy to:**

1. Chief Engineer, HRM, Sewa Bhawan, R K Puram, New Delhi-110066 for kind information please.
2. Director, RMCD, Sewa Bhawan, R K Puram, New Delhi-110066 for necessary action please
3. Director (D&R Coord.), Sewa Bhawan, R K Puram, New Delhi-110066 for necessary action please
4. Director (WP&P Coord.), Sewa Bhawan, R K Puram, New Delhi-110066 for necessary action please
5. Director (TC Dte.), Sewa Bhawan, R K Puram, New Delhi-110066 for necessary action please





## FIELD CHIEF ENGINEERS OF CWC

1. The Chief Engineer , Lower Ganga Basin Organization, Patna
2. The Chief Engineer , Mahanadi & Eastern Rivers Organization, Bhubaneswar
3. The Chief Engineer , Monitoring Central, Nagpur
4. The Chief Engineer , Monitoring South, Bangalore
5. The Chief Engineer , Narmada Basin Organization, Bhopal
6. The Chief Engineer , Barak & Other Basin Organisation, Guwahati .
7. The Chief Engineer , Mahi and Tapi Basin Organization, Gandhinagar.
8. The Chief Engineer , Teesta Basin Organization, Siliguri
9. The Chief Engineer , Upper Ganga Basin Organization, Lucknow
10. The Chief Engineer , Yamuna Basin Organization, Delhi
11. The Chief Engineer , Brahmaputra Basin Organisation, Shillong
12. The Chief Engineer , Cauvery & Southern River Organisation, Coimbatore.
13. The Chief Engineer , Krishna Godavari Basin Organisation, Hyderabad.
14. The Chief Engineer, Indus Basin Organisation, Chandigarh





F.No. N-74074/96/2019 -PCP dt/627-29

Dated 21/10/2021

To

All Field Chief Engineers,

Sub.: Special Campaigning for disposal of Pending matters during the period 2nd October to 31st October 2021-reg.

Ref.: F12011/05/2021-Coordination Section, MOWR dated:23.09.21

Sir,

Kindly refer to attached office memorandum (copy enclosed) regarding Special Campaigning for disposal of Pending matters during the period 2<sup>nd</sup> October to 31<sup>st</sup> October 2021.

In this regard it is requested that Action Taken Report (ATR) along with photographs for the **Cleanliness and Office Scrap Disposal** as on date may kindly be sent by return mail to [ddpcp-cwc@nic.in](mailto:ddpcp-cwc@nic.in) [ddpcp-cwc@gov.in](mailto:ddpcp-cwc@gov.in) as the matter will be reviewed by Secretary, DoWR, RD &GR with Chief Engineer, HRM CWC on 22.10.2021.

Further, ATR for the period 2<sup>nd</sup> October 2021 to 31<sup>st</sup> October 2021 may be submitted to this office subsequently.

**THIS MAY KINDLY BE TREATED AS MOST IMPORTANT.**

Yours faithfully,

*B B Saikia*  
21/10/2021  
(B B Saikia)  
Director, PCP

Copy to:

1. Chief Engineer, HRM, Sewa Bhawan, R K Puram, New Delhi-110066
2. Director, RMCD, Sewa Bhawan, R K Puram, New Delhi-110066



**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.

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**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 cw" <chairman-cw@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.nca@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" <dsadmn-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.

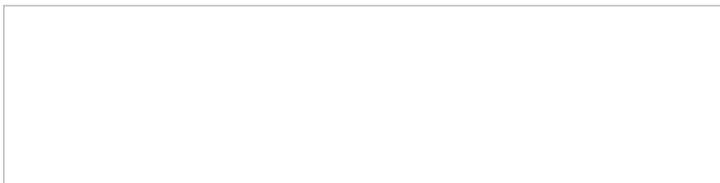
Sir/Madam,

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](mailto:coord-mowr@nic.in) at earliest.

This may be accorded as TOP PRIORITY.

Regards

Coordination Section.





**MOST IMMEDIATE**

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

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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 2<sup>nd</sup> October to 31<sup>st</sup> 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:**

.....

<b>A- Reference Category</b>					
<b>Pending references identified till the selected date</b>					
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>B – Record Management</b>		
Number of files due for review		

<b>C- Cleanliness &amp; Office Scrap Disposal</b>			
<b>INDOOR</b>			
System in Place	Inspection architecture in place		
Outsource agency deployed	Level of inspecting Officer		
<b>OUTDOOR</b>			
Number of Campaign to be conducted			
<b>OFFICE SCRAP DISPOSAL</b>			
Date of identification			

<b>D- Compliance Burden</b>		
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**

<b>INDOOR</b>			
System in Place		Inspection architecture in place	
Outsource agency deployed		Level of inspecting Officer	
<b>OUTDOOR</b>			
No. of Campaign to be conducted: _____		No. of Campaign Conducted: _____	
Highest Leading Level of any Campaign			
<b>OFFICE SCRAP DISPOSAL</b>			
Date of scrap disposal		Total Revenue Generated till date (in Rs.)	

**D- Compliance Burden**

No. of Rules identified for simplification		Number of Rules simplified	
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No. 30011/2/2019-O&M (5866)  
Government of India  
Ministry of Personnel Public Grievances & Pensions  
Department of Administrative Reforms and Public Grievances

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5<sup>th</sup> Floor, Sardar Patel Bhawan, New Delhi,  
Dated the 21<sup>st</sup> September, 2021

**OFFICE MEMORANDUM**

Subject: Special campaign for disposal of pending matters during the period 2<sup>nd</sup> October to 31<sup>st</sup> October, 2021

The undersigned is directed to refer to the O.M. of even number dated 13<sup>th</sup> September, 2021 and on the above-mentioned subject and to enclose herewith PPT on campaign and proposed Portal to capture real time progress of campaign for guidance. If required, a separate training session on portal will be conducted by NIC on 23<sup>rd</sup> September, 2021. URL Link of the portal and login credentials will be forwarded to the individual Nodal officers separately.

2. Efforts may be made to complete the campaign by 6<sup>th</sup> October, 2021. In this regard a meeting under the chairpersonship of Secretary, DARPG is scheduled to be held at 11.00 AM on 28<sup>th</sup> September, 2021 to review the progress of special campaign drive.

Encl: as above

  
(Namrata Kumari)  
Under Secretary to the Government of India  
Tele No.23401433

To

1. Nodal Officers for Special campaign
2. Copy for information to Secretary to the GOI
3. DDG, NIC

FORMS to be filled up by Nodal  
Officers of the  
Ministry/Departments

# PENDENCY IDENTIFICATION FORM

Pendency Identification of ministry of pension

Select Date 09/21/2021



## A- Reference Category

Pending references identified till the selected date				
References Category	< 6 months	6 -12 months	1-2 years	> 2 years
References from MPs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parliamentary Assurance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
IMC references(Cabinet Proposals)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State Govt. References	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Public Grievances	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Note:** Pendency Identification should be updated daily and to be filled cummulative as on date

## B- Record Management

Number of Files Due for Review

## C- Cleanliness & Office Scrap Disposal

### INDOOR

System in Place

Select



Inspection architecture in place

Select



Outsource agency deployed

Select



Level of inspecting Officer

Select



### OUTDOOR

Number of Campaign to be Conducted

### OFFICE SCRAP DISPOSAL

Date of Identification

09/21/2021



## D- Compliance Burden

Number of Rules Identified for Simplification

Submit



# ACHIEVEMENT FORM

## Achievement Status of ministry of pension

Select Date 09/21/2021



### A- Reference Category

Achievement status till the selected date								
Reference Category	< 6 months		6 -12 months		1-2 years		> 2 years	
	Target	Achievement	Target	Achievement	Target	Achievement	Target	Achievement
References from MPs								
Parliamentary Assurance								
IMC references(Cabinet Proposals)								
State Govt. References								
Public Grievances								

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

### 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

Number of Campaign to be Conducted		Number of Campaign Conducted	
Highest Leading Level of any Campaign	Select		

#### OFFICE SCRAP DISPOSAL

Date of scrap disposal	09/21/2021	Total Revenue Generated Till Date (Rs.)	
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### D- Compliance Burden

Number of Rules Identified for Simplification		Number of Rules Simplified	
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Submit

# Special Campaign

Clearing pending references  
and Cleanliness Drive

# Targets for Campaign

## **Target 1-Pendency to be brought down to zero**

- ✓ *MP References*
- ✓ *State Govt Reference*
- ✓ *Inter Ministerial References*
- ✓ *Parliamentary Assurances*
- ✓ *Public Grievances*

## **Target 2- Cleanliness**

## **Target 3- Recording Management**

## **Target 4- Rules to be simplified to reduce compliance burden**

# Implementation Strategy

## **Preparatory Phase -22-30 September**

- ✓ Design a portal to capture real-time data for monitoring
- ✓ Appointment of nodal officers by the Ministries
- ✓ Training of Nodal officers
- ✓ Identify Pending references and entry into portal
- ✓ Identify Records due for review and entry into portal
- ✓ Identify scraps to be discarded
- ✓ Identify agency to be engaged and implementation strategy for indoor & Outdoor cleanliness drive( whitewash, cleaning, sanitization , scrap disposal etc)

## **Campaign Phase (2-31 Oct 2021)**

- ✓ Daily action followed by data entry into portal
- ✓ Ministries to analysis their progress
- ✓ Real time dashboard available to PMO and Cabinet Secretariat to review the progress
- ✓ Ranking of Ministries based on performance

# Portal Design- Pendency of References

Date	Pendency			
	<6 months	6-12 months	12-24 months	>24 months
18 Sep				
19 Sep				
30 Sep	---( final target)	---( final target)	---( final target)	---( final target)

Date	Target	Achievem ent	Target	Achievem ent	Target	Achievem ent	Target	Achievem ent
	< 6 month		6-12		12-24		>24 months	

# Portal Design- Record management

Date	Files due for Review
22 <sup>nd</sup> Sep	n
23 <sup>rd</sup> Sep	n
....	
30 Sep	---( final target)

Date	Target	Files Reviewed	Retained	Weeded out

# Portal Design – Rules to be reviewed to reduce compliance burden

Number of Rules identified	Number Rules simplified

# Portal Design-Cleanliness Drive

## **Indoor**

- *System in place- Y/N*
- *Agency engaged- Y/ N*
- *Inspection architecture in place-Y/N*
- *Level of inspection officer- Drop Down Selection*

## **Outdoor**

- *Number of campaign*
- *Leading level – Drop Down selection*

## **Scrap Disposal**

- *Date of scrap identification*
- *Date of disposal*
- *Revenue earned from disposal*

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Thank You

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**Fwd: [Secy-goi] Campaign Drive for disposal of pending matters during the period of 2nd October-31st October,2021**

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**From :** Mr Sanjay Awasthi <jsrd-dowr@gov.in> Tue, Sep 21, 2021 06:09 PM  
**Subject :** Fwd: [Secy-goi] Campaign Drive for disposal of pending matters during the period of 2nd October-31st October,2021  3 attachments  
**To :** ANANDA CHANDRA <dscoord-dowr@gov.in>, US(Coord.) <uscoord-mowr@nic.in>, SO Coord MoWR <coord-mowr@nic.in>

---

**From:** "Subodh Yadav" <js-mowr@nic.in>  
**To:** "Mr Sanjay Awasthi" <jsrd-dowr@nic.in>  
**Cc:** "ANANDA CHANDRA" <dscoord-dowr@gov.in>  
**Sent:** Tuesday, September 21, 2021 5:59:09 PM  
**Subject:** Fwd: [Secy-goi] Campaign Drive for disposal of pending matters during the period of 2nd October-31st October,2021

Sir,  
May like to see please.

O/o  
Joint Secretary (Admn/IC&GW and CVO)  
Ministry of Jal Shakti  
D/o Water Resources, River Development & Ganga Rejuvenation  
Government of India  
Tel: 011-23710343;  
Fax: 011-23730719

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**From:** "Shri Pankaj Kumar" <secy-mowr@nic.in>  
**To:** "Subodh Yadav" <js-mowr@nic.in>  
**Sent:** Tuesday, September 21, 2021 5:34:27 PM  
**Subject:** Fwd: [Secy-goi] Campaign Drive for disposal of pending matters during the period of 2nd October-31st October,2021

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**From:** "Namrata Kumari" <namrata.kumari@nic.in>  
**To:** "Saheli Ghosh Roy" <saheli.ghosh@nic.in>, "Ms. Saheli Ghosh Roy" <jscpg-mha@nic.in>, "Jogiranjana Panigrahi" <jogiranjana.63@nic.in>, "Simmi Chaudhary" <s.chaudhary@meity.gov.in>, "Sh. Anurag Bajpai" <jscoord-ddp@nic.in>, "S.Balachandra

lyer" <ddgca-dot@nic.in>, "Joint Secretary Estt." <jse@nic.in>, "Rohit Mathur" <rohit.mathur@nic.in>, "geetan" <geetan@nic.in>, "Ms Farida M Naik" <fm.naik@nic.in>, "Mercy Epao" <js.sme@nic.in>, "Mercy Epao" <mercy.epao@nic.in>, "Dr(Mr) Shailendra Kumar" <shailendra.k@nic.in>, "office of JS K" <js1-steel@gov.in>, "ddg depwd" <ddg.depwd@gov.in>, "Vipin Kumar" <jscord-mhrd@gov.in>, "Mr Samir Kumar" <samirkumar@nic.in>, "Dr Pudi Hari Prasad" <jsesw@nic.in>, "Mr PK Abdul Kareem" <pka.kareem@nic.in>, "Ms Pallavi Agarwal" <pallavi.agarwal@gov.in>, "Mr Ajith Kumar N." <ajith.kn@gov.in>, "Partha Sarthi Sensharma" <sensharm.up@nic.in>, "Smt. Nidhi" <as-heavyind@gov.in>, ddgpgq@indiapost.gov.in, "Sh. Kamlesh Chaturvedi" <k.chaturvedi@gov.in>, "as mpa" <as.mpa@nic.in>, "Vineet Mathur" <vineet.mathur68@gov.in>, "Thanglemlian null DS" <thanglemlian.ds@nic.in>, sandhyavs@isro.gov.in, "Raghuraj Rajendran" <raghurajmr@ias.nic.in>, "Vinod Kumar" <vinod.kmr1968@gov.in>, "Mr Mitter Sain" <mitter.sain@gov.in>, "JIGMET TAKPA" <takpa.jigmet@gov.in>, "Narender Kumar Santoshi" <nk.santoshi@nic.in>, "Mr SANJAY KUMAR" <jsupa-mhupa@gov.in>, "lucas kamsuan" <lucas.kamsuan@gov.in>, "BPPATI" <bppati@ifs.nic.in>, "Surinder Pal Singh" <surinder.singh66@gov.in>, "Dr Prem Singh" <prem.bogzi@ias.nic.in>, "Economic Adviser" <ea-labour@gov.in>, "Mr Shaleen Agrawal" <dirdare.icar@nic.in>, "Shri Ritvik Pandey" <jsrev@nic.in>, "Sunil Kr Sinha CCoord" <commrcoord-cbec@nic.in>, "Rakesh Gupta" <commcoord-cbdt@nic.in>, "Mr Siddhartha Singh Longiam" <ls.singh12@gov.in>, "Subodh Kr.Singh JS Sugar" <js-sugar@gov.in>  
**Cc:** "secy-goi" <secy-goi@ismgr.nic.in>, "V. Srinivas" <vsrinivas@nic.in>, "addl-secy" <addl-secy@nic.in>, "Jaya Dubey" <jaya.dubey@nic.in>, "Rachna Srivastava" <rachna\_sri@nic.in>, "Ajit Kumar Sah" <ak.sah@nic.in>, "Piyush Goyal" <goyal-sb@nic.in>  
**Sent:** Tuesday, September 21, 2021 3:34:41 PM  
**Subject:** [Secy-goi] Campaign Drive for disposal of pending matters during the period of 2nd October-31st October,2021

Sir/Madam,

This is with reference of meeting held on 20th September 2021 on the subject mentioned above. Please find the **attached PPTs on Special Campaign and form to be filled by nodal officers** designated Special Campaign Drive.

**A meeting notice** is also attached herewith which is to be held on **28th September 2021 at 11.00 AM** under the chairpersonship of **Secretary (DARPG)** through VC on the subject mentioned above.in this connection, **the following options with the participants to join the meting:**

**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**

With regards,

Namrata Kumari,  
Under Secretary  
D/o AR&PG,  
Sardar Patel Bhawan, New Delhi.



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Secy-goi mailing list -- [secy-goi@ismgr.nic.in](mailto:secy-goi@ismgr.nic.in)  
To unsubscribe send an email to [secy-goi-leave@ismgr.nic.in](mailto:secy-goi-leave@ismgr.nic.in)



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 **Meeting Notice for 28 september09212021151612.pdf**  
250 KB

 **FORMS to be filled up by Nodal Officers.pptx**  
430 KB

 **Campaign(1).pptx**  
59 KB

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**Fwd: Portal for capturing pendency and achievements under Special Campaign for Disposal of Pending Matters (SCDPM)**

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**From :** Mr Sanjay Awasthi <jsrd-dowr@gov.in>

Thu, Sep 23, 2021 09:26 AM

**Subject :** Fwd: Portal for capturing pendency and achievements under Special Campaign for Disposal of Pending Matters (SCDPM)**To :** ANANDA CHANDRA <dscoord-dowr@gov.in>,  
US(Coord.) <uscoord-mowr@nic.in>, SO Coord MoWR  
<coord-mowr@nic.in>

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**From:** "Namrata Kumari" <namrata.kumari@nic.in>**To:** "Ms. Saheli Ghosh Roy" <jscpg-mha@nic.in>, "Jogiranjana Panigrahi" <jogiranjana.63@nic.in>, "Simmi Chaudhary" <s.chaudhary@meity.gov.in>, "Sh. Anurag Bajpai" <jscoord-ddp@nic.in>, "S.Balachandra Iyer" <ddgca-dot@nic.in>, "Joint Secretary Estt." <jse@nic.in>, "Rohit Mathur" <rohit.mathur@nic.in>, "geetan" <geetan@nic.in>, "Ms Farida M Naik" <fm.naik@nic.in>, "Mercy Epao" <js.sme@nic.in>, "Dr(Mr) Shailendra Kumar" <shailendra.k@nic.in>, "office of JS K" <js1-steel@gov.in>, "ddg depwd" <ddg.depwd@gov.in>, "Vipin Kumar" <jscord-mhrd@gov.in>, "Mr Samir Kumar" <samirkumar@nic.in>, "Dr Pudi Hari Prasad" <jsesw@nic.in>, "Mr PK Abdul Kareem" <pka.kareem@nic.in>, "Ms Pallavi Agarwal" <pallavi.agarwal@gov.in>, "Mr Siddhartha Singh Longiam" <ls.singh12@gov.in>, "Subodh Kr.Singh JS Sugar" <js-sugar@gov.in>, "Mr Ajith Kumar N." <ajith.kn@gov.in>, "sesharm up" <sesharm.up@nic.in>, "Smt. Nidhi" <as-heavyind@gov.in>, ddgpgg@indiapost.gov.in, "Sh. Kamlesh Chaturvedi" <k.chaturvedi@gov.in>, "as mpa" <as.mpa@nic.in>, "Vineet Mathur" <vineet.mathur68@nic.in>, "Thanglemlian null DS" <thanglemlian.ds@nic.in>, sandhyavs@isro.gov.in, "Raghuraj Rajendran" <raghurajmr@ias.nic.in>, "Vinod Kumar" <vinod.kmr1968@gov.in>, "Mr Mitter Sain" <mitter.sain@gov.in>, "JIGMET TAKPA" <takpa.jigmet@gov.in>, "Narender Kumar Santoshi" <nk.santoshi@nic.in>, "Mr SANJAY KUMAR" <jsupa-mhupa@gov.in>, "lucas kamsuan" <lucas.kamsuan@gov.in>, "BPPATI" <bppati@ifs.nic.in>, "Surinder Pal Singh" <surinder.singh66@gov.in>, "Dr Prem Singh" <prem.bogzi@ias.nic.in>, "Economic Adviser" <ea-labour@gov.in>, "Mr Shaleen Agrawal" <dirdare.icar@nic.in>, "Shri Ritvik Pandey" <jsrev@nic.in>, "Sunil Kr Sinha CCoord" <commrcoord-cbec@nic.in>, "Rakesh Gupta" <commcoord-cbdt@nic.in>, "Mr Sanjay Awasthi" <jsrd-dowr@gov.in>, "Dasari Rao" <dasari.rao@gov.in>, "minhaj" <minhaj@ias.nic.in>, "anil sharma" <sharma.anil@nic.in>, "Mrs Usha Padhee" <usha.padhee@nic.in>, "Juglal Singh" <juglal.singh@nic.in>, "Devashish Bhardwaj" <dev.bhardwaj@gov.in>, "Anu P Mathai" <anu.mathai@nic.in>**Cc:** addl-secy@nic.in, "Jaya Dubey" <jaya.dubey@nic.in>, "Ajit Kumar Sah" <ak.sah@nic.in>, "Piyush Goyal" <goyal-sb@nic.in>**Sent:** Wednesday, September 22, 2021 5:28:29 PM**Subject:** Portal for capturing pendency and achievements under Special Campaign for Disposal of Pending Matters (SCDPM)

## Reference: Trailing mail from NIC

May kindly see for information and necessary action please.

Regards  
Namrata Kumari  
Under Secretary  
DARPG  
Tel no. 23401433

**The portal is available at URL: <https://pgportal.gov.in/scdpm>**

All nodal officers of Ministries/Departments can login with their email or mobile using OTP

Presently 49 nodal offices's email and mobile numbers (where ever provided) have been white listed and are allowed login.

There are 3 options for them:

1. dashboard or Home - showing current position of pendency (target vs achievements) on all parameters.
2. Pendency Identification Form - to enter cumulative pendency as on current date on various parameters
3. Achievement Form - to enter the cumulative achievement against the Target - **The form will be opened on 2nd October 2021**

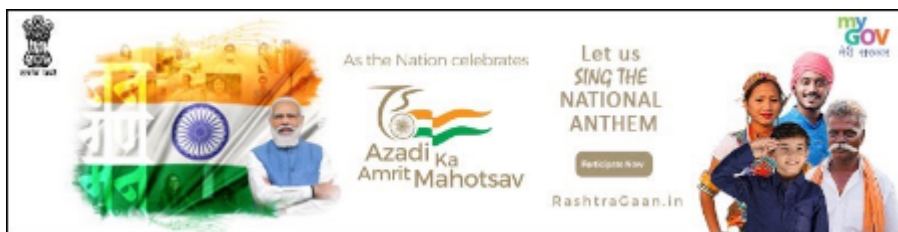
This may kindly be sent to all Nodal Officers for information and use.

सादर / Regards,

पीयूष गोयल / Piyush Goyal

विभागाध्यक्ष, एनआईसी-डीएआरपीजी / HOD, NIC-DARPG

9810633964



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

3<sup>rd</sup> 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](mailto: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](mailto: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	<b><u>Free Space After weeding out of records</u></b>



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

3

**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>

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**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>, 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>, "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)

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**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

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**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)

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**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>

6

Thanks & Regards,

O&M Unit

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**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](mailto:iwsu-mowr@nic.in)) by forenoon tomorrow i.e. 30.09.2021 positively.**

(Please ignore if information already furnished.)

Thanks & Regards,

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**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,

7

Please find attachment on the subject for furnishing information through e-mail at [iwsu-mowr@nic.in](mailto:iwsu-mowr@nic.in) latest by today.

Thanks & Regards,

कनिष्ठ विश्लेषक (का. अ.)  
Junior Analyst (WS)  
ओ. एण्ड एम. एकक/O&M Unit

