

A-50013/353/2021-Admn.  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR

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Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 8th November, 2021

**OFFICE MEMORANDUM**

**Subject: Departmental Instructions related to disposal of work in Department of Water Resources, RD & GR.**

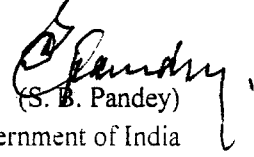
The undersigned is directed to circulate following Departmental Instructions related to disposal of work in Department of Water Resources, RD & GR: -

- A. All Assistant Section Officers may seek and forward non-classified information related to the cases being handled by them through NIC e-mail-ids allotted against their names.
- B. All Section Officers may dispose of following tasks at their own level:-
  - ii. Disposal of receipts related to various reports/ returns.
  - iii. Reviewing/ Recording/ Weeding out files in the Section.
  - iv. Issuing reminders.
  - v. Forwarding inter and intra - Departmental non-classified information.
- C. All officers with whom personal staff are attached, shall invariably get the following items of work done through their respective personal staff (Steno/PA/PS/PPS/Sr PPS etc.), as far as possible:-
  - i. Correction of drafts, wherever necessary;
  - ii. Issuing of approved drafts. The personal staff are already operating e-office and hence officers may send such files to them whenever issuing of approved drafts is required. They may ensure to get the letter signed by the officers and the same be attached in the same file.
- D. Officers of all levels shall transfer the knowledge pertaining to their seat within one week of their transfer to the new occupant in case of Intra Departmental Transfer. The reporting officers of such transferred officers shall allow half working day daily for 5 working days for such knowledge transfer activity.
- E. To improve efficacy and for timely decisions, officers shall avoid down marking of files time and again. They may record their views and submit the files to superiors for their perusal/ order/ decision.
- F. All the officers are encouraged to avoid wastage of paper. One method to achieve this is to sign the drafts electronically.
- G. All the employees are encouraged to submit their grievances/ matters to Administration/Establishment Sections for their action through e-mail. In case physical visit is imperative, they may visit the concerned Section for redressal of their

- 2 -

grievances on every Friday between 4 to 5:30 PM. They may avoid physical visits to Administration/Estt Sections at other times.

2. These instructions are being issued with the approval of the competent authority and shall be adhered by all the officers/staff of this Department.

  
(S. B. Pandey)

Under Secretary to the Government of India

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To

1. All the employees/officers of Department of Water Resources, RD & GR (through Intranet of the Department)
2. All the Heads of organizations/ subordinate offices under the Department of Water Resources, RD & GR

Copy to:

1. PS to Hon'ble Minister (Jal Shakti)/ Hon'ble MoSs (Jal Shakti)
2. PPS to Secretary (WR, RD & GR)/ PPS to Additional Secretary (WR, RD & GR)
3. PPS to Joint Secretary (A, IC & GW)