

F.No. A.22014/1/2017-Admn.
Government of India
Ministry of Water Resources, River Development
& Ganga Rejuvenation
Administration Section
(ISO 9001 : 2008 Certified)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, 4th August, 2017

OFFICE MEMORANDUM

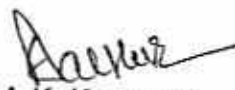
Subject: Report regarding submission of file by ASO in the Ministry(Sectt.) during the month of July, 2017

All Assistant Section Officers(ASOs) posted in the Ministry(Sectt.) are hereby directed to submit a report on processing of files by them, during the month of July, 2017, as per the proforma given below:

Name of the ASO:

Sl. No	File Number	Physical/Electronic	Date of submission	Gist of proposal (in words) 50

2. All ASOs are, therefore, directed to submit the same to the undersigned by 4.30 P.M. today, positively. The report regarding submission of electronic files may be generated through e-office at HR SERVICES – eFile MIS Report – File – File forwarded – detailed.


(A.K. Kaushik)

Under Secretary to the Govt. of India
TEL.NO.23738126
E-Mail; usadmn-mowr@nic.in

To:

1. All ASOs of this Ministry (through email and also through hard copy)
2. All Under Secretaries/Section Officers of this Ministry with the request to ensure that the requisite information is forwarded by the ASOs working under them.
3. Copy to PPS to JS(A) M/o WR, RD&GR