

**IMMEDIATE**

F.No. A.22014/1/2017-Admn.  
Government of India  
Ministry of Water Resources, River Development  
& Ganga Rejuvenation  
Administration Section  
(ISO 9001 : 2008 Certified)  
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Shram Shakti Bhawan, Rafi Marg,  
New Delhi, 10<sup>th</sup> August, 2017

**OFFICE MEMORANDUM**

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

The undersigned is directed to refer to this Ministry's OM of even number dated 04.08.2017 on the subject cited above and to say that some ASOs are yet to furnish the information sought vide OM under reference to the undersigned. They are, therefore, directed to furnish the same by 04:30 P.M., 11.08.2017 positively, failing which, it will be understood that no file has been submitted by them and accordingly, appropriate action, as deemed fit, will be taken against them.

2. Further, it has been noticed that most of the ASOs have only attached the list of files forwarded/processed by them during the month of July, 2017 without mentioning the gist of the proposal, which was required in the prescribed proforma.

3. All the ASOs are, therefore, directed to furnish the gist of the work performed by them during the month of July, 2017 by 04:30 P.M., 11.08.2017 so that the work performed by them may be evaluated in a better manner.



(A.K. Kaushik)

Under Secretary to the Govt. of India

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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. NIC Cell for uploading on intranet of this Ministry.

Copy to

1. PPS to JS(A), M/o WR, RD & GR.



जल बचत - जल संयय