

No. A-11019/2/2017-GA
Government of India
Ministry of Water Resources, River Development & Ganga Rejuvenation
(General Administration)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 09.11.2017

OFFICE MEMORANDUM

Subject: Review of the number of outsourced staff in the Ministry –reg.

The undersigned is directed to say that the Ministry is in process of outsourcing of staff i.e. Data Entry Operators (Graduate Level) and Helpers.

2. The number of staff to be outsourced by the Ministry needs to be finalized. All the SMDs/ Sections/ Offices in this Ministry are requested to evaluate their needs for such staff and submit their proposals along with justification/ recommendations to General Administration (GA) Section **latest by 14.11.2017** in the enclosed format, so that the exact requirement of outsourced staff may be finalized by GA Section, failing which the requirement of the SMD will be considered as 'Nil'.



(Y P Yadav)
Under Secretary to the Govt. of India
Tel: 23710303

To

All SMDs/ Sections/ Offices in MoWR, RD & GR

Copy to:

PPS to JS (A/GW)/ PPS to JS (RD & PP)/ PPS to JS & FA/ PPS to MD (NWM)

Government of India
Ministry of Water Resources, RD & GR

Section/ Office: _____

Category of outsourced staff	No. of outsourced staff in place	Total no. of outsourced staff required	Reasons and justification
Programme Assistant			
Data Entry Operator			
Helper/ Multi-Tasking staff			

Status of regular staff

Name of Post	Sanctioned strength	Actual no. of staff in place
Assistant Section Officer		
Senior Secretariat Assistant		
Junior Secretariat Assistant		
PS/ PA/Steno		
Multi-Tasking staff		

Signature _____

Name of Officer _____

Tel No. _____