

TOP PRIORITY

F.No.A-50013/178/2018-GA

Government of India

Ministry of Jal Shakti

Department of Water Resources, River Development and Ganga Rejuvenation
(General Administration)

Shram Shakti Bhawan, Rafi Marg,
New Delhi dated 04.08.2019

OFFICE MEMORANDUM

Subject: Cleanliness and removal/ weeding out of files/ records from Sections/ Offices- reg.

The undersigned is directed to say that Hon'ble Minister (Jal Shakti) visited the sections/ offices of the Department last month. It was found that most of the sections had huge number of files lying on the top of almirahs etc. In addition, old/ obsolete electronic/ electrical items were lying in the sections/ offices. General cleanliness of the sections/ offices was also pointed out by Hon'ble Minister (Jal Shakti). It was requested to maintain cleanliness in the sections/ offices of the Department.

2. All sections/ offices under the Department are again requested to shift their files to record room/ weed out the files, remove the obsolete or unused electronic/ electrical items, get the hot cases, water dispensers cleaned. Cleanliness may kindly may be maintained in the sections/ offices.



(A K Kaushik)

Under Secretary to the Govt. of India

Tel No. 011-23710303

To

All Offices/ Sections under DoWR, RD & GR.



Copy for information to:

- i. PPS to Secretary (WR, RD & GR), Shram Shakti Bhawan
- ii. PPS to Joint Secretary (Admn.), DoWR, RD & GR, Shram Shakti Bhawan.
- iii. Under Secretary (Coord.)/Record Officer, DoWR, RD & GR, Shastri Bhawan.
- iv. O & M Section, DoWR, RD & GR.