

**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)

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Shram Shakti Bhawan, Rafi Marg,  
New Delhi dated 12.09.2019

**OFFICE MEMORANDUM**

Subject: Removal/ weeding out of files/ records from Sections/ Offices- reg.

The undersigned is directed to refer to this Department's O.M. of even number dated 04.09.2019 (copy enclosed) and to say that the list of files, in proper format, to be shifted to the record room of the Department may be shared with O&M Section by 13.09.2019 positively.

2. The list of files may be shared directly with the O&M Section. No. of such files may be shared with GA Section so that necessary action for shifting the files may be undertaken by GA Section.

(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.

TOP PRIORITY

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 Government of India  
 Ministry of Jal Shakti  
 Department of Water Resources, River Development and Ganga Rejuvenation  
 (General Administration)

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Shram Shakti Bhawan, Rafi Marg,  
 New Delhi dated 04.09.2019

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

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