

F No. F 23012/6/2021-GENERAL ADMIN-MOWR

Government of India

Ministry of Jal Shakti

Department of Water Resources, RD & GR

General Administration

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Shram Shakti Bhawan, Rafi Marg, New Delhi

Dated 05.10.2021

OFFICE MEMORANDUM

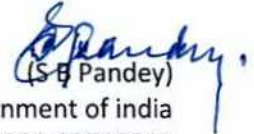
**Subject : Special Campaign for disposal of pending matters during the period 2nd October to 31st October 2021.**

With reference to OM No.F.12011/5/2021-Coord dated 29th September 2021 received from Coordination Division, the undersigned is directed to state that **a total of 10 campaigns** for cleanliness in all the office buildings where the offices of DoWR are located ( i.e CGO Complexes (Block 3 & Block 11), MTNL Building, Lok Nayak Bhawan, Shastri Bhawan, Krishi Bhawan & Shram Shakti Bhawan) will be conducted till 31<sup>st</sup> Oct 2021.

2. In view of the above, it is requested to kindly identify the scrap items lying idle in your respective Wings/Divisions/Sections and inform General Administration in order to collect those items for auction thereafter.

3. Further, all the Wings/Divisions/Sections under this Department are also requested to weed out their physical files as per the Record Retention Schedule and inform General Administration for additional manpower to collect weeded out files **by 9.10.2021** .

This may be accorded Priority.

  
(S. B. Pandey)

Under Secretary to the Government of India

Ph No. 011-23713812

To

All Wings/Divisions/Sections under DoWR RD & GR

Copy to

- PPS to JS (Admn.), DoWR RD & GR
- Under Secretary (Coord), DoWR RD & GR
- Intra portal