

A-36011/1/2019-ADMINISTRATION-MOWR

Government of India

Ministry of Jal Shakti

Department of Water Resources, RD & GR

Shram Shakti Bhawan, Rafi Marg
New Delhi, 09th October, 2025

OFFICE MEMORANDUM

Subject: Delaying in DoWR, RD & GR for increasing efficiency in decision making - reg.

The undersigned is directed to refer the subject mentioned above and to say that the channel of submission of files in this Department is being periodically monitored by DARPG through e-office analytics and DARPG has observed that the average channel of Submission of files in this Department exceed four level. Accordingly, it has been decided to review and revise the instructions regarding levels of disposal and channels of submission of this department and to restrict the distinct level to maximum four.

2. Accordingly, all the divisions are requested to prepare a channel of submission in respect of various items of works handled by their respective division in compliance with the para 7.6(ii) of CSMoP and submit the same to this Division **by 15.10.2025 in the attached proforma**; for further preparing a consolidated channel of Submission of this Department.



(Raju)

Under Secretary to the Govt. of India
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To,

All the Division/Branch Heads of DoWR, RD & GR

Proforma

CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN RESPECT OF
VARIOUS ITEMS OF WORK HANDLED BY THE _____ DIVISION

S.No.	Type of Cases	Initiating the Proposal – First Level	Second Level	Third Level	Final Disposal
1.	2.	3.	4.	5.	6.
A. Recruitment Rules/Service Matters					
{for illustrative purpose only}					
1.	Framing/Amendment of Recruitment Rules				
	(a) Posts below the level of Joint Secretary	ASO/SO	US	DS/Director	JS/AS
	(iii) Posts of the level of JS & Above	US	DS/Director	JS/AS	Secretary
2.					