

Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
Coordination Section  
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Room No 7, Ground Floor, B Wing  
Shastri Bhawan, New Delhi  
Dated: 02-04-2025

**OFFICE MEMORANDUM**

Subject: Instruction for Disposal/Transfer of VIP/PMO reference on VRMS portal-reg.

The undersigned is directed to convey that the **VRMS Portal** has been introduced to streamline the tracking and disposal of VIP/PMO references, ensuring their timely and efficient handling. However, it has been observed that some Wings/Divisions, instead of TRANSFERRING VIP/PMO references that do not pertain to them, are DISPOSING them and physically forwarding them to the concerned Wings/Divisions. This practice makes it difficult to track the status of references as ATRs on these references are required to be submitted to PMO.

2. In this regard, all Wings/Divisions are requested to adhere to the following instructions for handling references in VRMS:

- If a pending reference does not pertain to your Wing/Division/Organization, it should be **transferred** to the concerned authority using the **TRANSFER** option available in the portal.
- A reference should be **disposed of** only when the final reply has been submitted to the PMO or the concerned VIP, with a copy of the reply/direction (e.g., note, receipt, etc.) attached.
- The VIP / PMO References on VRMS Portal should be disposed of within the stipulated time frame of **30 days** prescribed by DARPG/DOPT.

3. This issues with the approval of competent authority.

(Manish Uniyal)  
Under Secretary to the Govt. of India  
Email: uscoord-mowr@nic.in  
Tele: 011-23074033

To,  
All the Wings/Divisions/Organizations of the Department.

Copy for information:

Sr. PPS to AS (A, IC & GW), DoWR, RD & GR.