

F. No. W-15011/1/2025-O&M
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
(O & M Section)

Room No. 7, 'B' Wing, Ground Floor,
Shastri Bhawan, New Delhi - 110001
dated : 01.07.2025

OFFICE MEMORANDUM

Subject: Furnishing of Half Yearly Report on Evaluation and Downgrading of Classified Records to NAI – Half Yearly ending 30.06.2025.

.....
The undersigned is directed to say that as per Rule 7(5) of Public Records Rules, 1997, a half-yearly statement for the half year ending June and December shall be furnished in Form-4 to Director General, National Archives of India (NAI) on the Action taken for evaluation and downgrading the classified records.

2. All Wings/Divisions/Sections are therefore, requested to furnish the requisite information for the Half Year ending 30.06.2025 in the attached Form-4 to O&M Section through e-Mail at iwsu- mowr@nic.in by 04.07.2025 for onward submission to NAI.

Encl: As above

Digitally signed by
Manish Uniyal
Date: 01-07-2025
09:59:40

(Manish Uniyal)

Under Secretary to the Govt. of India &
Records Officer
Tele: 23074033

e-Mail: uscoord-mowr@nic.in & iwsu-mowr@nic.in

All Wings / Divisions / Sections of DoWR, RD & GR

Form – 4
[See sub rule (5) of rule 7]

(Half Yearly Statement on periodical review of classified records)

Wing / Division / Section :

Half Year ending: 30.06.2025

S. No.	Total No of classified records lying at present in the Organization/ Wing/ Division/ Section	Number of classified records due for reviewing	Number of files reviewed and downgraded during the period under report	Remarks
(1)	(2)	(3)	(4)	(5)