

File No.W-15011/2/2020-O and 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 : 27th June, 2025

OFFICE MEMORANDUM

Subject: Records Management – Half Yearly Report on Recording, Reviewing and Weeding of records to NAI for the Half Year ending on 30.06.2025 – reg.

The undersigned is directed to refer to Rule 9 (4) of Public Records Rules, 1997 regarding submission of Half Yearly report on Recording, Reviewing and Weeding-out of old physical records to National Archives of India (NAI) and to request all Wings/ Divisions/ Sections to furnish the requisite information for the Half Year ending 30.06.2025 in the attached Form-7 to O&M Section **through e-mail at iwsu-mowr@nic.in by 04.07.2025** for compilation and onward submission to NAI.

Encl: As above

Digitally signed by
Manish Uniyal
Date: 27-06-2025
12:47:54

(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 under DoWR, RD & GR

Form – 7

**[See sub-rule (4) of rule 9]
(Half Yearly report on Recording, Reviewing & Weeding out)**

Wing / Division / Section

Half Year ending: 30.06.2025

S. No.	Total no of files recorded	Total no of files reviewed	Total no of files weeded out, if any	Remarks
(1)	(2)	(3)	(4)	(5)