No. A -50013/264/2020-Administration-MoWR-Part-(I)

भारत सरकार

Government of India

जल शक्ति मंत्रालय

Ministry of Jal Shakti

जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग

Department of Water Resources, River Development & Ganga Rejuvenation

(प्रशासन अनुभाग/Administration Section)

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Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated 3rd November, 2026

OFFICE MEMORANDUM

Subject: Nomination of officers for monitoring file pendency and disposal through the upgraded MIS Module of e-Office – reg.

The undersigned is directed to refer to this Department's Office Memorandum of even date, i.e. 26.10.2026 (copy enclosed), on the subject mentioned above and to state that Director (IFD) has been nominated in place of Joint Secretary & Financial Advisor (JS&FA) for the MIS role MIS_FILE_ANALYTICS_IFD_VIEWER. All other contents of the aforesaid OM dated 26.10.2026 shall remain unchanged.

2. This issues with the approval of the competent authority.

Encl: as above.

03.11.2026

(Saket Sourav)
Under Secretary to the Government of India
Tel. No. 23738126
Email: - usadmn-mowr@nic.in

To

1. Shri Akshaya Kumar Sahoo, Director (IFD), DoWR, RD & GR.

Copy to

1. Department of Administrative Reforms & Public Grievances (DARPG), Ministry of Personnel, Public Grievances & Pensions. {Kind Attn: Ms. Rashmi RD, Director, Room No. 517, Sardar Patel Bhawan, New Delhi-110001}
2. PPS to JS (Admin)/PSO to JS&FA/Steno to Director (IFD)/Steno to DS (IEC & E-Gov).
3. The Under Secretary, E-governance & IEC, DoWR, RD & GR.
4. NIC.
5. Intranet.

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Department of Water Resources, River Development & Ganga Rejuvenation

(प्रशासन अनुभाग/Administration Section)

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Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated 26th October, 2026

OFFICE MEMORANDUM

Subject: Nomination of officers for monitoring file pendency and disposal through the upgraded MIS Module of e-Office – reg.

The undersigned is directed to refer to Department of Administrative Reforms and Public Grievances (DARPG)'s OM dated 12.10.2026 (copy enclosed) regarding the guidelines and user manual for the upgraded Management Information System (MIS) Module of e-Office.

2. In this regard, the following officers are hereby nominated for the respective MIS roles in the Department of Water Resources, River Development & Ganga Rejuvenation:

S. No.	MIS Role	Officer nominated
1.	MIS_FILE_ANALYTICS_VIEWER	Joint Secretary (Administration)
2.	MIS_FILE_ANALYTICS_IFD_VIEWER	Joint Secretary & Financial Adviser (JS&FA)
3.	ROLE_OFFICER	Deputy Secretary, e-Governance & IEC

3. The officers nominated above shall monitor file pendency and disposal, matters relating to the Integrated Finance Division (IFD), and file movement loops, as applicable to their respective roles, through the upgraded MIS Module of e-Office. The NIC/E-governance section shall ensure that the requisite user roles and access permissions are assigned to the nominated officers for enabling them to discharge their assigned responsibilities.

4. The Guidelines and User Manual issued by DARPG in this regard may be referred to for further details and operational instructions.

5. This issues with the approval of the competent authority.

Encl: as above.

26.10.2026

(Saket Sourav)
Under Secretary to the Government of India
Tel. No. 23738126
Email: - usadmn-mowr@nic.in

To

1. Shri Karan Singh, Joint Secretary (Administration), DoWR, RD & GR.
2. Shri Gaurav Masaldan, Joint Secretary & Financial Advisor, DoWR, RD & GR.
3. Shri Dalbir Singh, Deputy Secretary, IEC & E-gov, DoWR, RD & GR.

Copy to

1. Department of Administrative Reforms & Public Grievances (DARPG), Ministry of Personnel, Public Grievances & Pensions.{Kind Attn: Ms. Rashmi RD, Director, Room No. 517, Sardar Patel Bhawan, New Delhi-110001}
2. PPS to JS (Admin)/PPS to JS&FA/Steno to DS (IEC & E-Gov).
3. The Under Secretary, E-governance & IEC, DoWR, RD & GR.
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