

डब्ल्यू.15011/..6../2016-ओ.&एम.

भारत सरकार

जल संसाधन, नदी विकास और गंगा संरक्षण मंत्रालय  
(ओ.&एम. एकक)

कमरा स. 210, 'एफ' विंग,  
दूसरा तल, शास्त्री भवन,  
नई दिल्ली, दिनांक 29 सितम्बर, 2016

**विषय: मूल कार्यों से सम्बंधित अभिलेखों की प्रतिधारण सूची की समीक्षा (Review of Records Retention Schedule for Records of substantive functions)**

लोक अभिलेख अधिनियम, 1993 की धार-6 की उप-धारा (1) के खण्ड (ई) के साथ पठित केंद्रीय सचिवालय कार्यालय पद्धति नियम पुस्तिका (13वां संस्करण, 2010) के पैरा 111(1) (डी), के संदर्भ में, जल संसाधन, नदी विकास और गंगा संरक्षण मंत्रालय में मूल कार्यों से सम्बंधित अभिलेखों की प्रतिधारण सूची को राष्ट्रीय अभिलेखागार के परामर्श से संकलन किया गया था।

2. केंद्रीय सचिवालय कार्यालय पद्धति नियम पुस्तिका के पैरा 111 (2) के तहत प्रतिधारण सूची की हर 5 वर्ष में कम से कम एक बार समीक्षा करनी होती है। जल संसाधन, नदी विकास और गंगा संरक्षण मंत्रालय में प्रतिधारण सूची की अंतिम बार सितम्बर, 2011 में समीक्षा की गई थी और उपरोक्त नियमों के तहत यह सूची दोबारा समीक्षा के लिए देय (Due) है।

3. उपरोक्त को ध्यान में रखते हुए, मंत्रालय के सभी विंगों से अनुरोध है कि वे अपने विंग से सम्बंधित वर्तमान प्रतिधारण सूची (मंत्रालय की इंटरनेट [ftsmowr.nic.in](http://ftsmowr.nic.in) → Wings & Sections → (O&M) → Record Retention Schedule for substantive functions of the Ministry पर उपलब्ध है) की समीक्षा करते हुए प्रतिधारण सूची में परिवर्तनों सम्बंधी सुझाव दें ताकि समेकित प्रतिधारण सूची को राष्ट्रीय अभिलेखागार को समय पर भेजा जा सके।

संलग्नक:

(मंत्रालय के इंटरनेट पर उपलब्ध)

*Ashtu*

(एल. बी. तौलते)

उप-सचिव, भारत सरकार

दूरभाष: 23382448

मंत्रालय के अधीन सभी सम्बंधित विंग

प्रतिलिपि:

राष्ट्रीय अभिलेखागार, जनपथ, नई दिल्ली

### 1. Common to all Wings

S. No.	Subject	Retention Period	Remarks
1.	Inter-State Water Dispute/Tribunals/ Board/Authorities etc. (a) Setting up (b) Reports/ including their processing and implementation of Reports. (c) All other matters concerning tribunals/ boards/ authorities etc.	B-Keep B-Keep  C-5 after final decisions on the report.	
2.	Policy matters relating to any issue/organization	B-Keep	
3.	Matters relating to oustees of water resources projects (a) General Policy Issues (b) Important decisions regarding rehabilitation/ compensation/ specific projects. (c) Other routine correspondence	B-Keep B-Keep  C-5 after commissioning of the project	
4.	State Level Training Programme to officers/ volunteers/ farmers on matters such as on Command Area Development (CAD), Rationalization of Minor Irrigation Statistics (RMIS) etc.	C-3	
5.	Correspondence regarding obtaining of classified maps	C-5	

## **2. Administration Wing**

<b>Sl. No.</b>	<b>Subject</b>	<b>Retention Period</b>	<b>Remarks</b>
1.	Allocation of Business Rules: (a) Proposal for amendments in r/o Ministry of Water Resources (b) Comments to other Ministries (c) Routine reference	B-Keep  C-10  C-1	
2.	Distribution of work amongst sections/ wings etc.	C-3	Subject to the conditions that at least one year period has passed after issue of revised order on the subject
3.	Preparation of Annual Action Plan-formulation/ monitoring	C-5	
4.	Preparation of Election Manifesto Action Plan	C-10	
5.	Zonal Council Meetings	C-5	Subject to important decisions/ issues concerning Ministry are noted in precedent book and minutes and other important paper kept in guard file.
6.	Water Resources Minister's conference Agenda/ Minutes/ follow-up action	C-10	Subject to important decisions/ issues concerning Ministry are noted in precedent book and minutes and other important paper kept in guard file.
7.	Participation in Exhibition & Fairs	C-3	Subject to relevant details being noted in a register which may be kept as B-Keep.
8.	International Conference/ Seminars	C-3	
9.	Foreign Training	C-3	
10.	Projects Training	C-3	



### 3. Policy and Planning Wing

S. No.	Subject	Retention Period	Remarks
1.	Projects implemented with Multilateral/Bilateral funding from the World Bank, Asian Development Bank, European Union etc.	B-Keep	
2.	International Cooperation a) Projects/ Schemes implemented with multilateral/ bilateral funding b) Programme/ Schemes implemented through Joint Commission/Trade Agreement c) Proposals received for external funding but could not materialize	B-Keep B-Keep C-5	
3.	References of other Ministries/States on Policy issues like Agriculture, Environment, Drinking Water, Waste Land Development etc. – (a) Involving policy issues (b) Others	B-Keep C-10	
4.	Irrigation/Water Resources Ministers Conference	C-10	Minutes – B Keep
5.	R&D Schemes and Mass Awareness Programmes including Seminars/ Workshops and Training Programmes	C-3	Report/ Recommendations - B-Keep
5.	Seminars/ Workshops – follow up action on recommendations relating to Water Resources..	C-5	Subject to important recommendations being noted in Guard File/Precedent Book.
6.	Release of foreign exchange for import of machinery/equipment	C-5	
7.	Custom duty exemption	C-5	
8.	National Water Policy – 1987/ National Water Board (NWB)	B-Keep	
9.	River Board's Act, 1956/ Irrigation Commission	A-Keep	
10.	Matters relating to preparation of Annual and Five year Plans of the Ministry	C-10	
11.	Sanction/approval of Plan Schemes for implementation	C-10	

12.	Meetings of Governing Body of National Institute of Hydrology (NIH), Roorkee.	C-3	Subject of important decisions being noted in precedence book and/or minutes of different meetings being kept in Guard File.
13.	Meetings of Governing Council of Central Soil and Materials Research Station(CSMRS), New Delhi.	C-3	Subject to important decisions being noted in precedence book and/ or minutes of different meetings being kept in Guard File.
14.	Meetings of Governing Council of Central Water and Power Research Station(CWPRS), Pune.	C-3	Subject to important decisions being noted in precedence book an/or minutes of different meetings being kept in Guard File.
15.	Reconstitution of Governing Council of CSMRS, CWPRS and Governing Body of NIH.	C-5	Subject to orders of reconstitution being kept in Guard File.
16.	Reconstitution of Technical Advisory Committee of CWPRS and NIH and Standing Technical Advisory Committee of CSMRS.	C-5	Subject to orders of reconstitution being kept in Guard File.
17.	Participation of various officials of CSMRS, CWPRS and NIH in conferences, seminars, symposiums, workshops etc.	C-1	Subject to orders being kept in Guard File.
18.	Foreign/domestic Training of various officials of CSMRS, CWPRS & NIH	C-3	Subject to orders being kept in Guard File.
19.	Foreign deputation of various officials of CSMRS, CWPRS & NIH in connection with investigation/studies of various projects in neighboring countries.	C-3	Subject to orders being kept in Guard File.

20.	Seeking convenience of Hon'ble Minister & higher officers of this Ministry for inaugurating/ attending various functions/events organized by CSMRS, CWPRS & NIH	C-1	
21.	Annual General Meeting of NIH Society.	C-3	Subject to important decisions being noted in precedence book and/or minutes of different meetings being kept in Guard File.
22.	Departmental Council Meetings of Ministry of Water Resources	C-3	Subject to important decisions being noted in precedence book and/or minutes of different meetings being kept in Guard File.
23.	Visit of Foreigners to CSMRS, CWPRS & NIH	C-3	
24.	Optimization of Annual Direct Recruitment Plan	C-3	Subject to orders of the Coordination Section of the Ministry & the compliance orders issued by concerned organization being kept in Guard File.



#### **4. Project Wing**

<b>Sl. No.</b>	<b>Subject</b>	<b>Retention Period</b>	<b>Remarks</b>
1.	Approval of proposals received from various states for providing central loan assistance under "Accelerated Irrigation Benefit Scheme"	C-10	Subject to copies of sanctions being placed in Guard File.
2.	Pre-feasibility/feasibility reports of inter-state water transfer by interlinking of rivers.	B-Keep	
3.	Constitution of Board of Directors in PSUs - WAPCOS (India) Ltd./ National Projects Construction Corporation (NPCC)	C-5 after reconstitution of the Boards.	
4.	Files related to projects in the States of Rajasthan, H.P., Punjab & Haryana.	C-10	
5.	Release of non plan loan assistance (prescribed after closure)	C-5	
6.	Administrative matters of Narmada Control Authority (NCA)/ Sardar Sarovar Construction Advisory Committee (SSCAC)	C-5	
7.	Dividend /Profit earned by PSUs and its deposits in Government Account.	C-5	
8.	Sharing of cost of Betwa River Board, Banasagar Control Board etc. by the State Governments concerned	B-Keep	
9.	Sharing of cost of maintenance of Farrakka Barrage Project (FBP) by Shareholders viz. M/o Railways, M/o Road Transport & Highways, Govt. of West Bengal.	B-Keep	
10.	Records Relating to Technical aspects of Inter-State River Water Disputes	B-Keep	

### 5. Ganga Wing

Sl. No.	Subject	Retention Period	Remarks
1.	Meeting of Standing Committees (a) Joint River Commission (b) Coordination of Local Level Committees	C-10	
2.	Files relating to entering into treaty with neighboring countries	B-Keep	
3.	Matters relating to sharing of water with neighboring countries: (a) Monitoring of flow (b) Construction of barrage etc. to regulate flow	C-10 B-Keep	Annual Figures/ Data - B-Keep.
4.	Indo-Nepal Water Talk and Joint Committee of Experts meetings.	B-Keep	
5.	Monitoring of Ganga Action Plan	C-10	
6.	Flood Plain Zoning (a) Policy Issues (b) Follow up action	B-Keep C-5	



### 6. Ground Water and Minor Irrigation Wing

S. No.	Subject	Retention Period	Remarks
1.	Scrutiny of Minor Irrigation Scheme received from various states for Central Assistance.	C- 5 or 1 year after completion of audit, whichever is later	
2.	Physical and Financial monitoring of Rationalization of Minor Irrigation Statistics Schemes	C- 5 or 1 year after completion of audit whichever is later	Published Report on Census of Minor Irrigation Schemes – B-keep
3.	Misc. correspondence with States Project files with States (externally aided)	C-5	
4.	General issues relating to drilling operation	C-5	
5.	Norms for drilling through different type of rigs	B-Keep	
6.	Norms specifying the life of rigs and associated stores	B-Keep	
7.	Schemes for Ground Water i. Proposed and not approved ii. ii. Approved	C-5 C-5 or 1 year after completion of audit, whichever is later	
8.	Monitoring of Schemes under Ground water	C-5 or 1 year after completion of audit, whichever is later	
9.	Commissions/Committees on issues concerns ground water	C-5	

### 7. Finance Wing

Sl. No.	Subject	Retention Period	Remarks
1.	Appraisal and approval of Plan Schemes and Projects	B-Keep	
2.	Preparation of detailed Demands for Grants, Outcome Budget and RE Budget	C-5	
3.	Examination of detailed Demands for Grants of the Ministry by the Parliamentary Standing Committee on Water Resources	C-5	
4.	Action Taken Notes on the observations/ comments of Parliamentary Standing Committee on Water Resources	C-5	

## 8. Command Area Development and Brahmaputra & Barak Wing

S. No.	Subject	Retention Period	Remarks
1.	Meetings of Ministers-incharge/ Secretaries In-charge of CAD Programme of State Governments.	C-10	Subject to important decision noted in precedent book / Minutes, etc. kept in guard file.
2.	Examination/Monitoring of CAD component of foreign aided projects	C-10	After completion of project
3.	Submission of periodical returns to MOF & MOUD	C-5	
4.	Scrutiny of proposal received from various agencies for Central assistance for CAD Projects	C-10	
5.	Terms and Conditions, of World Bank loan under Hydrology Project & Amendment thereto	B-Keep	
6.	Submission of quarterly/annual progress report to World Bank for Hydrology Project	C-10	
7.	Matter relating to farmers participation in Water Management	C-10	
8.	Approval of World Bank - the proposals submitted by the State Government under Hydrology projects	C-10	
9.	Approval of Secretary (WR) - Procurement of cases of Central Assistance under MoWR – Hydrology projects	C-10	
10.	Approval of Hydrology projects formulated by State Government-providing technical assistance	C-5	
11.	Meetings with World Bank/ State Govts under Hydrology projects	C-10	Subject to minutes/important decisions being noted/kept in Guard File/ Precedent Book



### 9. Indus Wing

Sl. No.	Subject	Retention Schedule	Remarks
1.	Files relating to entering into Indus Water Treaty, 1960	B-Keep	
2.	Meetings of Permanent Indus Commission	B-Keep	
3.	Data requested by Pakistan under article VI(2), VII(2) of Indus Water Treaty	B-Keep	
4.	Supply of Flood Data to Pakistan	B-Keep	
5.	Differences/Disputes which crop up under the Indus Water Treaty	B-Keep	
6.	Inter-State Matters – Sutlej Yamuna Link (SYL)	B-Keep	
7.	Water Supply and Flood Management of Delhi (a) Important high level meetings (b) Routine correspondence	B- Keep C-5	
8.	Clearance of project in Indus basin from treaty angle.	B-Keep	
9.	Yamuna Water Accord	B-Keep	
10.	Bhakhra Beas Management Board (a) Meetings	C-10	Subject to minutes/important decisions being noted/kept in Guard File/Precedent Book
	(b) Other Routine Correspondence	C-5	

**10. Water Quality Assessment Authority**

<b>Sl. No.</b>	<b>Subject</b>	<b>Retention Period</b>	<b>Remarks</b>
1.	Constitution of Water Quality Assessment Authority (WQAA)	B-Keep	
2.	Correspondence with State Water Quality Review Committees	C-10	