

F.No. 19011/12/2016-GA
Government of India
Ministry of Water Resources, River Development
And Ganga Rejuvenation
(General Administration Section)

Shram Shakti Bhawan, Rafi Marg,
New Delhi dated 31.01.2017

New Delhi dated 31.01.2017

OFFICE MEMORANDUM

The undersigned is directed to say that keeping in view the on-going shifting of manual working procedure into e-office procedure, the schedule for scanning/ digitization of files has been finalized and is at Annexure-A.

2. All the Sections in the Ministry are requested to ensure that:
 - i. The dealing hands weed out the old files that are not required anymore as per the Manual of Office Procedure, Govt. of India.
 - ii. All the current files to be scanned are numbered to facilitate proper digitization of the files.
 - iii. All the dealing hands of the files are requested to be ready with their respective files for digitization and ensure help to the vendor to avoid any confusions/ issues.
3. All the Sections are requested to adhere to the schedule of the scanning and digitization work.


31/1/17
(R.K.Ojha)

Under Secretary to the Govt. of India

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To

1. All Sections of MoWR, RD and GR.
2. NIC for uploading on the Intra-MoWR.

Copy to:

1. PPS to Secretary (WR, RD & GR).
2. PPS to JS (A/GW)/ PPS to JS (PP)/PPS to JS & FA/ PPS to JS & MD(NWM).



जल संसाधन . जल शक्ति

31/1/17

Shram Shakti Bhavan

Sl. No.	Sections	Name & Designation of Contact person	Contact No.	Date of scanning
1.	Admn. Section	Shri Santanu Rakshit, Section Officer	23710333	01.02.2017
2.	E-I Section	Smt. Sunita Sharma, Section Officer	23708365	02.02.2017
3.	E-II Section	Smt. Subhangi J. , Section officer	23718620	03.02.2017
4.	E-III Section	Shri Santosh Prasad, Section Officer	23718165	06.02.2017
5.	E-IV Section	Shri Jasbir Singh, Section Officer	-do-	06.02.2017
6.	Vig. Section	Shri N.P. Pant, Section Officer	23716824	07.02.2017
7.	e-Gov. cell	Shri Vishal Kumar, ASO	23354649	07.02.2017
8.	PSU Section	Smt. Mamta Sharma, Section Officer	23711261	08.02.2017
9.	IEC Section	Shri A.J. Soreng, Section Officer	23354649	08.02.2017
10.	Budget Section	Shri Sham M Kohade, Section Officer	23719627	09.02.2017
11.	IFD	Smt. C.I. Priyadarshini, Section Officer	23719302	09.02.2017
12.	PP Section	Shri Lakshmi Chandra, Section Officer	23766468	09.02.2017
13.	CGWB	Under Secretary(CGWB)	23711370	10.02.2017
14.	GWE	Under Secretary(CWE)	23766907	10.02.2017
15.	Project Section	Smt. B.S. Kumar, Section Officer	23711370	13.2.2017
16.	Parl. Section	Shri Sushil Kumar, Section Officer	23719033	13.02.2017
17.	Hindi Section	Smt. Veena Satyawadi, AD(OL)	23719033	13.02.2017
18.	Coord. Section	Shri Shyam Kumar, Section Officer	23766160	14.02.2017
19.	Genl. Admn. Section	Shri Roop Lal, Section Officer	23719816	14.02.2017
20.	CR Section	Shri Ashok Kumar, CR-Incharge	23716255	14.02.2017

Shastri Bhavan

Sl. No.	Sections	Name & Designation of Contact person	Contact No.	Date of scanning
1.	Cash Section	Shri Rajpal Kain. DDO	23381749	15.02.2017
2.	IWSU	Shri Nand Kishore, Jr. Analyst	23388449	15.02.2017
3.	EA Division	B.H.T. Vaiphei, Section Officer	23719302	15.02.2017

Krishi Bhavan

Sl. No.	Sections	Name & Designation of Contact person	Contact No.	Date of scanning
1.	Pen. River Section	Shri Rajesh Kumar, Section Officer	23383261	16.02.2017
2.	CAD Section	Shri Vivek Phule, Analyst	23383090	16.02.2017

Loknayak Bhavan

Sl. No.	Sections	Name & Designation of Contact person	Contact No.	Date of Scanning
1.	Stat. Section	Shri Anil Kumar, PPS to Director(Stat.)	24699496	17.02.2017

National Water Mission, Block-3, CGO Complex

Sl. No.	Sections	Name & Designation of Contact person	Contact No.	Date of Scanning
1.	NWM	Shri S.N. Pal, Under Secretary	24364460	20.02.2017
2.	B&B Wing	Shri B.L. Meena, Under Secretary	24367110	16.02.2017
3.	BM Section	Smr. Pinki Pandey, Section Officer		16.02.2017
4.	WQ Cell	Shri S.K. Guar, Section Officer	24362129	16.02.2017

National Water Mission, Block-11, CGO Complex

Sl. No.	Sections	Name & Designation of Contact person	Contact No.	Date of Scanning
1.	FM Wing	Smt. Mithlesh Garg, Section Officer	24362517	22.02.2017 to
2.	Indus Wing	Shri Natrajan, Section Officer	24360332	27.02.2017

MTNL Building, CGO Complex

Sl. No.	Sections	Name & Designation of Contact person	Contact No.	Date of Scanning
1.	NHP	Shri Manish Kumar, ASO	24367069	28.02.2017