

IMMEDIATE

No.20/20/2012-Admn
Government of India
Ministry of Water Resources, River Development &
Ganga Rejuvenation

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 30th October, 2014

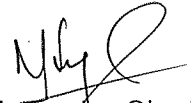
CIRCULAR

Subject: **Submission of files to Secretary (WR, RD & GR)/ Hon'ble Minister (WR, RD & GR)**

Secretary (WR, RD & GR) has desired that all the files put up to him may be submitted with proper indexing as per office procedure and in proper shape. Sufficient space may be left at the bottom of the noting portion for recording noting by Secretary (WR, RD & GR)/ Minister (WR, RD & GR).

2. In this connection, it is stated that similar directions have also been issued for compliance of all concerned vide circular of even no. dated 13.4.2012 and 12.12.2013.

3. All Wing/ Divisional Heads/ Officers are hereby advised to ensure that the directions of Secretary (WR, RD & GR) are complied with strictly in all future cases.



(Narendra Singh)

Under Secretary to the Govt of India
Tel. No. 23738126

To

1. All Wing/ Divisional Heads in the Ministry
2. All Officers/ Sections/ Units in the Ministry

Copy to :

1. PS to Minister (WR, RD & GR)/ Addl PS to MoS (WR, RD & GR)
2. Sr. PPS to Secretary (WR, RD & GR)/ PS to AS (WR, RD & GR)/ PS to JS (A)/ PS to JS (PP)/ PS to JS & MD (NMCG)/ PPS to JS & FA
- ✓ 3. NIC Cell – for uploading on the circular portal of the intranet.