

IMMEDIATE

**No. A. 60015//4/2015-(Pt.)- Admn
Govt. of India
Ministry of Water Resources, RD & GR**

**Shram Shakti Bhawan, Rafi Marg
New Delhi, the 1st May , 2015**


OFFICE MEMORANDUM

Sub: Responsibilities and items of work being handled by officers/employees in various Section in the Ministry

In order to facilitate transparency in the functioning and performance of the Ministry, it is proposed to upload the responsibilities and items of works being handled by all officers and employees working in the Ministry of Water Resources, RD & GR. All Divisions/Sections in MoWR are requested to kindly furnish the following information via e-mail at diradmn-mowr@nic.in **latest by 8.5.2015 positively :-**

- i. Name of officers/Dealing Assistants/Dealing Hands in the Section indicating date of joining the Ministry.
 - ii. Items of Work allotted
 - iii. Details of files handled giving the File No, subject and present status.
2. All the concerned DS/Dir/ SJC will review the pendency status of cases and bring the information during the meeting to be taken by Joint Secretary (Admn) on the last Friday of every month.
3. All Sections are also hereby directed to ensure that the instructions/guidelines/circulars issued by them is uploaded and updaed on every Friday. Henceforth, all Sections will maintain a separate folder for all the Circulars/Orders issued by them and get the same sent to e-Gov and NIC Cell for uploading on weekly basis.

This issues with the approval of JS (A).


(Khatchin Langel)
Director (Admn)
Tel. 23714734

To

1. All Wing Heads
2. All Divisional Heads
3. All Branch Heads/ Sections

Copy for information to:

PS to JS (A)/ PS to JS (PP)/ PS to JS &FA