

No.20/20/2012-Admn
Government of India
Ministry of Water Resources

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 13th April, 2012

CIRCULAR

Subject : **Submission of files in MoWR**

The following observations/directions have been received from Office of the Secretary (WR) in connection with submission of files to senior officers : -

"It has been observed that most of the files put up to Secretary / M(WR) are in bad shape with torn note sheets, damaged file boards / file covers, flaps etc. and lack of adequate space left for Secretary / M(WR) to record their views on the note sheets. Moreover, some of the files are too bulky to handle. Secretary (WR) has desired that all the files should be maintained in accordance with the Manual of Office Procedure and put up to senior officers in a proper shape. Sufficient space may be left at the bottom of the note sheets for noting / signature of Secretary (WR) / Minister (WR). A circular to this effect may please be issued to all concerned for strict compliance."

2. It is reiterated here that instructions regarding submission of files are already contained in the Manual of Office Procedure (2010, Edition available on the website of DoP&T) for guidance / compliance.

3. All Wing / Divisional Head / Officers are hereby requested to kindly ensure that the directions of Secretary (WR) are complied with strictly in all future cases.


(L.P. SHARMA)

UNDER SECRETARY TO THE GOVT. OF INDIA

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To

1. All Wing Heads in the Ministry of Water Resources
2. All Officers/ Sections/ Units in the Ministry of Water Resources

Copy to:

1. PS to Minister (WR)/ PS to MOS (WR)
2. Sr. PPS to Secretary (WR)/ PS to Additional Secretary (WR)/ PS to JS(A)
3. NIC Cell, Ministry of Water Resources – for uploading on the circular portal of the intranet.