

F. No. J-11011/1/2015-IWSU
Government of India
Ministry of Water Resources, River Development and Ganga Rejuvenation
(O&M Unit)

Room No. 4, 'B' Wing, GF, Shastri Bhawan,
Dr. R.P. Road, New Delhi, the 11th July, 2016

Note

Subject: Functional Filing System – Implementation of e-Office in the Ministry – reg.


In order to implement the e-Office in the Ministry, this Unit has been requesting all Records Creating Agencies (RCAs) (i.e. Wings/ Divisions/ Sections/ Desks/ Units) from time to time to replace subject based filing system (which is also known as Single Filing System) with Functional Filing System (FFS).

2. Recently, it has been observed that some of the RCAs have either not switch over to new file system or have started using old filing system (i.e. single filing system) again. Therefore, RCAs are again requested to implement the FFS and forward their implementation report to this Unit. A list of Basic Heads for RCAs is enclosed for ready reference.

3. If any RCA is facing difficulties in implementing the FFS, the same may also be conveyed to O&M Unit by **18th July, 2016**, so that another workshop may be conducted, in this regard.

4. This issues with the approval of competent authority.

Encl: As above


12.07.2016
(Nand Kishor)
JA (WS)
Tel. 23388449
Email: iwsu-mowr@nic.in

All the Sections/ Desks/ Units in the Ministry

Copy to:

- (i) All Wing Heads for information.
- (ii) All **Divisional Heads** in the Ministry for necessary action.
- (iii) All Officers of the level of **Under Secretaries** in the Ministry for necessary action.
- (iv) NIC of the Ministry with the request to upload this communication on to the Ministry's intranet under 'Circular'.

List of 'Basic Heads' allotted to records relating to establishment and house-keeping work

Basic Head Record Creating Agencies (i.e. Section/ Division)

A -	Establishment (Admn., E-I, E-II, E-III, E-IV and GW Estt.) (Primary Heads 11-99)
B -	Welfare (Primary Heads 11-99)
C	Vigilance (Primary Heads 11-99)
D -	Common Office Services (General Administration) (Primary Heads 11-99)
E -	Hindi (OL) (Primary Heads 11-99)
F -	Public relations (Co-ordination including Protocol) (Primary Heads 11-99)
G -	Finance, budget cash and accounts (Primary Heads 11-99)
H -	Parliament (Primary Heads 11-99)
I -	Record Retention Schedule of files relating to RTI application (Primary Heads 11-99)
J -	Electronic Records (e-Governance Cell) (Primary Heads 11-99)

Records relating to other than establishment and house-keeping work

K -	Information, Education and Communication (IEC) (primary heads 11-50)/ Infrastructure Development (primary heads 51-99)
L -	Policy & Planning (Primary Heads 11-99)
M -	National Water Mission (Primary Heads 11-99)
N -	Command Area Development (CAD) (primary heads 11-50)/ Basin Management (Primary heads 51-99)
O -	Reserved for future
P -	State Projects (Primary Heads 11-99)
Q -	Water Quality (primary heads 11-50)/ Water Bodies (Primary heads 51-99)

- R - Peninsular Rivers (Primary Heads 11-99)
- S - External Assistance (Primary Heads 11-99)
- T - Ground Water (Technical) (Primary Heads 11-99)
- U - Public Sector Undertaking (Primary Heads 11-99)
- V - Minor Irrigation (primary heads 11-50)/
Statistical (Primary heads 51-99)
- W - Internal Work Study Unit (Primary Heads 11-99)
- X - Brahmaputra & Barak and Hydrology Project-III (Primary Heads 11-99)
- Y - Indus (Primary Heads 11-99)
- Z - Flood Management (Primary Heads 11-99)
