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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 November, 2016
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Note


Subject: Functional Filing System – Allocation of Basic/ Primary Heads to River Development Division of the Ministry – reg.

Pen. Riv. Wing may please refer to their communication dated 9th November, 2016 on the above subject. It is stated that Pen. Riv. may accommodate the River Development Division of the Ministry in the Basic Head 'R' itself which is currently being used by them.

2. However, the Primary Heads may be bifurcated between Pen. Riv. and River Development Division in such a manner that the primary heads from 11-50 may be used by Pen Riv and remaining primary heads from 51-99 may be used by the River Development Division, both under the basic head 'R', for the purpose of Functional Filing System.

3. The revised list of Basic and Primary Heads allotted to different sections/ divisions, as amended from time to time is enclosed for ready reference.

Encl: As above


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Copy to:

- (i) IWSU under Economic Advisor Wing under Central Docs under KMS under e-Office of the Ministry for information to all concerned.
- (ii) Tech. Dir., NIC of the Ministry for uploading it under circular on the intranet of the Ministry.

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
(as amended on 11.11.2016)**

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 11-50)/
River Development (Primary Heads 51-99)
- 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)
