

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 21st December, 2016


Note

Subject: Description of Basic/ Primary/ Secondary Heads in Function File System (Non-SFS) – seeking information from the sections – Implementation of e-Office in the Ministry – reg.

Please find enclosed the file head template which is to be furnished in excel format, for onward transmission to NIC e-Office team, from the sections/ desks/ units/cells using basic heads from 'K, L, M,Y and Z' for implementation of e-Office in the Ministry. The details may be copied from file register of the concerned user sections.

2. Concerned sections, are therefore, requested to send their filled-in template (**excel format only**) to this Unit by **26th December, 2016** through email (iwsu-mowr@nic.in). The requisite template may be downloaded from the intranet of the ministry available under O&M Unit.

Encl: As above


21.12.2016
(Nand Kishor)
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Sections/ Units/ Desks/ Cell using basic head from K to Z under Function Filing System (Non-SFS) in the Ministry of Water Resources, River Development and Ganga Rejuvenation

Copy to:

Tech. Dir., NIC of the Ministry for uploading it under circular on the intranet of the Ministry.

Name of Section / Division:

[illegible]