

F.No.J-11011/1/2013-e-Gov.
Government of India
Ministry of Water Resources, RD & GR
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the 8th Nov, 2016


Subject:- Implementation of e-Office - Digitization of Files/ records – reg.

Reference is invited to the e-Governance Cell's letter dated 31.08.2016 and subsequent reminders dated 08.09.2016, 15.09.2016, 03.10.2016 & 20.10.2016 and the Minutes of the Meeting taken by JS(PP) on 07.10.2016 on the subject cited above wherein it was requested to furnish the complete information by 21.10.2016 for undertaking digitization. However, the requisite information is still awaited from your Division/ Section.

2. It is, therefore, requested to kindly nominate a Nodal Officer pertaining to your Wing/Division/Section who may be directed to expedite furnishing of requisite information relating to the number of Physical files in all Sections under your Wing as per Annexure-I.

The matter may be accorded Top Priority.

Encl:- As above


8/11/16
(Ashok Kumar Gupta)

Under Secretary to the Govt. of India,
Tele: 011-23714350.

To,

1. Director (Finance)/ Director(GW)/ Sh. Ravi Sinha, Director (CAD)/ DS(Admin./Cash) / DS (E-I/Vig.)/ DS(Parl.)/ SJC (PP)/ Director (R&D)/ Director (GW)/ Sh. Madhav Kumar R, Senior Economic, NMCG
2. US (Admn.)/ US (Pen.River) / US (EA & IC)/ Sh. Rajbir Singh, AD (STAT)

Copy for information to:-

1. PPS to JS (A&GW) (WR, RD & GR).
2. Technical Director, NIC-MoWR with a request to upload it on IntraMoWR.

Format for e-Office/ Digitization for the MoWR, RD & GR

Annexure - I

S.No.	Name of the Wing	Nodal Officer for the concerned Wing	Sections under Nodal Officer	Nodal Officer of the Division/ Section	Total number of Physical Files	Number of Physical files being tracked through e-Office/ FTS	No. of Files to be digitized for	
							Archival purpose	e-Office/ e-Filing purpose
1.	ADMINISTRATION	Not received	Admin Section	US (A)				
			Coordination Section		550			550
			E-I Section					
			E-II Section	US (E-II)	1256 approx.		-	1256
			E-III Section	DS (E-III)	900 (approx.)			900
			ID Section	US (ID)			-	-
			GWE Desk	US (GWE)	1465	1166	-	1465
			Cash Section					
			e-Governance Cell	US (e-Gov.)	80	66	-	80
			General Admn.	US (GA)	50	50		50
			IEC Section	Sh. Vinod Kumar, US (IEC)	750	-		
			Water Quality	Sh.S.K.Gaur, SO (WQ)	562	562	508	54
			Vigilance					
			NHP	SO (NHP)	700			700
			EA & IC					

		Senior Economic/ Financial analyst						
8.	COMM (CAD)	Sh. Ravi Sinha, Director (CAD)	CAD Section	N/A	1400 (approx)	350 files tracked through FTS		1400
			Pen. River Section				-	-
9.	B&B	Sh. A. K. Gupta, SJC (B&B)	BB Section	NA	1051			1051
10.	INDUS	Sh. S. Natarajan, SO	Indus Section	N/A	1200	All files tracked through FTS	1000 (approx)	200 (approx)
11.	FINANCE	SO (Budget)	Budget Section	SO (Budget)				
			IFD Section	-	3	3	-	3
12.	FLOOD MANAGEMENT	Sh. Rajbir Singh, AD (STAT)	Flood Management					
			Bilateral Agreements					
			Farakka Barrage Project					
13.	ECONOMIC ADVISOR	Sh. Nand Kishore, JA	O&M	Sh. Nand Kishore, JA	60			60
			Hindi	Sh. M. C. Bhardwaj, DD (OL)	39			39

* It is informed that the proposal to undertake digitization of the physical Files of the Ministry is under consideration.