

MOST IMMEDIATE

F.No.J-11011/1/2013-e-Gov.

Government of India
Ministry of Water Resources
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the 11th October, 2013.

Subject:- Implementation of e-Office in the Ministry of Water Resources –Operationalization of e-Leave Management System in Administration/GW Wing of MoWR –reg.

With the approval of Competent Authority of Ministry of Water Resources, it has been decided to operationalize e-Leave Management System which is an online module/ mechanism for applying and getting approval on any kind of leave for employees of this Ministry. To start with, Administration/GW Wing has been selected for implementation of e-Leave system. All other Wings will be covered subsequently.

2. It is, therefore, requested that all leaves may now be applied online through e-Leave Management System of e-Office. The requisite training on e-Leave has already been imparted in the Ministry. Any kind of problem encountered may please be informed to e-Governance Cell and NIC-MoWR in this regard.



(R. K. Gupta)

Director (e-Governance)

Tel:- 011-23708150

To,

- 1) Deputy Secretary (Administration) and Nodal Officer for Admin. Wing
- 2) US (GW), MoWR.

Copy for information to:-

1. Sr. PPS to Secretary (WR).
2. PS to JS (A/ GW), PS to JS & FA, PS to JS(PP), MoWR.
3. All Wing Heads of MoWR.
4. All Nodal Officers for e-Office implementation in the Ministry.
- ✓ 5. Sh. A.K. Gupta, Tech. Director, NIC, MoWR with a request to upload it on Intra-MoWR under circulars for e-Governance also.
6. All Officers/ Sections/ Units in the Ministry
7. Ms. Kavita Garg, Director (e-Gov.), DAR & PG, Ministry of Personnel, Public Grievances and Pensions, 5th Floor, Sardar Patel Bhawan, Sansad Marg, New Delhi – 110001.



(R. K. Gupta)

Director (e-Governance)