

**IMMEDIATE**

F.No.J-22011/1/2014-e-Gov.  
Government of India  
Ministry of Water Resources,  
River Development & Ganga Rejuvenation,  
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated the 21<sup>st</sup> December, 2016.

**Subject:- Disposal of receipts and files showing pending on File Tracking System (FTS)- reg.**

It is to inform that eOffice/ eFile Management System is going to be operationalized in the Ministry very soon. File tracking shall be done through eOffice system and FTS will be made non-functional once the eOffice gets implemented. Presently NIC is in the process of migrating all FTS data into eOffice. Resulting which data of all pending Receipts and Files will be showing into the eOffice account of the concerned Section.

2. It has been observed that most of the Sections are not disposing off the pending receipts from FTS. Besides, data of those files which have been sent to Record Room is also available in FTS.

3. In view of the above, it is requested that necessary action may please be initiated to get the FTS data pertaining to your Section/ Division in an organized manner. Redundant data pertaining to those receipts, which have been disposed off and Files which have been weeded out / recorded may be removed from FTS. This would ensure that the eOffice data shall not be superfluous once it gets operationalized.

  
(S. K. Kataria)

Under Secretary to the Govt. of India,  
Tel:- 011-23716928.

To,

- LF
1. All DS/ Director and equivalent Officers of the Ministry,
  2. All US and equivalent Officer of the Ministry.
  3. All Section/ Units/ Desk Officers of the Ministry
  4. NIC Cell with a request to upload this on the IntraMoWR

Copy to:-

PS to all WingHeads of the Ministry.