

**F.No.J-11011/1/2014-e-Gov.**  
Government of India  
Ministry of Water Resources, RD & GR  
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated the 28<sup>th</sup> March, 2016.

**NOTIFICATION**

**Subject:- Implementation of e-Office in the Ministry of Water Resources –Revival of Knowledge Management System (KMS) in the Ministry –reg.**

It is to inform that the Competent Authority has decided to revive the Knowledge Management System (KMS), which is a central repository of all types of documents of the Ministry.

2. Accordingly, a folder structure comprising the name of the Wings & Divisions/ Sections under the Wings has been incorporated in the KMS application. The list of Officers who have been given the permissions/ rights to update their respective folders is enclosed as Annexure-I.

3. It is, therefore, informed that all types of documents viz. Notifications, Circulars, Notices, Office Orders, MoUs etc. shall henceforth be uploaded in the KMS application of the e-Office rather than IntraMoWR portal of the Ministry by the authorized Officers as per annexed list. User Manual on KMS has been made available in the Notice Board of e-Office application. Any issue/ discrepancy in this matter may be brought to the notice of NIC Cell and e-Governance Cell of the Ministry.

4. This issues with the approval of Competent Authority.

**Encl:- As above.**

  
(Khatchin Langel)  
Director (Admn/ e-Gov.)  
Tel:- 011-23714734  
Email: diradmn-mowr@nic.in

To,

- 1) All Wing Heads of the Ministry
- 2) ✓ Sh. A.K. Gupta, Tech. Director, NIC,
- 3) All Officers/ Sections/ Units in the Ministry

Copy for information to:-

1. Sr. PPS to Secretary (WR)/ PPS to SS (WR).
2. PPS to JS (A/ GW), PS to JS & FA, PS to JS(PP)/ PS to JS (RKG)/ PS to JS (RB)

## Folder Structure of Knowledge Management System (KMS):

S.No.	Name of the Wing/ Division	Sections	Permission given to
1.	ADMINISTRATION	Admin Section	Ms. Sobhana Francis, SO (A), Ms. Shubhangi J., SO (A)
		Coordination Section	Sh. Shyam Kumar, SO (Coord.)
		E-I Section	Sh. Santanu Rakshit, SO (E-I), Ms. Sunita Sharma, SO (E-I)
		E-II Section	Sh. Rajan Bhasin, SO (E-II)
		E-III Section	Sh. Santosh Prasad, SO (E-III)
		GWE Desk	Sh. Vineet Abraham, US (GWE)
		Cash Section	Sh. Rajpal Kain, SO (Cash)
		e-Governance Cell	Sh. Vishal Kumar, ASO (e-Gov.)
		General Admn.	Sh. Roop Lal, SO (GA)
		IEC Section	Sh. A. J. Soreng, SO (IEC)
		Water Quality	Sh. S. K. Gaur, SO (WQ)
		Vigilance	Sh. N. P. Pant, SO (Vig.)
		HP-III	Ms. E.N. Sarasamma, SO (HP)
		EA & IC	Sh. B. H. T. Vaiphei, SO(EA & IC)
2.	GROUND WATER	Ground Water Desk	Sh. S. N. Pal, US (GW)
3.	POLICY & PLANNING	PP Section	Sh. Lakshmi Chandra, SO (PP)
		Planning Unit	Sh. Arvind Chaudhary, Dir (PP)
		PSU Section	Ms. Mamta Sharma, SO (PSU)
		BM Section	Ms. Pinki Pandey, SO (BM)
		E-IV Section	Sh. Jasbir Singh, SO (E-IV)
		R&D Division	Sh. S. K. Gangwar, Dir (R&D)
4.	NATIONAL WATER MISSION	-	Sh. Ratnakar Yadav, US (NWM)
5.	STATE PROJECTS	State Projects Section	Ms. Bisney S.Kumar, SO (SPR)
		PMKSY	Ms. Bisney S.Kumar, SO (SPR)

		Polavaram Project	Sh. Baleshwar Thakur, SJC
		Water Bodies & RRRs	Sh. Kiran Pramanik, SJC
		Minor Irrigation Div.	Sh. Kiran Pramanik, SJC
		AIBP	Ms. Bisney S.Kumar, SO (SPR)
6.	MI STAT.	-	Ms.Chandrakala, AE (MI)
7.	NMCG	NMCG Section	<i>N. Vanamali, SO(NMCG)</i>
8.	<i>JS (CAD)</i>	CAD Section	Sh. Ravi Sinha, Director
		DRIP & DROUGHT	Sh. J. R. Boro, SJC
9.	<i>PENINSULAR RIVERS</i>	Pen. River Section	Sh. Rajesh Kumar, SO (Pen. R)
		Parliament	Sh. Sushil Kumar, SO (Parl.)
10.	B&B	BB Unit	Sh. T.C. Chaudhary, SO(B&B)
		NE Unit	-
11.	INDUS	Indus Section	Sh. S. Natarajan, SO (Indus)
12.	FINANCE	Budget Section	Sh. S. M. Kohade, SO (Budget)
		IFD Section	Ms. C. Priyadarshini, SO (IFD)
13.	FLOOD MANAGEMENT	Flood Management	Ms. Mithlesh Garg, SO (FM)
		Bilateral Agreements	Sh. Munni Lal, SJC
		Farakka Barrage Project	-
14	ECONOMIC ADVISOR	IWSU	Sh. Nand Kishore, JA (WS)
		Hindi	Ms. Shraddha Mathur, AD (OL), Ms. Veena Satyawadi, AD (OL)