

F.No. A-50013/172/2020-Administration
Government of India
Ministry of Jal Shakti
Department of Water Resources, River Development & Ganga Rejuvenation
(Administration Section)

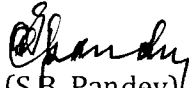
Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated 03rd August, 2022

OFFICE MEMORANDUM

Subject:- Restriction of Physical Visit hours in the Administration Section- reg.

The undersigned in directed to refer the subject mentioned above and to say that recently it has been observed that a number of officials visit Administration Section during the entire office working hours. Personal visit by officials at all times causes disturbance to the disposal of tasks by the dealing officers. It is therefore decided that henceforth personal visit of officials for enquiry about their cases shall be **restricted to one hour on all working days between 03:00 PM to 04:00 PM.**

2. For immediate queries Administration Section may be contacted via telephone/ email.


(S.B. Pandey)
Deputy Secretary (Admin)
Tel. No. 23738126

To

All Officers and Staff of D/o Water Resources, RD & GR.