

15011/1/2022-O&M-MOWR  
**Government of India**  
**Ministry of Jal Shakti**  
**Department of Water Resources, RD & GR**

Room No. 7, 'B' Wing,  
Ground Floor, Shastri Bhawan,

New Delhi, dated the 4th October, 2022

**OFFICE MEMORANDUM**

**Subject: Review of old physical files/records lying in Departmental Records Room (DRR) - reg.**

The undersigned is directed to say that approximately 10000 physical files / records pertaining to different Wings / Divisions / Sections of the Department are kept in the Departmental Records Room(DRR) located at CSMRS Building, Hauz Khas, New Delhi. All these records are to be reviewed during the Special Cleanliness Campaign 2.0 period as per the decision taken by JS (Admin, IC & GW) and the Nodal Officer for the Campaign. Accordingly, a date-wise schedule for all concerned Sections along with the number of files to be reviewed has been prepared.

2. All Divisional Heads are, therefore, requested to nominate the concerned officers along with support staff to review their files as per schedule attached. Records Clerk will be present in DRR during the schedule period.

**Encl.:** As Above

**Signed by Shambhu Nath  
Pal**  
**Date: 06-10-2022 09:43:52**  
**Reason: Approved**

**(S N Pal)**  
Under Secretary to the Govt. of India &  
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**To**  
**All Concerned Divisions / Sections under DoWR, RD & GR**

List of file for review in 2022

| S.No. | Section          | Files                | Folder                    | Date wise review by all concern |
|-------|------------------|----------------------|---------------------------|---------------------------------|
| 1     | Adm.             | 2500(approximately ) |                           | 7,10,11,12,13,14 & 21 Oct. 22   |
| 2     | Vigilance        | 1026                 |                           | 10,11,12,13 &14 Oct. 22         |
| 3     | E-III            | 1046                 |                           | 7,10,11,12 & 13 Oct. 22         |
| 4     | CGWB             | 564                  |                           | 7 & 10 Oct. 22                  |
| 5     | Budget           | 565                  |                           | 7 & 10 Oct. 22                  |
| 6     | E-II             | 558                  |                           | 11 &12 Oct. 22                  |
| 7     | GW               | 545                  |                           | 11 &12 Oct. 22                  |
| 8     | GA               | 472                  |                           | 13 & 14 Oct.22                  |
| 9     | E-IV             | 398                  |                           | 13 & 14 Oct.22                  |
| 10    | SPR              | 356                  | 150                       | 20 &21 Oct.22                   |
| 11    | PSU              | 210                  |                           | 20 &21 Oct.22                   |
| 12    | Coordination     | 202                  |                           | 26 Oct.22                       |
| 13    | EA&IC            | 161                  |                           | 26 Oct.22                       |
| 14    | PP               | 97                   |                           | 26 Oct.22                       |
| 15    | E-GOV            | 87                   |                           | 26 Oct.22                       |
| 16    | GW-I(desk)       | 46                   |                           | 27 Oct. 22                      |
| 17    | BM               | 41                   |                           | 27 Oct. 22                      |
| 18    | B&B              | 22                   |                           | 27 Oct. 22                      |
| 19    | GW-E             | 6                    |                           | 27 Oct.22                       |
| 20    | Others(WB-E/ FT) | 70(Approximately)    |                           | 27 Oct. 22                      |
| 21    | Cash             |                      | Register – 954<br>PBR-257 | 27 Oct. 22                      |
| 22    | JS(Adm.)         |                      | Folder – 11(21)           |                                 |