



राष्ट्रीय जल विकास अभिकरण
जल शक्ति मंत्रालय, भारत सरकार
(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)
National Water Development Agency
Ministry of Jal Shakti, Government of India
(Department of Water Resources, River Development and Ganga Rejuvenation)



F. No. 10/4/2022-Admn./5406-37

Dated: 16th August, 2022

CIRCULAR

Subject: Use of 'e-office' software in day to day routine office work reg:-

It has been observed that a large number of Officers/staff are not using the 'e-office' software online solution for submission of their proposals. This results in non-planning, non-performance and non-execution of assignments in time, thereby resulting in inordinate delay in execution of work.

Hence, Officers/staff are hereby advised to use 'e-office' software solution in day-to-day routine office work for smooth and prompt execution and to avoid any artificial administrative emergency being created.

This issues with the approval of the Competent Authority.

Chirabrata Sarkar
16/8/2022

(Chirabrata Sarkar)
Director (Admn.)

Copy to:

1. Chief Engineer (North)/(South), NWDA
2. Director (Tech.)/ (Fin.)/ (MDU)(SCILR), NWDA, Saket, New Delhi.
3. Superintending Engineer (North)/(South), NWDA, Palika Bhawan, New Delhi.
4. All Superintending Engineers, NWDA.
5. All Executive Engineers, NWDA.
6. Assistant Director (OL), NWDA, Saket, New Delhi.
7. Accounts Officer, NWDA, Saket, New Delhi.
8. Web master, NWDA.

Copy for information to:

1. PS to Director General, NWDA, Saket, New Delhi.