

F. No. C-31011/8/2022-O/o DIR (NWIC)-MOWR/261.

Government of India

Ministry of Jal Shakti

Department of Water Resources, RD & GR

National Water Informatics Centre

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4<sup>th</sup> Floor (South Wings)

Sewa Bhawan, R.K.Puram

New Delhi: - 110066

Dated: - 26.08.2022

**Circular**

**Subject: - Vigilance measures cum housekeeping activities: 3-month campaign from 16<sup>th</sup> August 2022 to 15<sup>th</sup> November-as a precursor to Vigilance Awareness Week 2022-reg.**

NWIC has received an OM dated 08.08.2022 from the Department (DoWR, RD & GR) forwarding therewith a letter from Central Vigilance Commission regarding organising a 3-month campaign on **Vigilance measures cum housekeeping activities** from **16.08.2022 to 15.11.2022** as a pre-cursor to Vigilance Awareness Week-2022. The Commission has identified some focus areas where certain activities are to be carried out by all the ministries/departments/organisations.

2. It has been decided that following activities would be carried out in NWIC during the campaign: -

| S. No. | Focus Area           | Major Activities as suggested by CVC   | Specific activities to be done in NWIC   | Officer (s) Responsible |
|--------|----------------------|--|--|-------------------------|
| 1.     | Management of Assets | (i) Making inventory of all old furniture, machinery, equipment and other unused assets and action for their disposal;<br><br>(ii) Measures to be undertaken to keep the premises neat and clean | Report of the committee already set up in NWIC for making inventory of all assets as per stock register and identifying obsolete stores for disposal be expedited. The committee may also recommend disposal price for the identified items. The identified store to be disposed of through MSTC/GeM after taking approval of competent authority. | <b>US(A)</b>            |

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|----|---------------------------|--|---|---|
| 2. | Record Management         | <p>(i) To check whether a record retention policy including electronic records exists if not the same may be prepared;</p> <p>(ii) Old records to be weeded out; proper system to be ensured for maintenance of record for easy retrieval</p>  | <p>(i) Old records, papers that have outlived their purpose may be weeded out by all officers and staff.</p> <p>(ii) Record retention schedule issued by DAPRG may be checked whether all our records are covered.</p> <p>For record retention on technical side like MoAs with states on SWIC, IWCIMS and agreements with WAPCOS and other such such documents record retention may be finalized and submitted</p>   | <p>(i) <b>All officers and staff</b> as regards weeding out of old papers and record. US(A) to monitor the progress and submit report.</p> <p>(ii) As regards, Record retention schedule for NWIC specific record, a team of <b>Ms. Catherine, AD and SO (A)</b> is formed to submit the same for approval as per due procedure.</p>  |
| 3. | Technological Initiatives | <p>(a) Regular updation of website for which a proper system may be developed by assigning responsibilities for regularly visiting the website and giving inputs to the web master for modification, deletion, updation, submission; monthly compliance certificate that the website has been updated to be submitted</p> <p>(b) Bringing new areas/services on online platform.</p> | <p>An order had been issued on 25.08.2021 assigning roles to officers from Admn (Shri Ankit Chaurasiya, ASO) and for technical side (Shri Fazil) for updation of NWIC website regularly. The two officers will be responsible for regular updation and ensure that all information to be put on website is posted and is proper form. As regards India-WRIS and WIMS, Ms. Iti Gupta and Shri Sachin Khurashev will devise a check-list of points to be checked on the two websites, their frequency and assign responsibilities therefor to the experts that the websites are visited for their proper functioning. Updation of NWIC material on Department's website</p> | <p>(a) Creation of link for filing RTI application, updation of material on Department's website and posting of material on social media handles- - <b>Ms. Iti Gupta (AD)</b></p> <p>(b) Updation of mandatory disclosure material- <b>Sr. PPS to Director along with US(A)/ CPIO</b></p> <p>(c) Development of Check list for and assigning responsibility to experts for regular checking of India-WRIS and WIMS website - <b>Ms. Iti</b></p> |

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|    |                                   |  | <p>will be ensured by Ms. Iti Gupta. Posting of material on social Media handles will be done by Ms. Iti Gupta after getting the material seen and approved at appropriate level based on the content.</p> <p>(b) A link for filing RTI applications may be given on RTI tab on our website. Material placed at the website under Section-4 of RTI regarding mandatory disclosure to be updated</p> | <p><b>Gupta, AD and Shri Sachin Khurashev, DD</b></p> |
| 4. | Updating of Guidelines/ Circulars | Efforts to be made in identifying areas where updation of circulars issued in the past is required and necessary steps be taken for updating them. | All general and purpose specific Circulars/orders issued on Administrative and technical will be examined and proposals will be moved for their updation wherever required.   | <b>DS(A) and US(A)</b>                                |

3. All the officers responsible for the identified activities are requested to complete the activities and submit a compliance report so that a response may be sent to the Department

4. This issues with the approval of Director, NWIC.



28.08.2022  
(G.S. Panwar)

**Deputy Secretary (Admn.)**

To: -

1. JD (Services)/All DDs/ADs, NWIC
2. Sr. PPS to Director NWIC
3. SO(A)/ASO(A) NWIC
4. Official website of NWIC

Copy for information to: Director NWIC

