



पूर्वोत्तर क्षेत्रीय जल और भूमि प्रबंधन संस्थान  
**NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT**  
(जल संसाधन, नदी विकास और गंगा कायाकल्प विभाग, जल शक्ति मंत्रालय, भारत सरकार के अधीन एक संस्थान)  
(An Institute under the Department of Water Resources, River Development and Ganga Rejuvenation,  
Ministry of Jal Shakti, Govt. of India)

No. NRW/Comp/63/2019-20/

3780

Dated: 23.02.2022

**OFFICE ORDER**

An e-Office section is created with the following officials of NERIWALM

- |  |                               |
|--|-------------------------------|
| 1) Professor (Water Resources Engineering), NERIWALM | - Officer-in-charge, e-Office |
| 2) Assistant Professor (Computer), NERIWALM          | - Recommending Officer        |
| 3) Technical Assistant, NERIWALM                     | - Proposer                    |

The e-Office section will look after e-office implementation, digitization of documents, management and co-ordination with the e-Governance cell of Department of Water Resources (DoWR), RD & GR.

The list of users (Group A, B & C) will be proposed by e-Office section for approval from the Competent Authority. The list of users will be updated as and when senior officer as per hierarchy will join in NERIWALM. At a given time the section will ensure that the number of users will not exceed 25 (Twenty five).

The section will submit the Progress Report to the Director on monthly basis till implementation is completed.

Any requirement of hardware (Computer, Scanner, Printer, Server etc.) will be proposed by the section, which will be procured as per GFR 17 by the purchase section.

This is issued with the approval of Director.

*A. K. Sharma*  
23/02/2022  
(A K Sharma)  
Deputy Director (Admin.)

Copy for information and necessary action to :

- 1) PS to Director for kind information of Director, NERIWALM.
- 2) The Under Secretary (e-Gov.), e-Governance Cell, Ministry of Jal Shakti, Department of Water Resources, RD & GR, Govt. of India, Shram Shakti Bhawan, Rafi Marg, New Delhi -110001
- 3) Professor (WRE), NERIWALM
- 4) Chief Vigilance Officer (CVO), NERIWALM
- 5) All officials of e-Office section \_\_\_\_\_
- 6) Accounts Officer, NERIWALM.
- 7) All staff by circulation.
- 8) NERIWALM Website.
- 9) Guard File.