

F. No. W-11011/21/2015-Water-I
Government of India
Ministry of Drinking Water & Sanitation

4th Floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi – 110003
Dated: 17.6.2016

To
The Principal Secretary / Secretary
In-charge of Rural Water Supply,
All States/ UTs

**Subject: - Updating of contact list of the officers of State / UT Governments in
IMIS of National Drinking Water Mission (NRDWP)- reg.**


Madam/ Sir,

I am directed to say that this Ministry maintains the contact details like name, phone number, fax, e-mail, address of the officers dealing with NRDWP in the States / UTs through IMIS of the Ministry. The contact details uploaded in IMIS are used for various correspondence, telephonic conversation regarding implementation of the scheme.

2. It has been observed for a long time that many States / UTs are not arranging to make updates of the changes in contact details of the concern officers, e.g. the Pr. Secretary/ Secretary in-charge of NRDWP, State Coordinator of NRDWP etc. In the absence of this, the effective result is that many important communications are returned back to this Ministry, causes non-delivery of e-mails and even sometimes, in urgency, the officers of the States cannot be contacted over telephone.

3. It is, therefore, requested to issue directions to the concerned officials to update the contact details of officers in case of any changes in the contacts takes place.

Yours faithfully,


17.6.16
(A K Srivastava)

Under Secretary (Water)

Copy to: Sr. Technical Director (NIC) for hosting in Ministry's website.