



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)



No.: NWDA / Dir (T) / 113 / 79 / 2021 / 745-755 Date: 12/02/2021

**OFFICE ORDER**

In order to implement eOffice module in NWDA Headquarters, New Delhi Shri Chirabrata Sarkar, Director (Administration), NWDA, New Delhi and Shri Rajesh Kumar, Deputy Director (Administration), NWDA, New Delhi are nominated as eOffice Super Administrator and EMD Manager / Local Administrator respectively.

The roles and responsibilities of eOffice Super Administrator and EMD Manager / Local Administrator are as follows:

**eOffice Administrator / System Administrator:**

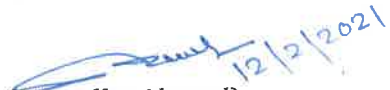
- Overall responsibility for subsequent administration & management of eOffice Data under coordination of NIC Division of concerned Ministry / Department.
- Assigning roles & privileges.
- Managing top level directory structure (department wise) in KMS.
- Managing Inter-departmental transfers, postings.
- Ensure the updation of employee data.

**EMD Manager/Local Administrator:**

- Ensure the updation of employee data in eOffice instance of the department.
- Managing inter-departmental transfer and postings, & assigning roles and privileges.
- Managing overall administration and management of eOffice.

Smt. Jancy Vijayan, Director (MDU), NWDA, New Delhi will act as Coordinator of eOffice for holding the responsibility of IT related works / interventions of eOffice module.

This issues with the approval of DG, NWDA.

  
(Muzaffar Ahmad)  
Director (Tech.)

Copy to:

- 1 SPS to DG, NWDA, New Delhi
- 2 PS to CE (HQ), NWDA, New Delhi
- 3 Director (Technical / Finance / Admn. / MDU / SCILR), NWDA, New Delhi
- 4 Superintending Engineer - I / II, NWDA, New Delhi
- 5 Deputy Director (Admn.), NWDA, New Delhi
- 6 Technical Coordinator, NIC, New Delhi