



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)



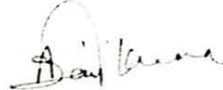
No. 10/1/2024-Admn. / 11147-56

Dated: 28<sup>th</sup> May, 2024

**Circular**

It has been observed that the Daks circulation between Palika Office and Saket Office, are not proper owing to which various receipts are misplaced/distributed very late.

2. Therefore, it is informed to all that all the Receipts/Daks/File should be moved through R & I Section NWDA, Saket to NWDA Palika Bhawan & vice versa, in future.
3. This issues with the approval of Competent Authority.

  
(Ajay Kumar Barnwal)  
Administrative Officer

**Copy to**

1. O/o the Director General, NWDA, Saket/Palika Bhawan, New Delhi.
2. O/o the Chief Engineer (HQ), NWDA, Saket/Palika Bhawan, New Delhi.
3. The Director (Tech.)/Director (Fin.)/Director (MDU)/Director (Admn.), NWDA, Saket/ Palika Bhawan, New Delhi.
4. General Section, NWDA, Saket, New Delhi.
5. Finance Wing, NWDA, New Delhi.