

**GOVERNMENT OF PUNJAB
DEPARTMENT OF WATER RESOURCES**

To

- All the
(i) Chief Engineers, Drainage-cum-Mining/Canals, Punjab
(ii) Superintending Engineers, Drainage-cum-Mining/Canals, Punjab
(iii) Executive Engineers, Drainage-cum-Mining/Canals, Punjab

Memo. No. 327-29/CE/Canals
Dated: 19-12-2022

Subject: Data entry on the portal prepared by the Department on various issues.

1.0 Please refer to the above subject matter.

2.0 You are aware that the Department has prepared softwares to handle the routine matters pertaining to the Department including the establishment matters. These included the (i) show cause notices and the disciplinary proceedings, (ii) correction of names of the employees, (iii) No objection certificates, (iv) technical memos, (v) proceedings/judgments in the cases decided by the various canals officers, and (vi) breach in canals etc. In some of the cases the data will be entered as and when required, for example in case of complaints the data shall be entered only when there is a complaint received in the Department. However, there are certain cases where the existing data need to be entered on the portal so that it becomes easier for the department to dispose of these cases quickly, for example the show cause notices and the charge sheets etc. issued to the employees, cases of breaches in canals etc.

3.0 All concerned officers are therefore requested to enter data in the following modules :

- (i) Show cause Notice/Charge sheets
- (ii) NOC
- (iii) Technical Memos
- (iv) Proceedings/judgment-Revenue Cases
- (v) Breach in Canals
- (vi) Pending Canal/ Drainage circles

4.0 It is clarified that the data entry regarding the show cause notices and the charge sheets etc. shall be entered by the competent authority who issues the charge sheets to the employees.


Principal Secretary Water Resources