

Internal Work Study Unit (IWSU)



Items of work being handled :

- Updation of Induction Material- Updated upto 12.7.2016
- Work Study for assessing manpower requirement-Updated upto 6.7.2016
- Nominate the officers of the Ministry for Annual O&M Inspection of sections/divisions and subordinate/autonomous offices of the Ministry – Updated till 27.4.2016
- Issue of the compendium of the Channel of submission and level of final disposal of cases- Last updated 13.7.2016
- Preparation of organization charts of the Ministry proper-Last updated 12.7.2016
- Preparation and review of record retention schedules concerning substantive function of the Ministry in consultation with the National Archives of India –Last issued on 22.3.2016

Recent Initiative



- The Work Study of Scientific, Technical post and Non –Scientific & Non Technical Post of the Ministry including NAEB & NRCD is under process by the Staff Inspection Unit, Ministry of Finance- Process is on and last updated on 6.7.2016
- Record Retention Schedule of the Ministry was updated in 2015 and sent to National Archives of India for vetting – Last updated 22.3.2016
- Recently a special drive was conducted from 1-15 June, 2016 for recording, review and weeding out exercise of old records under Swachh Bharat Abhiyan- Last updated 7.7.2016
- The compendium of the Channel of submission and level of final disposal of cases of the all section/division is under compilation- Last updated 13.7.2016
- The work of Updation of Induction Material is under process-Last updated 12.7.2016