भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग
केंद्रीय जल आयोग
सॉफ्टवेयरप्रबंधननिदेशालय

सत्यमेव जयते

Government of India
Ministry of Jal Shakti
Dept. of Water Resources, RD&GR
Central Water Commission
Software Management Directorate

CIRCULAR

This has reference to the earlier circular (letter no. J-11015/1/2021-SMD Dte I/225265/2025) vide which it was conveyed that an online portal "Asset Management System" is being launched w.e.f. 01.09.2025 to streamline and digitize the management of all IT assets in CWC(HQ).

In continuation of the above, it is to intimate that the above portal is now live and functional. Currently, the following functionalities are available in the portal:

(a) **Viewing of IT assets assigned to a particular user**- The users can view the details of all IT assets assigned to them and their office(s) based on the role assigned to them.

(b) **Option to surrender the assets**- Once the user is transferred/retired, the user can surrender the assets to their Branch Officer. If currently, no branch officer is assigned in the directorate/unit, the unit head shall be the default Branch Officer. The Unit head has the rights to designate a particular officer from their unit as Branch Officer.

(c) **Relieve Office and Join Office**-After surrendering the assets, the user can use the "Relieve Office" option for removing their name from the current office (i.e Directorate/Unit). Subsequently, the user can use "Join Office" option to join a new office.

(d) **Request for a new IT asset**- The user has the option to request for a new IT asset in the portal. However asset will be issued as per availability in store.

In view of the above, the following guidelines are to be followed by all users henceforth:

i. To avail AMC service for a particular IT asset, the said asset must be mapped against the name of the user.

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ii. In case of Transfer outside CWC(HQ)/Retirement, the No Dues certificate will be signed by the SMD only after the concerned user surrenders all office assets shown against their name in the portal to their respective Branch Officer (BO) (or directly to the SMD, in case the directorate/unit does not wish to retain the assets) and been relieved from their post in the portal by using the option “Relieve Office”.

iii. Similarly, in case of transfer within Headquarters, the E-office profile of the user will be updated only after completing the above mentioned steps (i.e. surrender of assets and “Relieve from Office”).

In case of any query, the users may call the SMD helpdesk- Ms. Rashmi (intercom-3355).

This issues with approval of Chief Engineer, HRM.

(Amitabh Tiwari)
Deputy Director

Digitally signed by Amitabh Tiwari
Date: 18-09-2025 10:13:34

To

All CWC(HQ) Officers through CWC Website