

Government of India  
Ministry of Water Resources,  
River Development & Ganga Rejuvenation,  
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated the **18/09/2018**.

**Subject:-** Minutes of the review meeting held on 12/09/2018 chaired by JS(Admn.) on e-Governance activities of the Ministry and implementation of e-Office in the Organizations under the Ministry.

A review meeting was held on 12/09/2018 chaired by JS(Admn.) on e-Governance activities of the Ministry and implementation of e-Office in the Organizations under the Ministry to discuss the various issues and decide further course of action. Minutes of the meeting are enclosed(Annexure I) herewith for necessary action please.

Encl: As above.



(Amit Kumar Singh)  
Under Secretary (e-Governance)  
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**To:**

1. Heads of Organizations under the Ministry.

**Copy for Information to:**

1. PS to JS (Admn.), MoWR, RD & GR, Shram Shakti Bhwan, Rafi Marg, New Delhi.
2. All Division/Branch heads, MoWR, RD & GR, Shram Shakti Bhwan, Rafi Marg, New Delhi.
3. Sr. Director(Tech)(Sh. Ajay Kumar Gupta), NIC, Shram Shakti Bhwan, Rafi Marg, New Delhi.

4. NIC (Postal./mtra)

Annexure – I

**Subject:** Minutes of the Meeting taken by JS (Admin) on 12<sup>th</sup> September 2018 to review the e-governance activities of the Ministry and implementation of eOffice in Organizations under the Ministry.

In order to review the issues related to e-governance such as implementation of e-office in the ministry and its organizations, check the status of computers, ways to improve computer literacy in the ministry etc., a meeting was convened on 12<sup>th</sup> September 2018 under the chairmanship of JS (Admin), Ministry of Water Resources, River Development and Ganga Rejuvenation. Following issues were discussed during the meeting:

- **Implementation of e-office:** Issues related to implementation of e-office in all departments of the ministry were discussed. All departments except NMCG and CGWB are using e-office.
  - NMCG informed that the process of digitization has been completed and requested for a training course for its employees.
  - CGWB officials told the meeting that e-office is being used in-house. Sr. Director (Tech) NIC have been directed to make transfer for files between CGWB and Ministry (Main) operational.
  - Certain issues like attachment of document and draft correction and opening have been have been raised by the users and Sr. Director (Tech) NIC have been directed to look into the matter.
  - All departments were urged to ensure implementation of e-office in their workplace.
- **Status of computers:** JS (A) took stock of the status of computers in the ministry as well as in other departments. It was informed that the ministry presently has about 458 computers. JS (A) directed the officials to fulfill the additional demands/up gradation demands of any department for procurement of new computers. In case of technical issues with new computers like blacking of screen the support of vendors may be sought.
- **Phasing-off of old computers/laptops:** After a detailed discussion on the procedure to scrap the old computers and laptops in all departments, JS (A) suggested that a committee be formed of 3-4 officials to frame a policy of phasing-off the old machines. As it was informed during the meeting that there are no new laptops in the ministry, it was suggested that same may be procured as per requirements.
- **Computer Literacy:** In view of going up to higher levels of computer literacy, detailed deliberations on the ways and methods to do it took place during the meeting. JS (A) asked Dir. (NIC) to prepare a multi-level module to impart batch-wise training to officials of the ministry. Discussion on probing the idea of setting up a computer lab

in the ministry also took place.

- **Training on Cyber Security:** Regular training on cyber security for the officials of the ministry was also mulled during the meeting to enable the users in protecting respective computers they work on.
- **Dedicated server/bandwidth for Mo WR, RD & GR:** The issue of server of Mo WR, RD & GR being shared with the power ministry also came up during the meeting. JS (A) directed the Dir. (NIC) to assess the possibility of having an independent server for Mo WR, RD & GR and increasing the bandwidth to improve the performance of the systems.
- **Application form for VPN:** In order to enable the officials of the ministry to access the official emails on e-office, Dir. (NIC) was asked to circulate the application forms for VPN access to all officials of the ministry.