

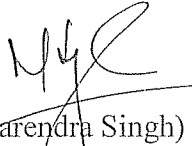
No.B-11011/1/2015-Admn
Government of India
Ministry of Water Resources, River Development &
Ganga Rejuvenation

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 7th July, 2015

Subject:- Minutes of interactive meeting held on 2.7.2015 chaired by JS(Admn).

The minutes of the interactive meeting chaired by Joint Secretary (Admn) on 2nd July 2015 with all the officers/staff in Admn & GA is enclosed herewith for kind perusal.

Encl:- As above.


(Narendra Singh)
Under Secretary to Government of India
Tel. No. 23738126

To

1. PPS to Secretary(WR, RD & GR)/PS to AS(WR, RD & GR)/PPS to JS(PP)/
PPS to JS(A)
2. Dir(Admn & GA), MoWR, RD & GR
3. Director (T), NIC - for uploading on intranet.

Copy for compliance and necessary action to :-

SO(GA)/SO(E-I)

Minutes of the meeting dated 2.7.2015.

JS (Admn) took informal interactive meeting with all officers/staff in Admn. & GW Wing of the Ministry on 2.7.2015 at 11.00 AM onwards and after detailed deliberations, the following directions were given:-

1. The Receipt and Despatch system in CR Section need to be improved by adopting online system.
2. All Gazette Notifications of RRs must be uploaded in the website of UPSC and copy should be endorsed to Coordination Section.
3. Digitization of records to be implemented in respect of UDCs and LDCs.
4. Training course on Sexual Harassment imparted by V.V. Giri National Labour Institute, Noida to be availed by maximum number of staff/officers.
5. Reputed institutions such as IIT Roorkee, IIT Khararpur, NIH Roorkee etc, may be consulted for conducting short duration training.
6. At least 10 Training Institutions from the approved list of DoPT may also be collected and details of training courses imparted by them may be obtained.
7. Punctualities in office is to be adhered to and enforced. For this purpose, the Attendance System attendance.gov.in need to be monitored periodically.
8. Possible areas for computerization may be identified so that necessary software may be developed.
9. All Dealing Assistants to ~~be~~ undergo training in advanced training courses.
10. Departmental canteen may be beautified by obtaining 4-5 paintings/drawings from CGWB.
11. A training on time management to be organized where the resource person will be JS (PP).
12. e-Leave to be implemented and necessary modifications to be made . Before the system is streamlined, it may be started by group 'C' employees.
13. The case of two posts of RA may be examined further in the light of the observation of Ministry of Finance - feasibility to encadre with CSS may be explored.
14. Online requisition and issue of stationery items to be improved and inventory to be maintained for laptop, computers and accessories.
15. Supplementary demand for additional fund under OAE Head to be projected and send to Budget Division, if required.

16. Issue of delays in payment of bills to vendors due to unnecessary objection raised by PAO to be pursued and sorted out.
17. The status of laying of Annual Reports in the House in respect of various organization for the period up to 2014-15 to be ascertained and put up.
18. Online monitoring of Court Cases in respect of various organizations to be implemented in a time bound manner. In cases where there is no NIC Network in Field Offices, they are to be directed to furnish the status to their respective HQs by e-mail and the same will be furnished in online system by the respective HQs.
19. Single Window System to be introduced in the Ministry on the pattern of the UPSC in proposals relating to RRs/DPCs.
20. The defective switchboard in IEC section to be replaced immediately.
21. The feasibility of concluding AMC for water dispenser installed in various buildings in the ministry may be examined.
22. All notes and processes to be simplified and standardized in GA Section.
23. The quality of official vehicles and hired taxis to be maintained and the performance of Drivers to be monitored regularly.

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3/7/15