F.No.J-14011/1/2014-e-Gov.
Government of India
Ministry of Water Resources,
River Development & Ganga Rejuvenation,
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the 16th November, 2015.

Subject:- Minutes of the 18th Meeting taken by JS(A) on 06.11.2015 for issues of e-Governance and Action proposed.

The undersigned is directed to enclose, herewith, the minutes of the 18th review meeting held on 06.11.2015 under the chairmanship of Joint Secretary (Administration) for discussing e-Governance issues and action proposed for your information and expeditious appropriate action.

Encl:- As above.

(Sushma Khurana)
Section Officer (e-Governance),
Ph. 011-23354649.
Email:- egov-mowr@nic.in.

To,

1. All Wing Heads of the Ministry,
2. All Heads of Organizations
3. Sh. Anil Srivastava, Controller of Accounts (WR),
4. Sh. E. Sampath Kumar, Member Secretary (CGWA),
5. Director (Admn./ GA), Director (Finance)/ Director (PP)/ Director (E-III)/ DS (Coordination)/ DS (GWE), SJC (PP), SJC (BM), SJC (SPR-II)/ SJC (MI/RRR), MoWR, RD & GR.
6. All Website/ e-Governance Nodal Officers of the Ministry.
7. All Website/ e-Governance issues Nodal Officers of the Organizations under the Ministry.
8. Technical Director, NIC with a request to kindly upload this on Intra-MoWR also.
9. Ms. Sameena Mukhija, TD, NIC/ Sh. B. Koti Reddy, NIC-MoWR.
10. Sh. Avanish Kant, Sr. Hydrogeologist.
11. All US and equivalent officers in the Ministry.
12. All concerned Officers as per actions proposed.

Copy for information to:-

1. PS to Hon'ble Minister (WR, RD & GR),
2. PPS to Secretary (WR, RD & GR), PPS to SS (WR, RD & GR), PS to JS (PP)

Subject:- Minutes of the 18th Meeting taken by JS(A) on 06.11.2015 for issues of e-Governance and Action proposed.

S.No	Subject/ Action point	Decision Taken		Action proposed to
1.	Development/ Updating of Website and webpages for the regional offices.	• CWC and CGWB have furnished the list of the proposed domain name of their regional Websites. The matter of acquiring their Gov.in domain is being pursued by NIC.		*{Action: Nodal Officers of CWC and CGWC, Tech Director, NIC-MoWR}*
2.	e-initiatives of the Ministry	a)	**Executive Records (ER) Sheets/ PIS:-** 14 Organizations have completed/ uploaded their ER sheets. All other Organizations have completed more than 50%. • For CWC, timeline for completion is **31.01.2016.** • For CGWB timeline for completion is **31.12.2015.** • Latest update on ER Sheets to be furnished by all Nodal Officers of the organizations, immediately.	*{Action:- Director (A)/ Director(E-I), US(E-II), Director (E-III), All concerned Nodal Officers of the Organizations/ e-Governance Cell.}*
		b)	**Implementation of HRMS:** A power-point presentation by the Ministry before the appraisal committee of National e-Governance Division (NeGD), Department of Electronics & IT, is scheduled on the 10th of November at 3.30 pm in the NeGD conference hall.	*{Action:- Director (A/ e-Gov.), US (A), Technical Director, NIC}, US (e-Gov.)}*
		c)	**Implementation e-Office:-** • 12 sections under Administration Wing have been imparted training on e-Leave system and they have started applying online leaves. • Next e-Leave system training is scheduled for 16.11.2015. • By **01.01.2016**, e-Leave system will be operationalized completely. No physical applications will be accepted.	*{Action:- Technical Director, NIC / Director (Admin.}/ e-Governance Cell}*

		• 2 or 3 Officers may be sent to Ministry of Panchayati Raj for reviewing the functioning of e-Office	
		d) **Project Monitoring System (PMS):-** Basic information pertaining to NAQUIM, AIBP, DRIP, FMP schemes has been made available on the Dashboard system which can be accessed at http://mowr.nic.in/dashboard. • Concerned Nodal Officers should assess the above dashboard and provide information containing list / summary of projects received and approved projects, amount released and amount sanctioned for the year 2015-16 to NIC, on regular basis.	*{Action:- Director (NIC), SJC (FM),SJC (Pen. River), SJC (MI), Director (DRIP), e-Governance Nodal Officer of CWC and CGWB, US (e-Gov.)}*
		e) **e-Procurement:** • Has been implemented in the Ministry (proper), CWC, CGWB and FBP. • All other Organizations are undergoing training from NIFM. • Procurement of Digital Signature Certificates (DSCs) by the Organizations is under process.	*{Action:- Director (GA), All concerned Nodal Officers of the Organizations/ e-Governance Cell}*
3.	Revival of KMS.	• First stage has been completed • Documentation structure is being prepared. • This would facilitate easy retrieval of orders/ circulars of the Ministry.	*Action: Technical Director (NIC)/ Sh. Nand Kishore, RA/ Director (A)}*
4.	e-Governance Capacity Building training for the Ministry.	• Capacity Building training in e-Governance applications for the newly appointed employees of the Ministry is being scheduled. • It was decided that the proposal for providing e-Governance training received from Datapro computers pvt. Ltd, an NIC empanelled agency may be assessed. • Training requirements will also be sought from CWC and CGWB. • Sh. B. Koti Reddy may visit Datapro's venue / lab for evaluating its training infrastructure.	*{Action: Director (A)/ US (e-Gov.)/ e-Governance Cell}*

5.	Social Media Platform	The information regarding No objection Certificate for Ground Water extraction application portal may be uploaded on the Social Media Platform of the Ministry.	{Action: e-Governance Cell}
6.	Auditing of e-Governance application	i) The newly introduced web based system for receipt and processing of applications for issue of NOC for ground water abstraction was reviewed in the meeting. The following suggestions were given for improving the efficiency of the system:- ✓ The publicity of this system should be done through Newsletter, Social Media, Website, YouTube and other means of communications. ✓ Archival data module should be properly maintained in the system. ✓ Feedback page should be made available in which citizen's feedback shall be transferred to Member Secretary, CGWA. ✓ Data required for users should be available on the Website e.g. Rainfall data etc. ✓ Work performed by CGWA along-with snapshots of the system may be provided to States directing them to adopt the system as per their defined workflow. ✓ Hologram or Watermark should be there in Certificates issued. ✓ Proper Check list and Calculation sheet should be made available to the users in order to discourage receipt of incomplete applications. ✓ The verification time in respect of applications at the Regional Director level may be improved. ✓ A letter to BIS may be written by CGWA for making norms and protocols for standardization of the system. ✓ This system should become completely paperless by **01.01.2016.** ✓ Mobile applications on Water conservation, water harvesting to be made by CGWA by **10.12.2015.** ✓ Ms. Sameena Mukhija, TD, NIC should take appropriate action in including the National Green Tribunal (NGT)'s cases in the existing Court Cases monitoring system. ✓ ii) India WRIS system should be reviewed, immediately.	{Action: Sh. E. Sampath Kumar, Member Secretary (CGWA), Ms. Sameena Mukhija, TD, NIC} {Action:- Sh. B. Koti Reddy, Sh. Avanish Kant}

8.	Central Registry monitoring system	• Review of Central Registry system implemented in Secretary, DoPT's office will be done by Director (Technical), NIC	*{Action: Technical Director, NIC}*
9.	Difficulty faced due to resource crunch in NIC-MoWR, RD & GR.	• 2 Programmers have been arranged in the Ministry. • This will facilitate implementation of e-Governance initiatives in the Ministry. • Their work assignments are to be decided by Director (A) and Technical Director, NIC, immediately.	*(Action:- Director (A/ GA)/Technical Director, NIC)*
10.	Online Web monitoring / Dashboard system.	• Considering the slow progress shown by the concerned Committee, it was suggested to hold weekly meetings so as to expedite its implementation.	*{Action: All member of the committee}*
11.	Comp DDO/ GPF monitoring system	• Proforma invoice for hiring manpower from NICSI for three months has been received. • It was advised to expedite the matter.	*{Action:- Director (GA)}*
12.	Auto reminder for updating the information on monthly basis	• Technical work has been completed by NIC. • Monthly Auto reminder system will be initiated by 20.11.2015.	*{Action:- NIC, MoWR, all e-Governance / Website Nodal Officers of the Ministry}*
13.	Installation of Voice Conference system for Pragati.	• It was suggested to shift the Old VC system at Jamnagar House, CGWB office. • Nodal Officer, CGWB to coordinate its installation in CGWB. • NIC to explore the possibility of addressing the technical flaws in the process.	*{Action:- Director (NIC), US (GA), Nodal Officer ,CGWB}*