

MOST IMMEDIATE
Time Bound

F.No.J-11011/1/2013-e-Gov.
Government of India
Ministry of Water Resources
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the 12th November, 2013.

Subject:- Minutes of Meeting regarding enhancing IT/ e-Governance capabilities of MoWR held under the Chairmanship of Secretary (WR) in Conference Hall of MoWR at 11:00 am on 06.11.2013

The Minutes of the Meeting on the above cited subject held under the Chairmanship of the Secretary (WR) at 11:00 am on 06.11.2013 are being sent, herewith, for your information and expeditious necessary action.

Encl:- As above.

Ashok
12/11/13
(Ashok Kumar Gupta)

Under Secretary to the Government of India
Ph:- 011-23714350

To,

- 1) All Wing Heads of MoWR.
- 2) All Nodal Officers for e-Office implementation in the Ministry.
- 3) Sh. A.K. Gupta, Tech. Director, NIC, MoWR with a request to kindly upload it on Intra-MoWR under Circulars for e-Governance Cell.
- 4) All DS/ Director level Officers
- 5) All Sections/ Units/ Desks of MoWR.

Minutes of Meeting regarding enhancing IT/ e-Governance capabilities of MoWR held under the Chairmanship of Secretary (WR) in Conference Hall of MoWR at 11:00 am on 06.11.2013

List of the participants is annexed.

2. Director (e-Gov.) presented an account of ongoing e-Governance activities / projects taken up by e-Governance Division. He stated that prerequisite for successful implementation of e-Office is the generation of NIC email and passwords for all the employees of MoWR. It involves collecting the employees' data as per the prescribed Employee Master Details (EMD). It was mentioned that login IDs and passwords for more than 90% of Officers/ Officials of the Ministry have been generated. These are envisaged to be extended to Attached / Subordinate Offices, next year. Thereafter, various issues were taken up for discussion/ directions:-

2.1 **Implementation of e-Office in the MoWR** :- The status of the six modules of e-Governance application was noted to be as under :-

(i) **Knowledge Management System (KMS)** :- KMS has been operationalized on 16.08.2013. An issue was raised regarding posting of EFC, CCEA, Cabinet Notes etc. on the website, once action has been completed. Secretary (WR) advised that it may be checked up with Joint Secretary, Cabinet Secretariat (Shri K.L. Sharma) whether the Cabinet /CCEA notes as also the decisions thereupon are being posted on the website by the Cabinet Secretariat **OR** any orders have been issued advising concerned Ministries / Departments in the matter.

Further, an issue was raised whether GPF Statement of the Government Employees which at present are only available to the concerned employees through user password, can be displayed on the website. After discussion it was decided to consult the Ministry of Personnel in the matter.

(Action:- e-Governance Cell)

(ii) **e-Leave Management System**:- DARPG has been notified about operationalization of e-Leave system in Administration/ GW Wing which covers almost 40% of the strength of this Ministry. US (Admn.) mentioned about some problems being encountered while implementing the e-Leave Management System. To make the system effective, Secretary (WR) advised that e-Leave Management system for time being should be run simultaneously with the existing system of availing leaves for one year in paper medium i.e. by downloading the hard copy of the application on the e-Leave Management System, duly filled and also submitting the hardcopy for approval. At the end of the month, both online and offline leave balances should be tallied. The hard copy of the leave applied will be kept in the Administration Section, which will have the responsibility of tallying the leave both online and offline.

***{Action:- All officers and employees of JS(A&GW) Wing,
DS(Admn.), e-Governance Cell}***

(iii) **e-Tour Management System**:- It was decided that e-Tour Management System be taken up simultaneously with e-Leave Management System. Initially, Ganga Wing and the Finance wing will implement the e-Tour Management System.

*{Action:- Ganga Wing, Finance Wing,
NIC, e-Governance Cell}*

(iv) **Personnel Information System (PIS)**:- Director (e-Gov.) informed that PIS is online module which will contain soft copy of service books of employees of MoWR. All employees can access this data with their respective IDs and Passwords. However, PIS will be taken up after e-Leave and e-Tour Management system have been fully operationalized.

A concern was expressed by some functionaries about access to their Service Books. It was informed as per the Government's instructions, the Government employees are to be allowed to inspect their Service Book once a year and provide a certificate to that effect thereafter. Secretary (WR) advised that one Wing, other than Administration, shall be covered within November, 2013. Dy. Secretary (Admn.) was directed to select one of the Wing located outside Sharm Shakti Bhawan for the purpose.

For smooth implementation of e-Governance, a pre-requisite is generation of email and password accounts by NIC for all employees. It was noted that login ID and password upto 90 % of officials have already been generated.

This envisaged to be extended to Attached /Subordinate Offices from next year.

(v) **Collaboration and Messaging Services (CAMS)**:- It was decided that efforts should be made to implement the messaging service in respect of notices of the meetings of the Ministry, oaths to be taken on various days etc. After trial, the same can be extended to other areas.

DS(A) was requested to obtain the Mobile numbers of all the remaining employees of the Ministry, as availability of up-to-date Mobile No. is pre-requisite for messaging service.

*{Action:- NIC-MoWR, NIC-e-Office project team,
DS (A), e-Governance Cell}*

(vi) **e-File Management System**:- It was stated that DARPG have been informed of limitations of e-File Management System in a technical Ministry like MoWR. Further, the problems regarding a continuous availability of power supply, internet connection, availability of Digital Signatures and movement of files to offices located outside the Shram Shakti Bhawan or to other Ministries were also discussed. These aspects make it difficult to implement e-file Management, at present.

3.2 Activity/ Project-Redesigning / Updating Website of MoWR:-

- It was informed that the Website of MoWR which Indian Government Websites compliant is ready to be launched. A demonstration of the approved Home Page of the new Website of MoWR was given.
- JS (PP) suggested that a separate hyperlink of WRIS (not under 'Related sites') be provided.
- Secretary (WR) directed that all data on the Websites e.g. AIBP/ RRR guidelines and criteria etc. may be updated. Shri T.D. Sharma, SJC (PR) was nominated to ensure that the guidelines are continuously updated by S.P. Wing on at least monthly basis. Shri Rajbir Singh, Dy. Commissioner (Indus) Wing shall be responsible for Indus Wing. Shri Reading Shimray, Sr. JC shall similarly be responsible in respect of PR Wing.
- Director (Finance) was also tasked to upload quarterly expenditure of the Ministry on the Website on regular basis.
- Secretary (WR) directed Director (e-Gov.) to examine whether File Index Register can be put in public domain.
- Director (e-Gov.) was asked to explore the possibilities of digitization of records relating to Indus Wing.
- A proposal of Indus Wing regarding digitalisation of Indus Treaty record currently held in the custody of World Bank is to be actively pursued by Director e-Governance.

{Action:- All Wing-Heads, All e-Office Nodal Officers, NIC-MoWR, Shri T.D. Sharma, SJC(SPR), Director (Finance), Director (e-Gov.), DS (Coordination), e-Governance Cell}

(4) Regarding the updation of Court Cases Management System (CCMS), Secretary (WR) directed that a module may be deployed, wherein, the concerned parties must get 3 emails (before one month, before 15 days and before one day) before date of hearing and SMS alerts be sent to concerned officer, in order to safeguard interest of MoWR and to ensure effective monitoring the various Courts cases.

4.1 Technical Director, NIC-MoWR assured that by the end of this month this module will be ready for use.

4.2 Thereafter a linkage would be provided to respective SMD as also office of Secretary (WR) for the purpose.


5. DS (Coordination) was requested to expedite compiling of material to be sent to PMO before the forthcoming Parliament Sessions. Specific approval of Secretary (WR) should be taken in each case by the Wing-Heads before the material is sent to the Parliament Unit.

(Action:- Technical Director, NIC)

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11.11.2011

List of MoWR Officers who attended the meeting held on at 11:00am on
06.11.2013 regarding enhancing IT/ e-Gov. Capabilities in MoWR

1. Shri Alok Rawat, Secretary (WR) - in Chair
2. Shri S.K. Kohli, JS & FA
3. Ms. Urvilla Khati, JS (PP)
4. Shri Pradeep Kumar, Commissioner (SPR)
5. Shri Ram Swarup, Director (Parliament)
6. Shri R. K. Gupta, Director (e-Governance & GW)
7. Ms. Charul Baranwal, Director (GA)
8. Shri Ashok Gupta, Director (IEC & PSU)
9. Shri S. K. Thakur, Director (Finance)
10. Shri Ramesh Babu Aniyeri, Director (OL)
11. Shri A.K.Gupta, Technical Director (NIC- MoWR)
12. Shri Khatchin Langel, DS(Admn.)
13. Shri Banarsi Ram, DS(Coordination & ID)
14. Shri B. Koti Reddy, Scientist 'D', NIC-MoWR
15. Shri Ashok Kumar Gupta, US(e-Gov. and ID)
16. Shri L.P. Sharma, US(Admn.)
17. Ms. Sushma Khurana, Section Officer (e-Gov.)
18. Shri Dhawal Middha, NIC-eOffice project team.


06.11.2013