

F.No.J-14011/1/2016-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 10 May, 2016.

Subject: - Minutes of the 35th Review Meeting taken by JS (Admin & GW) on 06.05.2016 on issues of e-Governance and Action proposed.

The undersigned is directed to enclose herewith the Minutes of the 35th Review Meeting taken by Joint Secretary (Admin) on 06.05.2016 on the above subject for information and immediate follow up action in the matter.

2. This issues with the approval of JS (A).

Encl:- As above.


(Ashok Kumar Gupta)
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To,

1. All Wing Heads of the Ministry/ Controller of Accounts, MoWR,
2. All Heads of Organizations,
3. Director (Admn./GA)
4. Director (E-III)/ DS (PSU)/DS (E-II/ GWE) {i.r.o point no.2(b), 2(c) 3, 5,7, 8},
5. DS (E-I/ Vigilance) {i.r.o. point no. 2(a)}
6. SJC (PP) { i.r.o. point no. 2(a), 2(b), 2(e)}
7. All US and equivalent Officers (i.r.o. point no. 4)
8. **US (GA)** {i.r.o Point no. 7 & 8}.
9. All Website/ e-Governance Nodal Officers of the Ministry.
10. All Website/ e-Governance issues Nodal Officers of the Organizations under the Ministry { i.r.o. point no. 1, 2(a), 2(c), 10}
11. Technical Director, NIC {i.r.o. point no. 1, 2(b), 2(c), 2(e), 5,6,8}

Copy for information to:-

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

Subject: - Minutes of the 35th Review Meeting taken by JS (Admin & GW) on 06.05.2016 on issues of e-Governance and Action proposed.

S.No	Subject/ Action point	Decision Taken	Action proposed to
1.	Development of Website/ webpages and Gov.in Domain registration.	<ul style="list-style-type: none"> • Templates for redesigning the Websites of the Regional Offices shall be emailed to CWC, CGWB and their Regional Offices after incorporating changes, if any suggested by JS (PP). • A DO letter to be re-sent/ emailed to DG, NIC for issuing necessary instructions to the concerned for facilitating Gov.in domain matter. This would be followed up by Director (Tech), NIC. 	{Action:- Technical Director, NIC/ e-Governance Cell/Nodal Officer of CWC & CGWB}
2.	e-initiatives of the Ministry	<p>a. Executive Records (ER) Sheets/ PIS: -</p> <ul style="list-style-type: none"> • ER sheets of approx. 8450 Officers/ Officials of the Organizations have been uploaded on their respective Website. • The quality of the ER Sheets uploaded by the Organization will be assessed by the concerned SMDs of the Ministry. <p>b. Implementation of HRMS:</p> <ul style="list-style-type: none"> • Project has been approved by the Secretary. • Office Memorandum will be issued along with details of HRMS by e-Governance Cell. • A presentation on HRMS by NIC Simla team is scheduled on 10.05.2016 in the Ministry. • A Committee comprising Director (A), Technical Director (NIC) and DS (E-I) will monitor the progress of the HRMS project. <p>c. Implementation of e-Office:-</p> <ul style="list-style-type: none"> • e-Leave Management System for all Heads of Attached Offices/ Subordinate Offices, whose Reporting Officer is Secretary (WR)/ SS (WR), to be implemented by 10.05.2016. • The work flow entry in e-Tour System has been initiated. • Timeline fixed for implementing eTour system is 	<p>{Action:- DS(E-I/ US (E-II)/ US (E-III), US (E-IV/ PSU), US (GWE)}</p> <p>{Action: Technical Director, NIC /) Director (Admin.)/DS (E-I/ Vigilance)/ e-Governance Cell}</p> <p>{Action: Technical Director, NIC / e-Gov. Cell}/ Director (Admn.)/ All Nodal Officers of the Organizations}</p>

		<p>01.06.2015.</p> <ul style="list-style-type: none"> A Training Session for NWM Wing, FM Wing including MTSSs will be held on 12.05.2016. All Nodal Officers to give the status on implementation of e-Leave System in their respective Organizations by 12.05.2016. <p>d. Implementation of e-Procurement:</p> <ul style="list-style-type: none"> A D.O. letter has been sent to JS (RB) requesting to take appropriate action to resolve problems in implementation of e-Procurement. <p>e. Online Vigilance Clearance System</p> <ul style="list-style-type: none"> Demonstration of the Beta version, comprising online submission of vigilance clearance form, will be shown by next week. <p>f. MIS system for PMSKY</p> <ul style="list-style-type: none"> MIS system for PMKSY has been devised by NIC Cell. Commissioner (SP) to ensure that the data entry has been initiated by States. 	<p>{Action: Director (Finance)/NMCG/e-Governance Cell}.</p> <p>{Action: Technical Director, NIC, DS(E-I/Vigilance)}</p> <p>{Action: Comm (SP)}</p>
3.	Capacity Building in e-Governance for the Ministry.	<ul style="list-style-type: none"> Director (Admn.) informed that Training Action Plan for 2016-17 is being submitted. It has been directed to conduct training of officers/officials upto US level in different batches. 	{Action: Director (Admn.)}
4.	Social Media Platform/Blogs for the Hon'ble Minister	<ul style="list-style-type: none"> The information on following issues will be uploaded on Social Media for this week: <ul style="list-style-type: none"> I. Water Conservation measures (from Cabinet Secretariat). SO (IEC) to furnish the content. II. Progress on Jal Kranti. SJC (PP) to furnish the content. 	{Action:- e-Governance Cell/ SO (IEC)/SJC (PP)}
5.	Central Registry monitoring system	<ul style="list-style-type: none"> NIC Cell will submit an action plan/ work flow by next week. 	{Action:- Director (Admn.)/ Tech. Director, NIC}

6.	Online Web Project Monitoring / Dashboard system.	<ul style="list-style-type: none"> A Committee has been formed for suggesting best options to the Ministry in taking up the above project after looking at the NICSI Vendors' presentation. Technical Director, NIC to circulate the ToRs amongst the Vendors. 	{Action:- Tech Dir(NIC)/ e-Governance Cell }
7.	e-Granthalaya	<ul style="list-style-type: none"> It was informed that file is being submitted for hiring Outsource manpower for implementing e-Granthalaya. 	{Action:- / Director (GA)/ US (GA)}
8.	Complaint Management System	<ul style="list-style-type: none"> The progress made in development of Complaint Management System was appreciated. Some Vendors information is required to be fed into the system only. General Administration to issue the Circular in the Ministry with some changes in the draft letter and provide requisite training once it is finally completed. 	{Action:- NIC Cell/ Director (A/GA)/ US (GA)}
9.	Review of e-Governance progress in other Ministries.	<ul style="list-style-type: none"> The report giving comparison of assessment of e-Governance done in 6 other Ministries has been submitted by e-Governance Cell. It was reported that No other Ministries has operationalized another application for Online Stationery System, Complaint Management System, VOICE. DG, NIC has been informed about these initiatives taken up by this Ministry. 	{Action:- e-Governance Cell}
10.	Other e-Governance initiatives of CWC & CGWB	Chairman, CWC and Chairman, CGWB have been requested to expedite implementation of e-Governance activities (Administration, Project & Information based).	{Action:- Nodal Officers of CWC & CGWB }

*****End of Minutes*****