

F.No.J-14011/1/2016-e-Gov.
Government of India
Ministry of Water Resources,
River Development & Ganga Rejuvenation,
(e-Governance Cell)

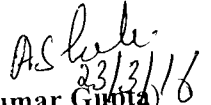
Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the 23rd March, 2016.

Subject: - **Minutes of the 31st Review Meeting taken by JS (Admn.) on 18.03.2016 on issues of e-Governance and Action proposed.**

The undersigned is directed to enclose herewith the Minutes of the 31th Review Meeting taken by Joint Secretary (Admn) on 18.03.2016 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)
Under Secretary to the Govt. of India,
Ph. 011-23714350,
Email:- ashok.kgupta@nic.in.

To,

1. All Wing Heads of the Ministry/ Controller of Accounts, MoWR,
2. All Heads of Organizations,
3. Director (Admn.) {i.r.o point no.3(b), 5, 7, 8, 10, 11},
4. Director (E-III)/ DS (PSU)/DS (E-II/ GWE) { i.r.o point no. 3(a)}
5. DS (E-I/ Vigilance) { i.r.o point no. 3(a), 3(b), 3(e), 8}
6. Director (Fin), NMCG/ SJC (FM)/ Director (DRIP)/ SJC (PR) (i.r.o. point no. 9)
7. All US and equivalent Officers/ US (GA) i.r.o Point no. 3(d), 10 & 11.
8. US (Coord.)/ Sh. R.K. Jain, CE (NWDA) i.r.o. point no. 6.
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, 3(a), 3(c), 3 (d), 13.
11. Technical Director, NIC i.r.o. point no. 2, 3(b), 3(c), 3(e), 7, 8, 11.
12. SO (E-I) (Sh. SR) / SO (IEC)/ SO (GA) i.r.o point no. 3(d).

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 31st Review Meeting taken by JS (Admin & GW) on 18.03.2016 on issues of e-Governance and Action proposed.

S.No	Subject/ Action point	Decision Taken	Action proposed to
1.	Development of webpages for the regional offices.	<ul style="list-style-type: none"> Nodal Officers of CWC and CGWB will take immediate action for registering 4th level subdomain for their Regional Offices and furnish the Authorization letter within 23.03.2016. 	{Action:- Nodal Officers of CWC and CGWB/ All Regional Offices of CWC & CGWB}}
2.	Regrouping of the Ministry's Website and Content Management System.	<ul style="list-style-type: none"> It was decided that Technical Director, NIC will regroup the links of the Website of the Ministry and reduce them in number. NIC has shown the template for Website design of the Regional Offices of CWC and CGWB. It was directed that following changes be made:- <ol style="list-style-type: none"> Logo of CWC and CGWB be placed. Links on Information on Maps, Projects in concerned region, Data of Regional Offices be made available. Photographs, News, Video Gallery, scrolling local news, important events, water calendar be made available. State Governments, Central Schemes and MoWR should have separate links. Technical Director to email the template to CWC and CGWB and all Regional Offices and seek their views/ comments. Data to be linked accordingly by CWC and CGWB. It was directed that the Nodal Officers of CWC & CGWB to remain fully in touch with Technical Director, NIC till this is completed. This task to be completed within <u>30.04.2016</u> 	{Action:- Tech Director, NIC-MoWR/ NIC Cell / e-Governance Cell/ Concerned Nodal Officers}

3.	e-initiatives of the Ministry	<p>a) Executive Records (ER) Sheets/ PIS: -</p> <ul style="list-style-type: none"> The progress in uploading of ER Sheets by FBP, NCA, WAPCOS, CGWB and Brahmaputra Board was highly appreciated. Rest of the Organizations must ensure completion of ER Sheets, immediately. The updated status as received in the Ministry is enclosed. <p>b) Implementation of HRMS:</p> <ul style="list-style-type: none"> A team of Officers had a meeting with Managing Director, NICS for discussing the course of action plan. A concept note shall be prepared by Technical Director, NIC along-with Director (Admn) for kind information to Secretary (WR). It was decided that a team of 3-4 Officers may visit Simla for assessing the HRMS implemented in Govt. of Himachal Pradesh by NIC. Director (Admn.) to pursue the matter further. <p>c) Implementation of e-Office:-</p> <ul style="list-style-type: none"> Work flow of e-Tour System will be finalized by 31.03.2016. Thereafter, Training on e-Tour System would be imparted to PPSs/ PSs/ PAs/ SOs of the Ministry in next month. Timeline for its completion is 30.04.2016. It was directed that a letter will be written to FBP, NCA, WAPCOS, CGWB, CSMRS, CWC, NIH, BB, CWPRS, NPCC Ltd. and NERIWALM for taking up the implementation of e-Leave Management System. <p>d) Implementation of e-Procurement:</p> <ul style="list-style-type: none"> It was directed that US (GA) and other Tender Committee members shall submit their report on assessment of e-Procurement in CWC, FBP, CGWB, CSMRS, NMCG and NIH by 28.03.2016. All Nodal Officers to furnish the current status by 30.03.2016, positively. 	<p>{Action:- All concerned Nodal Officers of the Organization/ DS(E-I) / DS(E-II/GWE)/ DS(PSU)/ Director (E-III)/ SJC (PP)}</p> <p>{Action: Technical Director, NIC /DS (E-I/ Vigilance) Director (Admin.)}</p> <p>{Action: Technical Director, NIC / e-Gov. Cell}/ Concerned Nodal Officers of the Organizations}</p> <p>{Action: US (GA)/ US (IFD)/ SO (E-I)/ SO (IEC)/ SO (GA)/ all Nodal Officers of Organizations except CWC, CGWB, NIH, CSMRS}.</p>
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		<p>e) Online Vigilance Clearance System</p> <ul style="list-style-type: none"> • DS (E-I/Vigilance) has furnished a draft form detailing about the work flow. • Technical Director, NIC to examine the work flow and take up the development of the application. 	<i>{Action: Technical Director, NIC, DS(E-I/Vigilance)}</i>
4.	Revival of Knowledge Management System (KMS).	<ul style="list-style-type: none"> • All processes have been completed. • A notification/ Circular will be issued by e-Governance on revival of KMS. 	<i>Action:- e-Governance Cell}</i>
5.	Capacity Building in e-Governance for the Ministry.	<ul style="list-style-type: none"> • Director (A) to plan 4 training programs for the Officers of the Ministry and Attached/ Subordinate Organizations in the next financial year. 	<i>{Action: Director (Admn.)}</i>
6.	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: <ol style="list-style-type: none"> I. India Water Week, 2016. Sh. R.K. Jain, CE (NWDA) to provide brief content for the same. II. Abstract from presentation given by Secretary (WR) in the Weekly Review Meeting held on 16.03.2016. US (Coord.) to furnish the content. • Besides, it was decided that Director, NIC will send the information on 2 eBook created by the Ministry and 4 blogs of Minister (WR) to MyGov. • US (Coordination) shall provide the following information for uploading on Minister's blog column on the Website on weekly basis. <ol style="list-style-type: none"> I. Good Water: <i>for this week</i> II. Jal Kranti: <i>for this week.</i> <p>For Subsequent weeks:</p> <ol style="list-style-type: none"> III. Good governance initiatives & timelines: for next week IV. Project Clearances V. Swachhta Mission VI. Decision taken during Minister (WR)'s visit to Jodhpur on 18.03.2016. 	<i>{Action:- e-Governance Cell/ US(Coord.) / Sh. R. K. Jain, CE (NWDA)}</i>

7.	Central Registry monitoring system	<ul style="list-style-type: none"> It was directed that a work flow for its operationalization may be finalized by NIC and Administration. 	{Action:- Director (Admn.)/ Tech. Director, NIC/}								
8.	Online Web Project Monitoring / Dashboard system.	<ul style="list-style-type: none"> Terms of Reference for MIS/ Dashboard project have been approved by Secretary (WR). NICSI have been requested to furnish a proforma invoice on the basis of above ToRs. Besides, a team of Officers have also visited Managing Director, NICSI for discussing the project. 	{Action:- Tech Dir(NIC)/Director (A/ e-Gov.)/ DS (E-I & Vigilance)}								
9.	Monitoring of PMKSY/ AIBP/ NAQUIM/ NOCAP/ DRIP/ NMCG	<ul style="list-style-type: none"> The information on all these schemes is being regularly updated in the dashboard portal of the Ministry. Information pertaining to FM and DRIP schemes have been received which is scheduled to be updated by NIC Cell on 21.03.2016. 	{Action:- Director (Finance), NMCG)/ Comm. (SP)/ SJC (FM)/ Director (DRIP)/ SJC (PR)/ Technical Director, NIC}								
10.	e-Granthalaya	<ul style="list-style-type: none"> It has been decided to write a letter to Department of Library and Information Sciences, University of Delhi requesting them to provide interns for pursuing this initiative. 	{Action:- / Director (A)/ US (GA)}								
11.	Complaint Management System	<ul style="list-style-type: none"> It was decided that Director (A) & US (GA) will examine the Complaint Management System (version-I) devised by NIC. Final Demonstration to JS (A) shall be given on 31.03.2016. 	{Action:- NIC Cell/ Director (A)/ US (GA)}								
12.	Review of e-Governance progress in other Ministries.	<ul style="list-style-type: none"> 6 Other Ministries have been assessed in terms of progress made in e-Governance. Good practices made in e-Governance would be examined and taken up for implementation. 	{Action:- e-Governance Cell}								
13.	Other e-Governance initiatives of CWC & CGWB	<ul style="list-style-type: none"> CWC and CGWB to furnish the information on other e-Governance initiatives in the following format: <table border="1"> <thead> <tr> <th>S.No</th><th>Name of initiatives</th><th>Operational since</th><th>Support mechanism</th></tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	S.No	Name of initiatives	Operational since	Support mechanism					{Action:- Nodal Officers of CWC & CGWB}
S.No	Name of initiatives	Operational since	Support mechanism								

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

Status of ER Sheets as on 18.03.2016

S.No.	Name of the Organization	Employee Strength (Group-wise)		In Position (Group-wise)	Number of ER Sheets uploaded (Group-wise)
1.	<u>SSCAC</u>	Group 'A'	5	3	3
		Group 'B'	Nil	Nil	Nil
		Group-'C'	9	4	4
		Total	14	7	7
2.	<u>FBP</u>	Group 'A'	30	19	19
		Group 'B'	187	92	92
		Group-'C'	595	176	176
		Total	812	289	289
3.	<u>NCA</u>	Group 'A'	34	23	23
		Group 'B'	46	25	25
		Group-'C'	85	73	73
		Total	165	121	121
4.	<u>NWDA</u>	Group 'A'	59	56	53
		Group 'B'	142	143	141
		Group-'C'	292	312	312
		Total	493	511	506
5.	<u>WAPCOS</u>	Group 'A'	554	554	554
		Group 'B'	56	56	56
		Group-'C'	85	85	85
		Group- 'D'	60	60	60
		Total	755	755	755
6.	<u>CGWB</u>	Group 'A'	467	368	368
		Group 'B'	1012	659	657
		Group-'C'	2681	1950	1934
		Total	4160	2977	2960
7.	<u>CSMRS</u>	Group 'A'	86	67	58
		Group 'B'	65	43	26

		Group-‘C’	162	137	126
		Total	313	247	210
<u>8.</u>	<u>CWC</u>	Group ‘A’	797	600	596
		Group ‘B’	2028	1196	1108
		Group ‘C’	1515	809	353
		Total	4340	2605	2057
<u>9</u>	<u>NIH</u>	Group ‘A’	85	75	72
		Group ‘B’	76	68	67
		Group-‘C’	86	69	68
		Total	247	212	207
<u>10</u>	<u>BB</u>	Group-A	81	58	58
		Group ‘B’	188	161	160
		Group-‘C’	359	248	247
		Total	628	467	465
<u>11</u>	<u>CWPRS</u>	Group ‘A’	203	175	170
		Group ‘B’	300	211	209
		Group-‘C’	628	462	459
		Total	1131	848	838
<u>12</u>	<u>NPCC Ltd.</u>	Group ‘A’	574	179	34
		Group ‘B’	651	202	Under preparation
		Group-‘C’	276	40	-do-
		Group- ‘D’	143	44	-do-
		Total	1644	465	34
<u>13</u>	<u>UYRB</u>	Group ‘B’	13	2	2
		Group-‘C’	6	Vacant	-
		Total	23	Vacant	-
		Group- ‘D’	16	7 (outsourced)	-
		Total	58	2	2
<u>14</u>	<u>GFCC</u>	Group ‘A’	23	15	15
		Group ‘B’	20	11	11
		Group-‘C’	54	24	24
		Total	97	50	50

<u>15</u>	<u>NERIWALM</u>	Group 'A'	17	05	ER sheets under preparation.
		Group 'B'	12	08	
		Group-'C'	42	33	
		Total	71	46	