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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 02nd August, 2013.

**Subject:- Implementation of e-Office in the Ministry of Water Resources-
Minutes of Meeting of Nodal Officers held on 25.07.2013 - reg.**

The Minutes of the Meeting of e-Office Nodal Officers held under the Chairmanship of Joint Secretary (A) on 25.07.2013 are being sent, herewith, for your information and expeditious necessary action.

Encl:- As above.

Ashok

(Ashok Kumar Gupta)
Under Secretary to the Government of India
Ph:- 011-23714350

O/c

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

Copy for information to:-

1. Sr. PPS to Secretary (WR).
2. PS to SS (WR).
3. PS to JS (A), MoWR

*Issued/
5/8/2013*

(Ashok Kumar Gupta)
Under Secretary to the Government of India

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**Minutes of Meeting of the e-Office Nodal Officers held under the Chairmanship of
Joint Secretary (A) on 25.07.2013.**

A Meeting of e-Office Nodal Officers of the Ministry of Water Resources was held under the Chairmanship of Joint Secretary (A) on 25.07.2013 at Conference Hall of MoWR to review and suggest further course of action plan for implementation of e-Office in the Ministry. The following Officers/ representatives attended the meeting:-

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1. Sh. N.S. Samant, Joint Secretary (A), MoWR in the chair
 2. Sh. S.K. Thakur, Director (Finance) and Nodal Officer for Finance Wing, MoWR
 3. Sh. R.K. Gupta, Director (e-Gov.), MoWR and Nodal Officer for Ground Water Wing
 4. Sh. Khatchin Langel, DS (Admin), MoWR and Nodal Officer for Admin. Wing
 5. Sh. M. R. Jogesh, DS (EA & WS), MoWR and Nodal Officer for Economic Wing.
 6. Sh. Reading Shimray, SJC (Pen. R) and Nodal Officer for Pen. River Wing, MoWR
 7. Sh. Munni Lal, SJC-III (Ganga), MoWR and Nodal Officer for Ganga Wing
 8. Sh. Ramesh Babu Aniyeri, Director (OL) and Nodal Officer for Hindi Wing, MoWR
 9. Sh. Joginder Singh, Director (NWM), MoWR and Nodal Officer for NWM Wing
 10. Sh. S. K. Gangwar, SJC(BM), MoWR and Nodal Officer for PP Wing, MoWR.
 11. Sh. S. L. Jain, SJC (MI), MoWR and Nodal Officer for State Projects Wing, MoWR.
 12. Sh. P. K. Sharma, DC (NE), MoWR and Nodal Officer for B&B Wing, MoWR.
 13. Sh. Alok Kumar, Deputy Director, MI (Stat.), MoWR.
 14. Sh. A.K. Gupta, Technical Director, NIC, MoWR.
 15. Sh. L.P. Sharma, US (Admn.), MoWR.
 16. Sh. A.K. Gupta, US (e-Gov.), MoWR.
 17. Sh. B. Koti Reddy, Scientist D, NIC, MoWR.
 18. Sh. Laxmikanta Samantara, Project Manager, NIC, e-Office Project Division.
 19. Sh. Navdeep Singh Nagi, Team Lead, e-Office Project Division, NIC.
 20. Smt. Sushma Khurana, SO (e-Gov.), MoWR and
 21. Smt. Arpali Roy, Sr. Programmer, e-Office Project Division, NIC.

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2. Technical Director, NIC-MoWR informed that the Wing-wise trainings on e-Leave and e-Tour Management have been completed. Further, Technical Director, NIC-MoWR informed that as per decision taken in 6th e-Office Monitoring Committee meeting in DAR & PG held recently, this Ministry needs to issue notification regarding operationalization of Knowledge Management System (KMS). Director (e-Gov.) mentioned that an Index page of KMS needs to be created to facilitate retrieval of documents Stored in KMS viz. EFC Memos, Guidelines, Presentations, Agreements, MoUs, Rules & Regulations etc. JS (A) directed that the matter be resolved by NIC in consultation with e-Governance Division of MoWR.

(Action:- e-Governance Cell, NIC-MoWR and e-Office project team, NIC)

3. After that the issue of **Content Manager/ Administrator** for KMS was discussed. JS (A) desired that KMS needs to be operationalized and all documents/ circulars/ Orders/ Office Orders may be circulated in hard copy and also uploaded on KMS. All Nodal Officers can act as "Administrator" for their respective Wings. Separate Orders for appointing Nodal Officers as Administrators may be issued after processing the same on file. Nodal Officers are expected to screen the contents and upload the desired contents on KMS pertaining to their area. JS (A), MoWR advised to all Nodal Officers, that the issue of distributing NIC e-mail IDs and passwords to all employees be sorted out with NIC-MoWR.

{Action:- All e-Office Nodal Officers, Wing Heads of MoWR, e-Governance Cell, NIC-MoWR and e-Office project team, NIC}

4. Progress of updation of Website of MoWR was also discussed at length. It was decided that material/ schemes for SP Wing and PP Wing like Guidelines on AIBP, RRR and R&D be updated urgently.

5. Besides, JS (A) desired that uploading of various upcoming events on "What's New" as decided in the Senior Officers' Meeting may be done by all concerned.

{Action:- SJC (MI), MoWR and Nodal Officer for SP Wing, SJC (BM), MoWR and Nodal Officer for PP Wing, All e-Office Nodal Officers, e-Governance Cell, NIC-MoWR}

6. Afterwards, the matter of compiling information for e-Leave and e-Tour Management system templates was discussed. Director (e-Gov.) suggested that for e-Tour Management system, the information from the level of DS/ Director may be operationalized in the beginning; thereafter the same can be extended for other Senior Officers/Officials. JS (A), MoWR asked DS (A) that the requisite information may be provided to NIC for e-Leave module.

{Action:- DS(Administration) and Nodal Officer for Administration Wing, MoWR.}

7. Subsequently, matter for determining e-Office Administrator for managing changes (Adding new employee, managing posts and designations on transfer, promotions etc.) in e-Office application was discussed. JS (A), MoWR suggested that Nodal Officer for Administration Wing i.e. DS (A) could be e-Office Administrator. NIC-MoWR was asked to provide requisite training to DS (A) and officers under him.

{Action:- DS(Administration) and Nodal Officer for Administration Wing, MoWR, NIC-MoWR, e-Office project team, NIC}
