

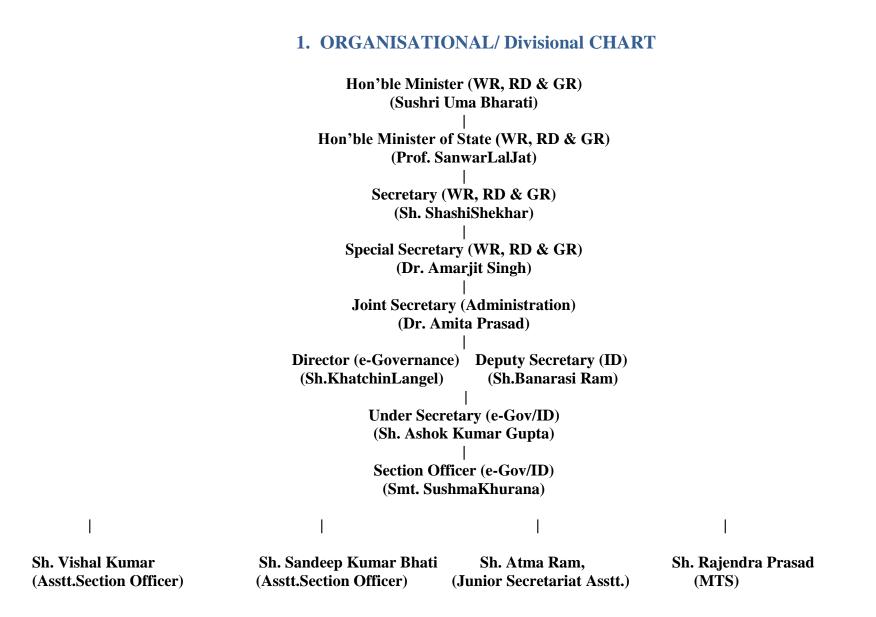
Government of India

Ministry of Water Resources, River Development & Ganga Rejuvenation

(READY RECKONER) (e-GOVERNANCE SECTION)

Index

S.No.	Item	Page Number
1.	Organizational Chart	3
2.	Details of Officials posted under e-Governance Division	4
3.	Work Allocations of e-Governance Division	5-6
4.	Brief Note on e-Governance under National e- Governance Plan	7-9
5.	Achievement/ Progress made in Online Functioning of the Ministry.	10-19
6.	Brief Note on Infrastructure Development (ID) Scheme	20
7.	Achievements / Progress under Infrastructure Development (ID) Scheme	21



2. DETAILS OF THE OFFICIALS POSTED UNDER THE e-GOV/ID DIVISION

S.No	Name	Designation	email/ Phone No.	Address
1.	Shri. KhatchinLangel	Director	PBX - 322, Email: diradmn-mowr@nic.in Tel: 011-23714734, Mob:- 9968286690	Room No. 425, Shram Shakti Bhawan, Rafi Marg, New Delhi.
2.	Shri Banarasi Ram	Deputy Secretary	PBX – 355 Email: dscoord-mowr@nic.in Tel: 011-23716747,	Room No. 421, Shram Shakti Bhawan, Rafi Marg, New Delhi.
3.	Sh. Ashok Kumar Gupta	Under Secretary	PBX: 386 Email: <u>ashok.kgupta@nic.in</u> Tel: 011-23714350, Mob. 9136371113	Room No. 625, Shram Shakti Bhawan, Rafi Marg, New Delhi.
4.	Smt. SushmaKhurana	Section Officer	PBX: 381, Email: <u>egov-mowr@nic.in</u> , sushma.khurana@nic.in Tel: 011-23354649, Mob. 9999424870	e-Governance Cell Wooden Cabin, 6 th Floor, Shram Shakti Bhawan, Rafi Marg, New Delhi.
5	Sh. Vishal Kumar	Assistant Section Officer	PBX: 381 Email: <u>vishal.kumar78@nic.in</u> Mob: 9999502798, 9654372401	e-Governance Cell Wooden Cabin, 6 th Floor, Shram Shakti Bhawan, Rafi Marg, New Delhi.
6.	Sh. Sandeep Kumar Bhati	Assistant Section Officer	PBX: 381 Email: <u>sandeep.bhati@gov.in</u> , sandeepk.bhati50@gov.in Mob: 9718553264, 9711688964	e-Governance Cell Wooden Cabin, 6 th Floor, Shram Shakti Bhawan, Rafi Marg, New Delhi.
7.	Shri. Atma Ram	Junior Secretariat Assistant	PBX: 381, Email: <u>atma.ram@nic.in</u> Mob: 9718395742	e-Governance Cell Wooden Cabin, 6 th Floor, Shram Shakti Bhawan, Rafi Marg, New Delhi.
8.	Sh. Rajendra Prasad.	MTS	PBX: 381 Email: rprasad.mowr@nic.in Mob:- 8802152851	e-Governance Cell Wooden Cabin, 6 th Floor, Shram Shakti Bhawan, Rafi Marg, New Delhi.

3. Work Allocation in e-Governance Cell/ID of the Ministry:-

- **1.** Ms. Sushma Khurana, Section Officer: does the overall supervision of the work performed by staff members of e-Governance Cell and ID Section which comes as under.
- 2. Sh. Vishal Kumar, Assistant Section Officer:- Deals with the matter pertaining to following:-
 - **2.1. Maintenance and updating of Website of the MoWR** Regular updating of the Website of MoWR is being governed by e-Governance Cell.
 - 2.2. Matter relating to development of MIS/ Dashboard for various projects/ Schemes of the Ministry.
 - 2.3. Gov.in Domain acquiring matter.
 - 2.4. Facilitating implementation of e-Office in association with Administration Division of the Ministry.
 - **2.5. Opening NIC emails for the employees of the Ministry**:- As and when the requests are received.
 - 2.6. Implementation of Social Media in the Ministry.
 - 2.7. Implementation of e-Procurement in the Ministry and its Organization.
 - 2.8. Capacity Building trainings in respect of implementation of e-Governance in the Ministry:-
 - **2.9.** Implementation of e-Governance applications.
 - 2.10. Budget/ Outcome Budget of the Division;
 - **2.11. ISO 9001:2008** certification matter in respect of e-Governance Cell.
 - **2.12.** Monthly DO letter to Cabinet Secretary:- Preparation of e-Governance material for inclusion in the Monthly DO letter to Cabinet Secretary.
 - 2.13. Parliament Questions matters;
 - **2.14.** Preparation of e-Governance material for inclusion in **Annual Report** of the Ministry.
 - 2.15. Miscellaneous Works:- Receipts (both inter-ministerial and intra-ministerial) received on regular basis viz. furnishing various reports to Coordination and other divisions, RTI matters, IPv6 conversion related matters, Cabinet Note related matters received from other Ministries, Various invitations for Secretary (WR) and other Higher Officers are being handled efficiently by e-Governance Cell.

3. Sh. Sandeep Kumar Bhati, Assistant Section Officer:- Deals with the matter pertaining to following:-

- **3.1.** Overall coordination and monitoring of Infrastructure Development scheme Infrastructure Development (ID) Scheme
- **3.2.** Land & Building & Information Technology Plan of Central Ground Water Board (CGWB),
- **3.3.** Land & Building of Central Water Commission(CWC),
- **3.4.** Information Technology Development Plan of Ministry of Water Resources,
- **3.5.** Miscellaneous e-Governance matters
- **3.6.** Implementation and monitoring of Infrastructure Development (ID) Scheme
- **3.7.** Budget Matters Preparation and furnishing material for Annual Plan and allocation of Funds for BE/RE and Outcome Budget in r/o ID Schemes.
- **3.8.** RTI Matters related to ID Scheme.
- **3.9.** EFC proposal of ID Scheme, MoWR, RD & GR.
- **3.10.** Examination of proposals of CWC and CGWB for issuance of administrative approval/Expenditure and authorisation of funds related to L&B components under the ID Scheme.
- **3.11.** Preparation of material for Annual Report in r/o ID Schemes.
- **3.12.** Parliament Question, VIP/PMO/Cabinet Sectt. Etc. References.
- **3.13.** Furnishing of periodical reports, returns and miscellaneous information sought by various Divisions of MoWR, RD & GR.
- 4. Sh. Atma Ram, LDC:- deals with the following:-
 - **4.1.** Diary and dispatch works of e-Governance Cell
 - **4.2.** Preparing reports for O&M inspection of the cell.
 - **4.3.** Quarterly report for promotion of Hindi language report.
 - **4.4.** Maintaining the Guard file of the e-Governance Cell.
 - **4.5.** Maintaining Section diary and file opening register of the Cell.
- 5. Sh. Rajendra Prasad, MTS:- helps in the following:-
 - **5.1.** Distribution of daks of the section.
 - **5.2.** Helping in the dispatch work of the section.
- 6. Ms. Neelam Jaiswal, Program Assistant:- does the following works in the section:-
 - **6.1.** Monitoring and managing the FTS of the e-Governance Cell.
 - **6.2.** Helps in the issue and dispatch works of the section.
 - **6.3.** Typing the drafts and other material prepared by the Assistant.
 - **6.4.** Providing support and assistance in the technical work of the Cell viz. powerpoint, excel, tables in work etc.

4. Brief Note on e-Governance under National e-Governance Plan

- e-Governance refers to the use by the government Departments / Ministries / agencies of Information & Communication Technologies (ICT) that have the ability to transform relations with citizens, businesses, and other arms of government.
- e-Governance is a New Plan for promoting "e-Governance-The Smart Way Forward" in MoWR, RD & GR and its organisations during XII Five Year Plan – 2012-17 under Infrastructure Development (ID) Scheme.

1. Objectives

The **National e-Governance Plan**(NeGP) of Indian Government seeks to lay the foundation and provide the impetus for long-term growth of e-Governance within the country. The Plan seeks to create the right governance and institutional mechanism, set up the core infrastructure and policies and implement a number of Mission Mode Projects at the centre, state and integrated service levels to create a citizen-centric and business-centric environment for governance. For the Ministry of Water Resources it is proposed to promote and implement e-Governance initiatives/projects/schemes and the decisions of the Government of India on the recommendations of the 11th Report of the Second Administrative Reforms Commission relating to <u>e-Governance-The Smart Way Forward</u> in accordance with relevant guidelines/instructions issued from time to time by Department of Information Technology, Ministry of Communications & IT and Department of Administrative Reforms & Public Grievances, Ministry of Personnel, PG& Pensions, Govt. of India.

2. Outcome of e-Governance plan under ID Scheme

- Creating right governance and institutional mechanism for better policy outcomes and higher quality services
- Computerization of government Departments to promote citizens centric, service oriented and paperless office etc.
- Increase responsiveness, promptness and transparency by using Information & Communications Technology (ICT).
- Long-term growth of e-Governance to improve the delivery of public services and process of accessing them.

3. Justification

At present most of the official works are being discharged manually. Although the personal computers with internet connectivity have been provided to all officers/units of the Ministry, its use is either limited to typing work (preparing notes/drafts/reports etc. normally in MS Word) or limited applications. The use of IT resources is limited for want of proper linkage between different processes/applications. Similarly, the availability/applicability of IT resurces/applications is at different levels in the offices/ organisations of the Ministry. For example, in regional offices of CWC and CGWB at Kolkata, Computerisation (fundamental base to implement e-Governance) is still not upto the mark. Such gaps of IT resources/applications would resist the success of e-Governance initiatives/activities in the Ministry and its organisations in its totality. IT Cell (which has been named as e-Governance Cell) serves as Nodal Unit to deal with the cases of e-Governance initiatives/activities in the Ministry (Proper) as well as in its organisations.

4. <u>Proposed activities for promoting e-Governance – The Smart Way Forward in the</u> <u>Ministry(Proper) and its organisations</u>

- i. <u>Development/ Redesigning of Website/Intranet</u> of the Ministry of Water Resources (Proper) from time to time as per Govt. instructions.
- ii. <u>Development of e-Governance projects applications:-</u>By identifying the Processes which can be put into e-Governance mode. This is being regularly monitored by JS (A).
- iii. <u>Development of web enabled unified Administrative, Financial and Scheme/Project</u> <u>Management System (MIS/ Dashboard)</u>:- Create an online Project Monitoring Web Portal (MIS system- Dashboard) for schemes of Ministry of Water Resources RD & GR, in which complete progress report (Physical as well as Financial) of the projects in details should be available and the portal should have an interface with the PFMS (Public Financial Management System) system of O/o CGA and Planning Commission to have the complete financial details and analysis.
- iv. <u>Capacity Building in e-Governance:-</u>Generating awareness among officers/staff for e-Governance activities/initiatives through trainings/ workshops/capacity building process etc. in consultation with Department of Information Technology / Department of Administrative Reforms & Public Grievances/ NIC/ related empanelled agencies keeping the related financial/technical/vigilance instructions in view.
- v. To implement <u>e-Office-A Mission Mode Project under NeGP</u>in the Ministry (Proper) as well as in its organisations in consultation with Deptt. of AR & PG/ Deptt. of IT/NIC and related Govt. approved agencies.

- vi. To provide necessary assistance for e-Governance to the organisations of the Ministry so that there e- Governance culture could be developed in the Ministry and in its organisations collectively.
- vii. To inspect the organisations/offices of the Ministry of Water Resources from time to time to monitor the progress in the area of e-Governance.
- viii. Besides, under the ambit of Digital India programme, various recommendations are spontaneously received from Apex Offices of Government of India viz. Cabinet Secretariat, PMO etc.

5. Approach of implementation

On the basis of e-Governance Plan proposed to be prepared through NIC, the Ministry prioritise the areas of e-Governance projects/ initiatives which could be undertaken within its functional domain, keeping the needs of the citizens in mind. Such initiatives would be categorised properly and instead of implementing all such initiatives at one go, they would be implemented on the basis of their prioritisation and ease of implementation. The procurement of services/necessary infrastructure etc. to implement the e-Governance Plan of the Ministry would be done through DGS&D/ NIC/NICSI or their empanelled agencies/ Govt. approved / empanelled agencies/ open market as the case may be keeping the relevant govt. instructions in view. Similarly, design and development of all required web enabled applications would be taken up through NIC either by hiring man power or through outsourcing keeping the relevant instructions in view.

5. Achievement/ Progress made in Online Functioning of the Ministry.

The Ministry e-Governance Plan is:-

- I. Process Based
- II. Information Based
- III. Future Plan

ONLINE e-GOVERNANCE PROCESSES OF THE MINISTRY (Process Based)

S. NO.	Initiative	Current Status/ Remarks
1.	Online Stationery Request Management System	 has been implemented w.e.f. 01.06.2015. All stationery requisitions are taken online. Has resulted in significant savings
2.	Implementation of e- Procurement in the Ministry.	 Has been operationalized in the Ministry w.e.f. May 2015. All tenders are uploaded on the Central Public Procurement Portal (CPPP) as per guidelines of Department of Expenditure. Besides, Central Water Commission, Central Ground Water Board, Central Soil & Materials Research Centre, National Mission for Clean Ganga and Farakka Barrage Project have also implemented e-Procurement, completely
3.	Updating the Website of the Ministry.	 Intranet Website available for Ministry officials with all the circulars etc. Public domain website – updation done on monthly basis
4.	Preparation of eBook of the Ministry.	 Two e-books : (a) Containing Major activities and achievements on July 2015 (b) Another eBook containing minutes of the meeting chaired by Hon'ble Minister (WR, RD & GR) on 22.06.2015
5.	5 th Minor Irrigation Census	 Data entry/Processing Software for 5th MI Census has been developed & login ID /

		password has been provided to States/Uts. VC conducted with State officials.
6.	Court Cases Monitoring system	 has been operationalized w.e.f. 01.06.2015. Facilitates monitoring of pending court cases fed in the Ministry. 631 cases out of 739 already feed in the system.
7.	Vigilance Online Integrated Complaint & Enquiry System	 has been implemented w.e.f. 01.06.2015. Facilitates monitoring of Vigilance cases in the Ministry.
8.	VIP/ PMO/ CM/ Cab.Sec. reference Monitoring system	 System for monitoring the quick disposal of the VIP/ PMO/ CM/ Cab.Sec. references. Login based access
9.	PMKSY	 Software for PMKSY- MIS - A web based application for Physical & Financial progress monitoring of AIBP &HarKhetKoPani PMKSY components under Ministry uploaded. The system facilitates project- wise, district-wise data entry for projects . States to feed the data.
10.	E-Leave Management System	 Has been implemented in the Ministry w.e.f 01.01.2016. No leave applications are being accepted in hard copy now. This would further increase the saving in terms of paper. Officers shall be able to view the subordinate officers' leave taken/ available reports.
11.	Obtaining NOC for extraction of Ground Water	 An online portal for grant of "No Objection Certificate" for extraction of Ground Water has been launched and linked with eBiz portal. Facilitates accountability and transparency for issuing 'NOC' for extraction of Ground Water

Information Based Processes for interactive Functioning:

S.No.	Initiatives	Current Status.	
1.	Regular updating of the Website.	 Each Wing and Organizationsunder the Ministry has its Nodal Officer responsible for updating their respective Website content . DoPT's Circulars have been hyperlinked with the Ministry's Website. All circulars, OMs, Orders etc. issued by the Ministry are being uploaded on the IntraMoWR. 	
2.	Dashboard	Manual Dashboard for monitoring PMKSY, DRIP, AIBP,NAQUIM and FMP has been prepared and uploaded on Ministry server.	
3.	Separate Website of Regional Offices on Gov.in Domain.	 All regional Offices under CWC & CGWB are being registered under Gov.in domain. This will facilitate self-control on their content and more engagement with the citizens effectively. 	
4.	Usage of Social Media Platform	Citizens are regularly apprised of the initiatives taken by the Ministry through Social Media Platform. Information regarding following has been uploaded on Facebook page of the Ministry, recently.	

Ministry's Social Media Page:-

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	COURT CASES MONITORING SYSTEM								
me Add	► Edit/U	pdate 🕨	Reports Masters	Admin	Search	Case User Manua	l Change Pas	ssword Logout	NIC
				_					
			Sum	mary Kepo	rt for all t	he Pending Cour	t Cases	e e e e e e e e e e e e e e e e e e e	
		Sr. No.	Court	Total Cases	Contempt	Listed for Hearing (next 15 days)	Not Updated	Next Date Not Available	
		1	Supreme Court	38		1	5	32	
		2	High Court	266	6	13	40	200	
		3	Central Administrative Tribunal	212	10	39	62	63	
		4	District Court	34		3	7	23	
		5	Labour Court/ Industrial Tribunal	5		1	3		
		6	Motor Accident Claim Tribunal	6		1	5		
		7	Consumer Court						
		8	National Commission						
		9	National Green Tribunal	62		5	46	10	
		10	State Commission	2			2		
		11	Lower Court	3		2		1	
		12	Lok Adalat						
		13	EPF Tribunal						
		14	Green Water Tribunal						
		15	Others	3			1	2	
			Total	631	16	65	171	331	

Screen Shot of Court Cases Monitoring System:-

Screen Shot of PMKSY:-



(PMKSY) has been formulated with the vision of extending the coverage of irrigation 'Har Khet ko pani' and improving water use efficiency 'More crop per drop' in a focused manner with end to end solution on source creation, distribution, management, field application and extension activities. The Cabinet Committee on Economic Affairs chaired by Hon'ble Prime Minister has accorded won't serve purpose Status of Fund Utilisation under

PMKSY

Screen Shot of Vigilance Online Integrated Compliant & Enquiry (VOICE):-

Vigilance Online Integrated Complaint & Enquiry MINISTRY OF WATER RESOURCES, RIVER DEVELOPMENT & GANGA REJUVENATION						
	Admin Change Password Logout NIC					
Add New Complaint						
Organization	V					
*Division	v v					
*CV0/V0	v					
*Case/File No.						
Source of Complaint	V					
Nature of Complaint	v					
Direction of Sending Agency	v					
Date of Receipt of Complaint	(dd/mm/yyyy)					
*Brief of Allegations						
*Dealing Hand	V					
	Suspected Public Servant					
*Name *Designation						
*Department / Institute						

Screen Shot of Dashboard



Screen Shot of the Website of the Ministry.



S.No.	Initiatives	Current Status
1.	Implementation of e- Office	 e-Tour management timeline has been fixed as 30.04.2016. Knowledge Management System, which is a Central repository of all documents of the Ministry viz. Orders, circulars, Office memorandum, Presentations will be implemented very soon. The employees/ Master Trainers of the Ministry are undergoing training from NIC-HQ.
2.	Development of Project Monitoring System/ MIS/ Dashboard	 All physical and financial progress of the schemes / projects will be displayed in dashboard form. Timeline has been fixed as 01.07.2016. NICSI is being requested to provide an estimate/ PI for the project.
3.	Development of Human Resources Management System (HRMS).	This will comprise modules like Service Registers, Payment bills, Transfer, Promotion, Suspension, MIS reports of all employees of the Ministry.
4.	Complaint Management System	• This system will facilitate Ministry officers/ Employee to lodge online complaint (Computer system, Computer Peripherals, furniture, electric etc)
5.	Comprehensive DDO Software	• Implementation of all online Bills processing is under progress

Ministry's Future Plan on e-Governance:

6. Brief Note on Infrastructure Development (ID) Scheme:-

Infrastructure Development (ID) Scheme has been approved by the Government by merging four continuing schemes viz. (i) Land & Building & Information Technology Plan of Central Ground Water Board (CGWB), (ii) Land & Building of Central Water Commission (CWC). (iii) Information Technology Development Plan of Ministry of Water Resources, River Development and Ganga Rejuvenation and (iv) e-Governance of the Ministry of Water Resources, River Development and Ganga Rejuvenation.

During the XII Plan period of 2012-17, a total of Rs.246.26 crores for the ID Scheme has been approved. The funding of the Scheme has been approved by the Expenditure Finance Committee (EFC). Out of Rs.246.26 crores, Rs.216.26 crores is earmarked for Land & Building component and the balance of Rs.30 crores for the IT component.

Objective

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The Scheme aims at providing better working environment in the offices, creation of assets and savings on payment of monthly rent. To achieve this, construction of offices at various locations, provision for construction of staff quarters as well as modernization of existing offices of the Ministry (Proper), CWC and CGWB have been included under the ambit of the Scheme.

7. Achievements/Progress under Infrastructure Development Scheme:-

S.No.	Projects	Current Status
	CWC – L&B	
1.	Renovation and Modernization of CWC HQ, Sewa Bhawan.	Administrative approval for signing of MoA of Rs 40.62 crore and release of an advance of Rs. 10 crore to NPCC has been conveyed to CWC.
2.	Construction of residential buildings at Guwahati including land compensation charges.	Sanction amounting to Rs. 1.90 crore has been issued to CWC.
3.	Construction of Boundary wall at Itanagar.	The proposal amounting Rs 1.22 crore has been approved and sanction has been issued to CWC.
4.	Construction of various offices/Residential buildings in M&ERO, Bhubaneswar, Construction of Swarnarekha Sub division at Balasore.	Sanction has been issued of Rs. 1.77 crore.
5.	Hutments at Akbarpur, UP.	A proposal for purchase of 0.020 hectare of land costing Rs. 10,80,720 from Government of Uttar Pradesh for Construction of Hutments at Akbarpur has been approved. Sanction issued.
6.	Purchase of 0.10 acre of land of Government of Karnataka.	
	CGWB-L&B	
7.	Construction of building for Divisional Office, Workshop and Store of CGWB, Division-II at Ambala.	Under Submission to approval/concurrence of IFD.
8.	Construction of building wall, building for office, Workshop and Store for R&D at Jammu.	Under Submission to approval/concurrence of IFD.
9.	Construction of building for Divisional Office, Workshop and Store at Chennai.	Under Submission to approval/concurrence of IFD.
10.	Construction of building for Divisional Office, Workshop and Store at Jodhpur.	Under Submission to approval/concurrence of IFD.
