

F.No.J-19011/1/2014-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 19<sup>th</sup> January, 2015.

ORDER

**Subject:- Implementation of e-Procurement in the M/o WR, RD & GR.**

Consequent upon approval obtained from the competent authority, the undersigned is directed to say Director (General Administration), MoWR, RD & GR has been nominated as the Nodal Officer of the Ministry for implementing e-Procurement through Central Public Procurement Portal (i.e. <http://eprocure.gov.in>).

2. It is requested that action w.r.t. the role and responsibilities assigned (Annexure-I) to the Nodal Officer may please be initiated for implementing e-Procurement solutions in the Ministry. In case of any query, Technical Director, NIC may be contacted.

This has the approval of Joint Secretary (A), MoWR, RD & GR.

Encl:- as above.



(R. K. Gupta)  
Director (e-Governance)  
Ph:- 011-23708150

To,

Director (GA), MoWR, RD & GR.

Copy for information to:-

1. All Wing-Heads of MoWR, RD & GR.
2. Ms. Usha Saxena, Technical Director (e-procurement Division), NIC, CGO Complex.
3. Tech. Director, NIC, MoWR, RD & GR with a request to kindly upload this on Intranet.

The role and responsibilities of the Nodal Officer are as follows:-

- I. **Creation of User Accounts for Officers of the Ministry:-** The Nodal Officer would authorize users for various roles such as Tender Creator, Tender publisher, Bid Opener and Bid evaluator who would use the e-Procurement application.
- II. The Nodal Officer of the Ministry will furnish the Ministry's intent for implementing e-procurement solutions along-with the approximate *number of annual tenders* floated/ published by the Ministry to National Informatics Centre.
- III. **Acquiring Digital Signature Certificates (DSCs):-** The Nodal Officer will provide the authorized users of the Ministry a valid DSC (Class II or Class III) from any authorized agency.
- IV. **Mapping the Organizational Hierarchy in the e-procurement portal:-** NIC will map the organizational structure of the Ministry, provided by the Ministry/ Nodal Officer, in the e-Procurement portal. The Organizational structure may be furnished up-to 4 levels as under:-

Level 0 – Parent Ministry

Level 1 – \*Organizations under the Ministry.

Level 2 – Functional/ Zonal / Regional Level Offices

Level 3 – Divisions/ District level offices

Level 4 – Sub-Division/ Block level offices.

(\*Organizations can themselves request NIC for creating Level 0 Nodal Officer for them. It is Ministry's discretion)