


F.No.J-21011/1/2015-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 14th May, 2015.

Subject:- Responsibilities and items of work being handled by Officers/ employees in various sections in the Ministry- reg.

With reference to the O.M. No.A-60015-4/2015 (Pt.)-Admn dated 01.05.2015 received from Director (Administration) on the subject mentioned above; the requisite information in respect of e-Governance Cell of the Ministry is being enclosed, herewith, for your information and appropriate action. This information is also being emailed to diradm-mowr@nic.in & adm-mowr@nic.in

Encl:- As above.



(S.K.Kataria)

Under Secretary to the Government of India,

Ph:- 011-23716928

Email:- egov-mowr@nic.in

To,

Director (Administration), MoWR, RD & GR.

Copy to:-

✓ NEC Cell for uploading this Intra-MoWR.

Responsibilities and items of work distribution in e-Governance Cell of the Ministry:-

S.No.	Name of the Officer/designation	Date of Joining the Ministry	Items of work allotted	*Details of files and subject	present status
1.	Ms. Sushma Khurana, Section Officer	06.05.1976	does the overall supervision of the work performed by staff members of e-Governance Cell	All files are supervised by the Section Officer before sending them to the higher level officers.	
2.	Sh. Vishal Kumar, Assistant	02.03.2012	<ol style="list-style-type: none"> 1. Maintenance and updating of Website of the Ministry 2. Circulating citizens feedback received on Website of the Ministry 3. Preparation of eBook of the Ministry 4. Implementation of e-Procurement in the Ministry 5. Implementation of Social Media in the Ministry. 6. Cabinet Note matters 7. Crisis Management Plan for countering Cyber Attacks 8. Monthly DO letter to Cabinet Secretary 	<ol style="list-style-type: none"> 1. J-14011- Redesigning/ Updating the Website of the Ministry 2. J-14012/1/2014- Citizens Feedback 3. J-14012/2/2014- preparing an eBook of the Ministry. 4. J-19011- implementation of e-Procurement in the Ministry. 5. J-31011- VIP reference received for implementing Social Media platform. 6. J-13011- Cabinet Note matters 7. J-117011- Crisis Management Plan for countering cyber-terrorism 8. F-11012 and F-11011- Monthly DO letter to Cabinet Secretary 	<ol style="list-style-type: none"> Instructions/ circulars/ Meeting arrangements regarding updating the Website are being pursued from time to time. Feedbacks/ suggestions from Citizens are circulated regularly. Content received for eBook has been compiled. It was last updated on 04.03.2015. Implementation of e-Procurement is in finalization stage. Hand-on training has been conducted by NIC on 10.04.2015. Ministry has launched its facebook/ account on 27.11.2014. Facebook account was last updated on 24.04.2015. All cabinet Notes circulated for inter-Ministerial comments are dealt in the file. All major Organizations and the Ministry (proper) have prepared a Crisis management Plan which have been circulated to Cabinet Secretariat. The status regarding Minimum Government and Maximum governance and report on 2nd ARC recommendations

			is compiled and sent to Coordination section every month.
9. Budget related matters	G.11011- Budget related matters		Preparing Outcome Budget, Work Plan, Annual, work plan with financial and physical implications relating to e-Governance component under ID Scheme of the Ministry are dealt in the file.
10. RTI matters	I-11011- RTI matters		All RTI applications are dealt in the file.
11. Annual Report of the Ministry.	J-30011- Annual Report		Preparing report for publishing in Annual Report of the Ministry is dealt in the file.
12. ISO 9001:2008 certification	A-60011- ISO certification		All matters regarding ISO certification for the Admin/ GW wing is dealt in the file. All requisite reports have been furnished to Administration. E-Governance Cell has been successfully audited by the auditor from BIS organization.
13. Implementation of IPv6 policy	J-16011- Implementation of IPv6 internet protocol policy		IPv6 implementation reports and matters are dealt in the file.
14. Implementation of e-Office	J-11011- Implementation of e-office in the Ministry.		<ul style="list-style-type: none"> In a meeting taken by Secretary (WR) on 07.11.2013, implementation of e-File was discussed at length. It was declined mainly on viewpoint that most of the files being of classified/ secret nature thus, e-file system may not be operationalized.
15. Miscellaneous matters	J-21011- Miscellaneous matters		<ul style="list-style-type: none"> This Ministry was then excluded from Phase-II and the manpower for facilitating implementation of e-Office was withdrawn by DARG w.e.f. 20.12.2013.
			Receipts (both inter-ministerial and intra-ministerial) received and processed on regular basis viz. furnishing various reports to Coordination/ Administration and

				other divisions, Various invitations for the Ministry for Seminars / Conferences etc. Various proposals received from other Ministries regarding implementation of e-Governance applications e.g. eVisitor, Bhavishya, Government Mobile (being the latest recommendations) etc. are dealt in the Miscellaneous file.												
3.	Sh. Mahesh Dutt Sharma, LDC	11.12.2011	<table><tr><td>1. Preparing quarterly report for promotion of Hindi language</td><td>E-11011- Rajbhasha Hindi ke pragami prयोग se sambandhit timahi report</td><td>Quarterly reports are furnished to Hindi Section.</td></tr><tr><td>2. Preparing report of O&M inspection of e-Governance Cell</td><td>J-21011/21/2014- O&M inspection report</td><td>Report for O&M inspections is prepared and records are kept in the file.</td></tr><tr><td>3. Record Management</td><td>W-11011- Records Management</td><td>Reports regarding recording of files in e-Governance are prepared and furnished to IWSU for necessary action.</td></tr><tr><td>4. Maintaining Guard file, RTI file register, VIP reference register, file opening register and performing FTS, diary / dispatch work for e-Governance Cell.</td><td>-</td><td>-</td></tr></table>	1. Preparing quarterly report for promotion of Hindi language	E-11011- Rajbhasha Hindi ke pragami prयोग se sambandhit timahi report	Quarterly reports are furnished to Hindi Section.	2. Preparing report of O&M inspection of e-Governance Cell	J-21011/21/2014- O&M inspection report	Report for O&M inspections is prepared and records are kept in the file.	3. Record Management	W-11011- Records Management	Reports regarding recording of files in e-Governance are prepared and furnished to IWSU for necessary action.	4. Maintaining Guard file, RTI file register, VIP reference register, file opening register and performing FTS, diary / dispatch work for e-Governance Cell.	-	-	
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**Although there are number of files in the e-Governance Cell keeping in mind, the record management which is a critical activity of Government of India, however the status of the files given in the tabular form above is for them which are being worked/processed upon, on regular basis, by the e-Governance Cell.*