F.No.J-14011/1/2014-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 2nd June, 2015.

Subject:- **Minutes of the 4th Meeting taken by JS(A & GW) on 29.5.2015 for issues of e-Governance and Action proposed.**

The undersigned is directed to enclose, herewith, the minutes of the 4th Meeting taken by JS(A & GW) on 29.5.2015 for discussing e-Governance issues and Action proposed for your information and expeditious appropriate action.

Encl:- As above.

(A. K. Gupta)
Under Secretary to the Government of India,
Ph. 011-23714350
Email: ashok.kgupta@nic.in.

To,

1. All Directors/ DS/ SJCs of the Ministry
2. Technical Director, NIC with a request to kindly upload this on Intra-MoWR also.
3. US (Coordination), MoWR, RD & GR.
4. US (E-I), US (E-II), US (E-III), US (E-IV), MoWR, RD & GR.

Copy for information to:-

I.   **PS to JS (A), MoWR, RD & GR**

Subject:- Minutes of the 4th Meeting taken by JS(A & GW) on 29.5.2015 for issues of e-Governance and Action proposed.

	Subject	Decision Taken	Action Taken/Action proposed/ Remarks
1.	Updation of Website.	a. It was directed that Induction material prepared by JS (PP) to be uploaded on the Website.	*{Action: Dir(Tech.) NIC./ Director (PP)}*
		b. Circulars issued by DoPT, Ministry of Finance etc. may be hyperlinked with the Ministry's Website.	*{Action: Dir(Tech.) NIC.}*
		c. Upload all circulars issued by the Ministry on Intranet w.e.f. October, 2014. Coordination Section should also monitor this.	*{Action: US (Coordination)/ US(e-Gov) /Dir(Tech.) NIC.}*
2.	e-initiatives of the Ministry	(a) Executive Records (ER) sheet of their Senior Officers of all Organizations may be prepared by concerned SMD which may be uploaded on the Website of the respective Organization.	*{Director(E-I), US(E-II), Director (E-III), US (E-IV), DS (GWE)*
		(b) A team of Officers comprising Director (Technical), Under Secretary (e-Governance), Under Secretary (Admn.) and Ms. Ritika, Scientist-B, NIC of the Ministry may visit Karnataka to assess their HRMS for its implementation in the Ministry.	*{Action: Director (e-Governance)/ Director (A)}*

3.	Preparation for Websites for certain Organizations.	Following two Organizations may be followed up for development of their Websites:-
		   a. Farakka Barage Project
		   b. Banasagar Control Board
			Action: US (E-II), US (E-IV)}

5.	Provides Search engines for MoWR website Intranet.	Efficient search engine be provided on Intranet. Technical Director, NIC to present the solution at the earliest.	*Action: Director (NIC)*
6.	Providing names / phones number upto SO level.	Names, Photographs, phone number, office address etc. of the officers till SO/ PS and equivalent level should be provided to NIC and e-Governance for uploading on the Website of the Ministry.	*{Action: All Directors/ DS/SJCs/ US (e-Governance) and Director (NIC)}*
7.	New program for release of funds and monthly reporting of expenditure.	Director (PP) under the guidance of JS(PP) will develop the format for such reporting. Requirement be assessed by 15.06.2015 and software be developed by 30.06.2015.	*{Action:- Director(PP)/ Director (Finance) & Director (Technical}*
8.	Biometric Attendance Machines.	Due to lack of Biometric machines, it was decided that some more wall mounted biometric machines may be installed. NIC may also look into the matter of problems encountered by the employees in registering their attendance.	*Director(Administration) and Technical Director, NIC*