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 23rd June, 2015.

Subject:- **Minutes of the 7ᵗʰ Meeting taken by JS(A &GW) on 19.06.2015 for reviewing the issues of e-Governance and Action proposed.**

The undersigned is directed to enclose, herewith, the minutes of the 7ᵗʰ meeting held on 19.06.2015 under the chairmanship of Joint Secretary (A) for discussing e-Governance issues and action proposed for your information and expeditious appropriate action.

2.   This has approval of JS (A).

Encl:- As above.

(A. K. Gupta)
Under Secretary to the Government of India,
Ph. 011-23714350.

To,

1.   All Wing Heads of the Ministry,
2.   All Head of Organizations of the Ministry.
3.   Director (Admn.)/ Director (e-Gov/GW), Director (Finance)/ Director (PP)/Director (E-I/Vigilance)/ Director (E-III)/ DS (Coordination)/ DS (GWE), MoWR, RD & GR.
4.   All Website/ e-Governance issues Nodal Officers of the Organizations under the Ministry.
5.   Technical Director, NIC with a request to kindly upload this on Intra-MoWR also.
6.   US (Coordination), US (E-I), US (E-II), US (E-III), US (E-IV), MoWR, RD & GR.

Subject:- Minutes of the 7th Meeting taken by JS(A &GW) on 19.06.2015 for issues of e-Governance and Action proposed.

S.No	Subject	Decision Taken	Action proposed/ Remarks
1.	Updation/ Development of Website.	a. All Regional Offices of the Organizations must have a website. Reminder to be issued by e-Governance so as the same is completed within July 2015. b. Farakka Barrage Project and Betwa River Board must get their Website developed by 30.06.2015. Reminder to be issued by e-Gov.	*{Action: All Nodal Officers of the Organization, US (E-II), US (E-IV)} may pursue.*
2.	e-initiatives of the Ministry	a) Personnel Information System (PIS) may be created for each and every official/Officer of the Ministry and Organizations under its jurisdictions for which bio-data is must. Timeline for each Organization should be fixed for completion on time. A letter needs to be written to CWC and CGWB by concerned SMDs to expedite the same.	*Dir (E-I)/DS (GWE).*
		b) Executive Records (ER) sheet of all Officers/ Officials of all Organizations may be get prepared by **30.06.2015** which should be uploaded on the Website of the respective Organization. All Nodal Officers should adhere to timeline.	*{Director(E-I), US(E-II), Director (E-III), US (E-IV), DS (GWE), All Nodal Officers of the Organizations.}*
		c) A team of Officers comprising CE (HRM), CWC and Director (Technical), Under Secretary (e-Governance) and Under Secretary (Admn.) of the Ministry to visit Karnataka in the first week of July, 2015 to assess their HRMS for its implementation in the Ministry. Administration to submit the proposal for this visit.	*{Action: Director (A), MoWR, RD & GR}*
		d) Software for monitoring vigilance matters and Court Cases management system be fully implemented by 30.06.2015. No offline report should be taken for these subjects. Time line should be adhered strictly.	*{Action: Dir(Tech.) NIC, Director (E-I/ Vigilance), All Nodal Officers of the Organizations.}*

			e) Emphasis to be given on implementation of e-Tour. NIC and Administration should coordinate and identify the processes involved and develop the application by **31.08.2015.** Implementation of e-office may be revived with following modules:
			    i) e-leave
			    ii) e-tour
			    iii) e-service book
			    iv) PIMS
			    v) KMS
				{Action: Director (A)/ Tech. Director-NIC.}

			f) User manual for VOICE & Court Cases Monitoring System be prepared by NIC for Work flow/ SOPs for SMDs by 30.06.2015. Director (Admn) to put up all the SOPs on file to JS(A) for approval.	*{Action: Tech. Director-NIC./ Director (Admn.)*
			g) Development of Project Monitoring System for various projects viz. AIBP, DRIP, NAQUIM, FM, RRRs, etc..should be completed by 30.09.2015. Dir (e-Gov) may put up a letter on behalf of JS(A) to Chairman, CWC.	*{Action: Commissioner (SP), Commissioner (FM), SJC (BM), Director General (NWDA) Director (PP)/ Director(Technical, NIC), all concerned Nodal Officers of the Organizations.*
			h) AIBP monitoring application prepared by CWC may be reviewed by Director (e-Gov.) and Director (PP). Dir (e-Gov.) to submit a review report by 30.06.2015.	*{Action: Director (e-Gov./ Director (PP)}*
			i) DRIP monitoring system may be demonstrated to Secretary (WR, RD & GR), separately. Director (e-Gov.) will review and send letter/email to Chairman, CWC	*{Commissioner (Pen. River, Nodal Officer (CWC)}*
			j) Implementation of e-Procurement in all	*{All concerned Nodal*

		Organizations may be completed by 30.09.2015. e-procurement has been implemented in the Ministry. SOPs for implementation of e-procurement should be prepared by e-Gov. Cell. Technical Director (NIC), MoWR, RD & GR may review the e-Procurement module of CWC.	*Officers of the Organizations/ Technical Director (NIC)}*
3.	Providing Search engines for MoWR website Intranet.	Efficient search engine be provided on Intranet. Technical Director, NIC to present the solution latest by 30/9/2015.	*Action: Technical Director (NIC)*
4.	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. Software be developed by 30.06.2015. CWC may be coordinated and their Budget Information System may be reviewed. Director (PP) to hold a meeting with Nodal Officers by 15/7/2015.	*{Action:- Director(PP)/ Director (Finance) & Director (Technical}*
5.	Difficulty faced in adequate number of programmers.	It was decided that DG, NIC and DDG, NIC would be requested through a DO letter to provide 2 programmers in MoWR and 1 in CWC.	*(Action:- Technical Director, NIC)*

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