

F.No.J-11011/1/2013-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 21st August, 2015.

Subject:- Minutes of the Meeting on e-Governance issues held at 11:00 am on 11.08.2015 under the chairmanship of Secretary (WR, RD & GR).

The undersigned is directed to enclose, herewith, the minutes of the Meeting held at 11:00 am on 11.08.2015 under the Chairmanship of Secretary (WR, RD & GR) for discussing e-Governance issues and action plan for future roadmap of e-Governance and action proposed for your information and expeditious appropriate action.

2. This has approval of the Secretary (WR, RD & GR).

Encl:- As above.

Ashok Gupta
(A. K. Gupta) 21/8/15
Under Secretary to the Government of India,
Ph. 011-23714350.
Email:- ashok.kgupta@nic.in

To,

1. All Wing Heads of the Ministry,
2. All Head of Organizations of the Ministry.
3. Sh. Anil Srivastava, Controller of Accounts, MoWR, RD & GR.
4. All DS/ Director and equivalent officers of the Ministry.
5. All Nodal Officers of the Organizations.
- ✓ 6. Technical Director, NIC with a request to kindly upload this on Intra-MoWR also.

Copy for information to:-

1. PS to Hon'ble Minister (WR, RD & GR)
2. Sr. PPS to Secretary, MoWR, RD & GR/ PPS to AS (WR, RD & GR)
3. PPS to JS (A)/ PPS to JS (PP)

List of the participants is annexed.

2. JS (A) welcomed Secretary (WR, RD & GR) and gave a brief presentation on present functioning of e-Governance in the Ministry. Current projects in Hand, projects in pipeline and initiatives required for implementing future roadmap of e-Governance in the Ministry and the Organizations was discussed in detail. She also informed on action taken like updating of Website, updating of Social Media, obtaining NOC for Ground Water extraction portal, implementation of e-Procurement, VIP references monitoring system, Court Cases monitoring system, online stationary request system etc. The presentation included also proposed road map for Ministry.

3. Further, regarding the planned e-Governance's initiatives and developments of the Ministry, It was informed that development of Human Resource Management System (HRMS), Project Monitoring system, eTour system, Expenditure monitoring system, Development of ER sheet of the Officers of the Ministry & Organizations, etc. are being prioritized to be implemented in due course.

4. Secretary (WR) emphasized that the following guidelines be followed for smooth implementation of e-Governance in a time bound manner:-

- I. Timelines must be specified for each project and they should be adhered.
- II. Data pertaining to Executive Records (ER) sheet of the employees should be linked with the Website of the Ministry enabling seamless flow of information.
- III. Timelines may be strictly followed for complete disposal of Vigilance and Court Cases. All Organizations to regularly update the pending status on the Vigilance and Court Cases monitoring system.
- IV. There is a need for improvement in all MIS for various projects.
- V. E-Procurement to be completely implemented in the Ministry and in all the Organizations by 31.08.2015. All Head of Organizations should monitor it themselves.
- VI. All Projects details to be made available online. Cost of the projects, physical progress, expenditure etc. are to be put in public domain. Program Evaluation Review Technique (PERT) chart must be included in all Projects Monitoring.
- VII. Output Data that play crucial role in society e.g. ground water depletion, aquifer related data must be put in public domain.
- VIII. For project monitoring system, Field Channel based information along-with photographs (GIS/ GPS based) must be put online.
- IX. Weeding of files to be pursued regularly.
- X. With respect to the manpower crunch problem expressed by Organizational Heads, Secretary (WR) advised that in the first instance Organizations may reorganize functioning and optimize the available resources and staff officers.
- XI. Training and capacity building in e-Governance to be prioritized in the Ministry.

- XII. The meeting on e-Governance issues may be convened once in a month in order to discuss the progress of e-Initiatives.
- XIII. Human Resource Management System (HRMS) as implemented in a few State Governments can be examined for adoption in MoWR.

{Action:- All Wing-Heads, All Head of Organizations, All Nodal Officers of the Organizations, Sh. Anil Srivastva, Controller of Accouts.}

5. Following actions were also recommended in respect of the progress of e-initiatives as intimated by various Organizations during the meeting:-

- a) **Central Water Commission:-** it was informed that all their regional offices have created their Webpages. ER sheets of 526 out of 531 Group 'A' are available. E-Procurement has been implemented in CWC, who is using another tender publishing application rather than Central Public Procurement Portal. eSWIS for surface water information system has also been implemented. It was suggested that:-
 - I. All regional Offices Webpages to be linked with the Ministry's Website.
 - II. ER Sheets of the all Group B and Group C to be completed by 31.10.2015.
 - III. AIBP portal link may be provided in the Website of the Ministry. A dashboard may be created for that purpose.
 - IV. From 15.08.2015 onwards, Offline applications may not be accepted for AIBP projects. States may be informed accordingly.
 - V. Development of Dashboard system for physical and financial progress of the projects interlinked with MIS system may be taken up.
 - VI. Bank Guarantee delays for e-Granthalaya may be addressed.
- b) **WAPCOS Ltd.:-** It was informed that HRMS and Budget Monitoring system have been implemented in WAPCOS Ltd. JS (A) recommended for a team from MoWR to look at their system.
- c) **NWDA:-** It was informed that ER Sheets of their employees (525 approx.) have been prepared. Procurement of Digital Signatures is being pursued. It was suggested to complete implementation of e-Procurement within timelines framed.
- d) **Central Ground Water Board:-** It was apprised that the Web-links of 18 of their regional offices have been given. E-Procurement has been implemented. MIS based monitoring system for NAQUIM has been initiated by uploading data for 2015-16. Development of Personnel Information System is being pursued in association with NIC. It was suggested:
 - to prepare and complete ER Sheets of their employees by 31.10.2015.
 - Project monitoring system for their projects may be completed by 30.09.2015.
 - Timelines may be framed for non-acceptance of Offline application for NOC for Ground water extraction.
- e) **Narmada Control Authority:-** It was informed that action plan for implementation of e-Governance has been prepared. ER sheets should be completed within two weeks of

time. Digital Signatures are being applied for e-Procurement. It was suggested to appoint / hire consultant for expediting its implementation for addressing the manpower crunch problem.

- f) Farakka Barrage Project:- It was informed that their Website will be complete by 31.08.2015. e-procurement through Central Public Procurement Portal has been implemented by them. It was suggested to complete ER sheets immediately and work details of their projects may be put on the Website once it is completed.
- g) NPCC:- It was informed that all Public oriented information is being disseminated through their Bilingual Website. It was suggested to expedite implementing e-Procurement and preparation of ER sheets of their employees.
- h) CSMRS:- It was informed that their Website is updated regularly. The ER of their employees have been prepared. It was recommended to expedite implementation of e-Procurement.
- i) CWPRS:- It was informed that while pursuing any project with NICSI, the problem of 100% advance payment is being encountered. JS (A) desired Director (Finance) to address this issue.
- j) GFCC:- It was apprised that digitization of comprehensive plans is being pursued by them. It was desired to complete ER sheets within the timeline fixed.
- k) National Institute of Hydrology:- It was informed that the Webpages of their regional Offices have been created. The ER sheets of their employees have been completed. It was suggested to implement e-Procurement within the timeline fixed. Capacity building training may be provided to the concerned Officers/ officials.

(Action:- All Head of Organizations, All Nodal Officers of the Organizations, All concerned Directors/DS of the Ministry, Technical Director, NIC)

6. It was also agreed that *Sh. Anil Srivastava*, Controller of Accounts, PAO be included as a member of the core group of the Ministry for reviewing the progress of e-Governance in the Ministry. He should attend the weekly review meeting of the core-group on e-Governance issues taken by JS (A) every Friday, in her chamber.

{Action:- Sh. Anil Srivastva, Controller of Accouts.}

(The list of Nodal Officers of the Organization is being enclosed. Kindly intimate regarding any change or modification)

List of Participants:-

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1. Sh. Shashi Shekhar, Secretary, MoWR, RD&GR.....in the chair
2. Dr. Amita Prasad, JS(A), MoWR, RD&GR.
3. Sh. A. B. Pandya, Chairman, CWC.
4. Sh. K.B.Biswas, Chairman, CGWB.
5. Dr. B. Rajendra, JS(PP), MoWR, RD&GR.
6. Sh. S. Masood Husain, DG, NWDA.
7. Sh. R.D.Singh, Director, NIH, Roorkee.
8. Sh. S.K.Haldar, GM, Farakka Barrage Project.
9. Sh. Murari Ratnan, Director, CSMRS.
10. Sh. H.L.Choudhary, CMD, NPCC.
11. Sh. Gulshan Raj, Secretary SSCAC.
12. Sh. G.S.Jha, Chairman, GFCC
13. Sh. K.M.M.Alimalmigothi, Economic Adviser, MoWR, RD&GR.
14. Sh. T.S.Mehra, Commissioner (B&B), MoWR, RD&GR.
15. Sh. R.K.Gupta, JS (Pen.R), MoWR, RD&GR.
16. Sh. Anil Srivastva, Controller of Accounts, Pr. Accounts Office
17. Sh. S.K.Sraivatva, Chief Engineer, NWA, Pune.
18. Sh. Nripendra Kumar, Member Civil, NCA Indore.
19. Dr. Mrs. V.V.Bhosekar, Sc-E, CWPRS, Pune.
20. Sh. S.D.Ranade, Scientist 'D' CWPRS, Pune.
21. Sh. N.K.Sinha, Executive Engineer, Farakka Barrage Project.
22. Sh. Goverdhan Prasad, SE, Farakka Barrage Project.
23. Sh. T.D. Sharma, Secretary, Bansagar Control Board.
24. Sh. C.P.Kumar, Scientist-F, NIH, Roorkee.
25. Sh. B.Koti Reddy, Scientist 'D' NIC, MoWR, RD&GR.
26. Sh. Shekharendu Jha, Dy.Secretary, SSCAC.
27. Sh. Jagdish Kumar, Consultant, NWM.
28. Sh. Shashi Kumar, NWM.
29. Sh. K.P.Mishra, Superintending Engineer, Betwa River Board.
30. Sh. Ritika Sethi, Scientist 'D' NIC, MoWR, RD&GR.
31. Ms. Jancy Vijayan, (Director-MDU), NWDA.
32. Sh. S.F.H.Abidi, Dy.Director (SMD), Central Water Commission.
33. Sh. Praveen Kumar, Director (SMD), Central Water Commission,
34. Sh. Rajesh Thakkar, (Assistant Public Officer of NCA), Narmada Control Authority,
35. Sh. Arun Arora, Chief (IT), WAPCOS Ltd.
36. Sh. A.K. Gupta, (Group General Manager) NPCC Ltd.
37. Sh. Manoj Kumar, Director (MP-I), GFCC.
38. Dr. R. Chitra, Group Head, (S&RSD), CSMRS.
39. Sh. S.K.Sinha, Scientist, CGWB.
40. Sh. K.C.Naik, Member (SAM), CGWB.
41. Sh. A.K.Gupta, Tech. Director, NIC, MoWR, RD&GR.
42. Sh. Prabhat Tyagi, Director (Vig/E-I), MoWR, RD&GR.
43. Sh. R.K.Agrawal, E.M.(Infra), WAPCOS Ltd.
44. Sh. Arvind Choudhary, Director(PP), MoWR, RD&GR.
45. Sh. Asit Chaturvedi, Sr. Joint Commissioner, BM Division, MoWR, RD&GR.
46. Sh. A.K.Gupta, Sr. Joint Commissioner (B&B), MoWR, RD&GR.

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47. Sh. Manish Tripathi, Director(Fin.) MoWR, RD&GR.
48. Sh. A.K.Gupta, US, e-Governance, MoWR, RD&GR.
49. Mrs. Sushma Khurana, SO,e-Governance.
50. Sh. Vishal Kumar, Assistant, e-Governance.

e- GOV Activities Nodal Officer list

(8)

<u>Sl. No.</u>	<u>Name of Organization</u>	<u>e- GOV Activities</u>	<u>Address</u>	<u>contact</u>
1.	Central Soil & Materials Research Station	Dr. R. Chitra, (Scientist-E),	Same	rchitra@nic.in
2.	WAPCOS Ltd.	Sh. Arun Arora, Additional Chief Engineer (IT)	76-C, Institutional Area, Sector-18, Gurgaon, Haryana - 122015	01242340012, 9717740666, ara@wapcos.gov.in, it@wapcos.gov.in
3.	Upper River Yamuna Board.	Sh. A. K. Mishra, EE	Wing-4, West Block-1, Ground floor, R.K. Puram, New Delhi - 110066	ee2-uyrb@nic.in, 011-26184025
4.	National Water Development Agency.	Ms. Jancy Vijyan, (Director-MDU),	18-20, Community Centre, Saket, New Delhi - 110017.	011-26966831 (O) dirmdu-nwda@nic.in 9891999556
5.	Central Water & Power Research Station	S.D.Ranade, (Scientist-D),	Pune address	cro_tc@cwprs.gov.in 020-24103378
6.	Central Ground Water Board	Sh. S. K. Sinha, Scientist/ Sh. Krishna Gopal. (Programmer),	CGWB, Bhujal Bhawan, NH-IV, Faridabad - 121001	tschmn-cgwb@nic.in, pgmmrnc-cgwb@nic.in
7.	Central Water Commission	Sh. Atul Jain, CE (HRM), Sh. Praveen Kumar, Director (SMD)	618 (S), Sewa Bhawan, R.K Puram, New Delhi- 110066	01126195524, 9711393566 smdte@nic.in
8.	Farakka Barrage Project	Sh. Goverdhan Prasad, Superintending Engg. (Coord.)	same	farakkabarrage@gmail.com goverdhanp@yahoo.com

9.	Narmada Control Authority	Sh. Rajesh Thakkar, (Assistant Public Officer of NCA),	Narmada Sadan, Block 'B', Scheme No. 74, Vijay nagar, Indore (MP) 452010.	0731-2575752, apro.nca@nic.in
10.	Tungabhadra Board	Sh. D. Ranga Reddy, Secretary	-	secretarytbb@yahoo.com, 08394-259113, 9449829113
11.	Sardar Sarovar Constriction Advisory Committee	Sh. Kushagra Sharma, Asstt. Secretary.	-	sscac-mowr@nic.in 8238091586
12.	National Projects Construction Corporation Limited	Sh. A.K. Gupta, Group General Manager (PMC & IT)	Plot no. 67-68, Sector 25, Faridabad, Haryana	akgupta.npcc@nic.in 0129-4150689, 9818256051
13.	Betwa River Board	Sh. Naresh Kumar, EAO, Rajghat Dam project	Rajghat Dam project then same	
14.	Brahmaputra Board	Sh. Dinesh C. Barman, Deputy Secretary	Brahmaputra Board, Basistha, Guwahati-29.	Brahmaputraboarboard1982@gmail.com, bbrd-ghy@nic.in
15.	National institute of hydrology	Dr. C. P. Kumar, Scientist-F	-	cpkumar@yahoo.com 09897001903
16.	Ganga Flood Control Commission	Sh. Sharad Chandra, Director (MP-I)	3 rd floor, Sinchai Bhawan, Patna	sharadchandra-cwc@nic.in 09471008263