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   September, 2015.

Subject:-   **Minutes of the 14th Meeting taken by JS(A) on 10.09.2015 for issues of e-Governance and Action proposed.**

The undersigned is directed to enclose, herewith, the minutes of the 14th review meeting held on 10.09.2015 under the Chairmanship of Joint Secretary (A) (WR, RD & GR) 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.
Email:- ashok.kgupta@nic.in

To,

1.   All Wing Heads of the Ministry,
2.   Sh. Anil Srivastava, Controller of Accounts (WR)
3.   Director (Admn./ GA), Director (Finance)/ Director (PP)/Director (E-I/Vigilance)/ Director (E-III)/ DS (Coordination)/ DS (GWE), SJC (PP), SJC (BM), SJC (SPR-II)/ SJC (MI/RRR), MoWR, RD & GR.
4.   All Website/ e-Governance Nodal Officers of the Ministry.
5.   All Website/ e-Governance issues Nodal Officers of the Organizations under the Ministry.
6.   Technical Director, NIC with a request to kindly upload this on Intra-MoWR also.
7.   Sh. B. Koti Reddy, NIC-MoWR.
8.   Sh. Avanish Kant, Sr. Hydrogeologist.
9.   All US and equivalent officers in the Ministry.
10. All concerned Officers as per actions proposed.

Copy for information to:-

1.   PS to Hon'ble Minister (WR, RD & GR),
2.   PPS to Secretary (WR, RD & GR), PPS to SS (WR, RD & GR), PS to JS (PP)

Subject:- Minutes of the 14th Meeting taken by JS(A) on 10.09.2015 for issues of e-Governance and Action proposed.

S.No	Subject/ Action point	Decision Taken	Action proposed to

1.	Development of Website and webpages for the regional offices .	• **CWC:-** informed that they have launched the webpages of 13 regional offices under them. Certain directions issued vide minutes of 13th meeting for making their webpages more dynamic must be strictly complied.
		
		• The following timelines have been fixed for completion of webpages of CWC regional offices:-
		
		  ✓ KGBO, Hyderabad & SRO, Coimbatore by **30th September, 2015**.
		  ✓ YBO (New Delhi), NTBO (Gandhi Nagar) & UGBO (Lucknow) by **31st October, 2015**.
		  ✓ IBO (Chandigarh), LGBO (Patna) & BBBO (Shillong) by **30th November, 2015**.
		  ✓ TBO (Siliguri), MERO (Bhubaneshwar), MO (Bangalore) by **31st December, 2015**.
		
		• With regard to the AIBP monitoring system, it was recommended that:
		  ✓ Information on projects must be disclosed transparently.
		  ✓ Their monthly status, milestones and progress should come on dashboard from their MIS.
		  ✓ Training to State Govt. must be given for effective dissemination of projects information.
		  ✓ Training for field Officers be completed by 15 September, 2015.
		  ✓ Old legacy data should be processed and interlaced with new data.
		
		• With respect to development of regional webpages of CGWB, it has been suggested that:-
		  ✓ All services offered by the regional officers should be on webpages.
		  ✓ Observatory reports on Ground Water must be there.
		  ✓ Maps of the NAQUIM areas to be uploaded.
		
		• A *'Monthly Achievement corner'* link containing
			{Action: All Nodal Officers of the Organizations, Tech Director, NIC-MoWR/ e-Governance Cell}

		the achievements (alongwith photographs) in terms of physical progress of all associated activities may be created and it must be updated monthly and hyperlinked with the Ministry's Website. To begin with, the proceeding of the review meeting on e-Governance, newsletters, information regarding Bhujal Manthan and weekly review meeting may be uploaded by 17.09.15. • For Gov.in domain registration of the websites, a format may be circulated to all Nodal Officers of the Organizations. JS (A) will write a letter to DG, NIC regarding domain registration for web pages of regional offices of CGWB. • All Nodal Officers of other Organizations must take necessary action w.r.t. points cited above and submit an ATR within 18.09.2015.	
2.	e-initiatives of the Ministry	a) **ER sheets/PIS:**- Out of 19 Organizations, 6 Organizations viz. NWDA, SSCAC, UYRB, NIH, CSMRS and CWPRS have completed their ER Sheets so far. NCA have prepared their ER sheets and are in the process of publishing them online. CWC and Brahmaputra Board have prepared the ER Sheets of their senior officers. For rest of the Organizations, timeline has been fixed for completion is 31.10.2015. • Efforts to be expedited in order to ensure its completion within timeline. Latest status of ER Sheets may be furnished by all concerned, immediately.	*{Action:- Director (A)/ Director(E-I), US(E-II), Director (E-III), US (E-IV)/ SJC (PP), DS (GWE), US (e-Gov.)/ All Nodal Officers of the Organizations/ e-Governance Cell.}*
		b) **Implementation of HRMS:** A proposal for accessing fund assistance for preparing DPR for HRMS project from Project Development fund (PDF) established under National e-Governance Division (NeGD), DeitY has been sent to President & CEO, NeGD vide JS (A)'s DO letter dated 28.08.2015. This may be followed up by e-Governance Cell.	*{Action:- e-Governance Cell}*
		c) Implementation of following e-office modules are being revived: • e-leave by **30.09.2015** {DS (GWE)}: Employee Master Database (EMD) is being updated by NIC. • e-tour by **30.09.2015** {Dir. (Fin.)} • KMS by **30.09.2015** {Dir. (PP)}	*{Action:- Technical Director, NIC, DS (GWE), Dir. (Fin.), Dir. (PP)/ Director (A)/ e-Governance Cell }*

		DS (GWE) to personally pursue the matter for ensuring the completion of the EMD within the prescribed timeline. • Further, it was decided that Director (A) may be nominated as Super-admin for the compilation of above information required for revival of e-Office in the Ministry. d) Development of Project Monitoring System (PMS) for various projects: • **AIBP** and **DRIP**: recommendations given above at s.no. (1) to be complied for customizing the available software as per the requirements. • **NAQUIM** has been completed. Its dashboard should be operationalized by NIC within 30.09.2015. • Monitoring system on **ILR, Flood Management (FM), RRRs, PMKSY** need to be taken up. Sh. B. Koti Reddy, NIC to finalize their PMS from available resources within 18.09.2015. • SJC (BM), SJC (SPR-RRR), SJC (FM) must coordinate its implementation with concerned Organizations and Sh. Koti Reddy, NIC and furnish a timeline to develop the monitoring system relating to their projects/ schemes within 18.09.2015. This needs to be rigorously followed up with concerned SJCs.	*{Action:- All concerned Nodal Officers of the Organizations/ All concerned Wing-Heads, Technical Director, NIC./ SJC (SPR), SJC (FM), SJC (BM)}*
		e) **Implementation of e-Procurement:** • It has been implemented in the Ministry (proper), CWC, CGWB and FBP. • Implementation of e-Procurement in CSMRS, CWPRS and NIH has reached the final stage. • Current Action taken report for conducting training on e-Procurement from NIFM may be furnished by Administration. • Director (Fin.), NMCG may be requested to expedite implementation of e-Procurement. Director (e-Gov.) may write a letter to Director (Fin.), NMCG in this regard and personally follow up.	*{Action:- All concerned Nodal Officers of the Organizations/ Director (A/ GA)/ e-Governance Cell}*
3.	Revival of KMS.	Knowledge Management System (KMS) is expected to be revived by 30.09.2015.	*Action: Technical Director (NIC)/ All Sections of the Ministry.}*
4.	New program for release of	• draft concept has been prepared. • Timeline has been fixed as 31.10.2015.	*{Action:- Director(PP)/*

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			Director (Finance) & Director (Technical, NIC}
5.	e-Governance Capacity Building training for the Ministry.	• NIC to send a proposal of conducting 4-5 days e-Governance / IT related training. • It was appreciated that eGov application based training has been imparted to 93 Officials of the Ministry on 19.08.2015, 20.08.2015, 08.09.2015 and 10.09.2015. • It was emphasized to provide this training to each and every Dealing Hands/ SOs/PSs/PAs/ US level officers. • An Office order may be issued to all participants on successful completion of this training. • A DS/ Director level officer must be present as 'Observer' in the above training.	{Action: Director (A)/ Sh. B. Koti Reddy, NIC/ e-Governance Cell/ All Sections of the Ministry.}
6.	Social Media Platform	The information on following may be uploaded on the Social Media Platform of the Ministry:- • Conduction of e-Governance application based training. • Presentation/ pictures on ISRO National meet.	{Action: e-Governance Cell}
7.	Auditing of e-Governance application	• Audit report of NOC for ground water extraction portal may be submitted by NIC by 18.09.2015. • Audit of India WRIS be conducted by Sh. B. Koti Reddy & Sh. Avanish Kant, Sr. Hydrogeologist by 18.09.2015.	{Action:- Technical Director, NIC} {Action:- Sh. B. Koti Reddy, Sh. Avanish Kant}
8.	Gap analysis in terms of integration of various databases developed by CWC, CGWB and other Organization	• A committee of 3 Officers viz. Sh. Avanish Kant, Sr. Hydrogeologist, Sh. Jagdish Kumar, Consultant (NWM) and Sh. B. Koti Reddy, Principal System Analyst has been constituted for the purpose. Gap analysis report may be furnished by 21.09.2015. This is required for making the Ministry more e-Governance friendly.	{Action: Sh. Avanish Kant, Sr. Hydrogeologist, Sh. Jagdish Kumar, Consultant (NWM) and Sh. B. Koti Reddy, Principal System Analyst, Advisor (NWM)}
9.	Central Registry monitoring system	• It was decided that Technical Director, NIC will review this system implemented in Secretary, DoPT's office.	{Action: Technical Director, NIC}

10.	Difficulty faced due to resource crunch in NIC-MoWR, RD & GR.	• Tendering process for hiring programmers may be expedited.	*(Action:- Director (A/ GA)/Technical Director, NIC)*
11.	Online Web monitoring / Dashboard system.	• A Committee headed by Team leader Sh. Anil Srivastava, Controller of Accounts, MoWR, has been created for developing an MIS depicting the physical and financial progress for the schemes/ projects has been created. • One meeting has been conducted on 02.09.2015. • Timeline has been fixed as 01.01.2016.	*{Action: All member of the committee}*
12.	GPF monitoring system	NIC will move the proposal for hiring manpower from empanelled vendor of NIC for smooth implementation of GPF module and other modules of CompDDO software.	*{Action:- Technical Director, NIC and all members of the core group}*
13.	Auto reminder for updating the information on monthly basis	It was desired that a system of sending auto reminders in the 3rd week of the month to the e-Governance / Website Nodal Officers of the Ministry in order to furnish the updated information on monthly basis regarding the following:- ➢ Decision taken in the meetings held ➢ Details of Committees ➢ Grievances redressed ➢ Cabinet Note approved. ➢ Expenditure under Planned schemes ➢ Visits and trainings conducted. ➢ Details of programs held with North East ➢ Priorities fixed ➢ Other achievements etc. • It was also decided that the next meeting of the core-group will be held on 23.09.15 in which JS (RKG), Director (Fin.), Dir (PP) & DS (GWE) may also participate.	*{Action:- NIC, MoWR, all e-Governance / Website Nodal Officers of the Ministry.}*

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