

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 08 October, 2015.

Subject:- Minutes of the 15th Meeting taken by JS(A) on 01.10.2015 for issues of e-Governance and Action proposed.

The undersigned is directed to enclose, herewith, the minutes of the 15th review meeting held on 01.10.2015 under the Chairmanship of Joint Secretary (Administration) 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.

Ashok
(A. K. Gupta)

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Issued
08-10-2015
To,

O/C

1. All Wing Heads of the Ministry,
2. All Heads of Organizations
3. Sh. Anil Srivastava, Controller of Accounts (WR)
4. 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.
5. All Website/ e-Governance Nodal Officers of the Ministry.
6. All Website/ e-Governance issues Nodal Officers of the Organizations under the Ministry.
7. Technical Director, NIC with a request to kindly upload this on Intra-MoWR also.
8. Sh. B. Koti Reddy, NIC-MoWR.
9. Sh. Avanish Kant, Sr. Hydrogeologist.
10. All US and equivalent officers in the Ministry.
11. 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 15th Meeting taken by JS(A) on 01.10.2015 for issues of e-Governance and Action proposed.

S.No	Subject/ Action point	Decision Taken	Action proposed to
1.	Development/ Updating of Website and webpages for the regional offices.	<ul style="list-style-type: none"> All Organizations to furnish the list of their regional Offices' proposed domain name along-with the name of their Web Information Officers/Website Administrator for pursuing the matter of Gov.in domain registration. 	{Action: All Nodal Officers of the Organizations, Tech Director, NIC-MoWR/ e-Governance Cell}
2.	e-initiatives of the Ministry	<p>a) Executive Records (ER) Sheets/ PIS:- Out of 19 Organizations, 6 Organizations viz. NWDA, SSCAC, UYRB, NIH, CSMRS and CWPRS have completed their ER Sheets so far. Whereas, it has been partially completed by NCA, BB and GFCC. Sincere efforts should be put up by rest of the Organizations in order to ensure its completion within timeline i.e. 31.10.2015.</p> <ul style="list-style-type: none"> JS (A) will write a letter to CMD, WAPCOS and NPCC in this matter. Latest status of ER Sheets be furnished by all Nodal Officers of the organizations, immediately. <p>b) Implementation of HRMS: Technical Director, NIC, Director (e-Gov.) and Director (A) to assess the requirements and prerequisites for implementing HRMS.</p> <ul style="list-style-type: none"> Action taken by National e-Governance Division on the proposal sent by the Ministry may be followed up by e-Governance Cell. <p>c) E-Office:- Compilation of data for Employee Master Database (EMD) and e-Leave system and e-Tour management system is in final stage:</p> <ul style="list-style-type: none"> NIC would give training on e-Leave system to Administration, E-I, Vigilance, e-Governance Division by 12.10.2015. 	<p>{Action:- Director (A)/ Director(E-I), US(E-II), Director (E-III), US (E-IV)/ SJC (PP), DS (GWE), All Nodal Officers of the Organizations/ e-Governance Cell.}</p> <p>{Action:- Director (A), Technical Director, NIC and Director (e-Governance), e-Governance Cell}</p> <p>{Action:- Technical Director, NIC / Director (Admin.)}</p>

		<ul style="list-style-type: none"> • Training to E-II, E-III and EA Division will be completed by 19.10.2015. • Training to rest of the Divisions under Administration Wing will be completed by 26.10.2015. • Training in rest of the Wings shall be imparted, thereafter. • By 01.01.2016, e-Leave system will be operationalized completely. No physical applications will be accepted. <p>d) Project Monitoring System (PMS):- Hon'ble Minister (WR, RD & GR) has desired to immediately take up the development of online monitoring system / dashboard of various projects/ schemes. It was decided that:-</p> <ul style="list-style-type: none"> • Dashboard system on AIBP, DRIP, RRRs, NAQUIM and FM schemes to be made available online by Sh. B. Koti Reddy, Scientist-D, NIC within 10.10.2015. • SJC (MI), SJC (BM), SJC (SPR-RRR), SJC (FM), SJC (Pen. River) must take immediate action in association with Sh. Koti Reddy, NIC and furnish the ATR immediately. • Sh. Reddy must finalize a PMS from available resources (free available / Paid software) for above projects within two weeks. <p>e) Implementation of e-Procurement: It was informed that Organization have started getting training on this from NIFM. It was suggested that:-</p> <ul style="list-style-type: none"> • Training needs on e-procurement may be assessed. • Brahmaputra Board and GFCC may take this matter urgently and furnish the ATR immediately. 	<p>{Action:- All concerned Nodal Officers of the Organizations/ All concerned Wing-Heads, Sh. B. Koti Reddy, NIC./ SJC (SPR), SJC (FM), SJC (BM), SJC (MI), SJC (Pen. River)}</p>
3.	Revival of KMS.	Sh. Nand Kishore, RA (IWSU) may assist NIC in creating documentation structure/ grouping required for reviving KMS. Director (A) to issue the Order.	Action: Technical Director (NIC)/ Sh. Nand Kishore, RA/ Director (A)}

4.	e-Governance Capacity Building training for the Ministry.	<ul style="list-style-type: none"> 124 Officials of the Ministry has completed the application based training. Director (A) may write a letter to NIELIT/ ISTM to find out the training courses available with them for capacity building in e-Governance. 	{Action: Director (A)}
5.	Social Media Platform	<p>The information on following may be uploaded on the Social Media Platform of the Ministry:-</p> <ul style="list-style-type: none"> The excerpt from proceedings of the meeting taken by Secretary on 22.09.2015. US (Coord.) may provide the minutes of the meeting. Brief alongwith pictures on World Bank meeting. Sh. Avanish Kant, Sr. Hydrogeologist may provide one page matter on this to e-Governance Cell. 	{Action: e-Governance Cell/ US (Coord)/ Sh. Avanish Kant.}
6.	Auditing of e-Governance application	<ul style="list-style-type: none"> Audit report on NOC for ground water extraction portal may be circulated to the CGWB. Audit of India WRIS be conducted by Sh. B. Koti Reddy & Sh. Avanish Kant, Sr. Hydrogeologist within two weeks. 	<p>{Action:- Technical Director, NIC/ e-Governance Cell}</p> <p>{Action:- Sh. B. Koti Reddy, Sh. Avanish Kant}</p>
7.	Gap analysis in terms of integration of various databases developed by CWC, CGWB and other Organization	<ul style="list-style-type: none"> Report has been submitted by the concerned team and would be circulated to Heads of Organizations for compliance. 	{Action: e-Governance Cell}
8.	Central Registry monitoring system	<ul style="list-style-type: none"> Technical Director, NIC will review this system implemented in Secretary, DoPT's office by 15.10.15. 	{Action: Technical Director, NIC}
9.	Difficulty faced due to resource crunch in NIC-MoWR, RD & GR.	<ul style="list-style-type: none"> 2nd Tender for hiring programmers for the Ministry has been called for it and it is being pursued. Meanwhile, NIC may submit its requirements for DEO/ Program Assistant to Administration. 	{Action:- Director (A/ GA)/Technical Director, NIC}

10.	Online Web monitoring / Dashboard system.	<ul style="list-style-type: none"> A Committee headed by Team leader Sh. Anil Srivastava, Controller of Accounts, MoWR, has been created for developing an MIS for the various schemes. Timeline has been fixed as 01.01.2016. 	{Action: All member of the committee}
11.	Comp DDO/ GPF monitoring system	Proposal has been submitted to General Administration and is being pursued by them.	{Action:- Director (GA)}
12.	Auto reminder for updating the information on monthly basis	<ul style="list-style-type: none"> A 'Monthly Achievement corner' link has been created which must be updated with the relevant 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:- <ul style="list-style-type: none"> ➤ Decision taken in the meetings held ➤ Details of Committees ➤ Grievances redressed ➤ Cabinet Note approved. ➤ Planned schemes expenditure ➤ Visits and trainings conducted. ➤ North East programs details ➤ Other achievements/ priorities etc. An Office Memorandum may be issued by e-Governance Cell. All Nodal Officers of other Organizations must take necessary action w.r.t. above point. 	{Action:- NIC, MoWR, all e-Governance / Website Nodal Officers of the Ministry/ e-Governance Cell.}
