

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 12th October, 2015.

Subject:- Minutes of the 16th Meeting taken by JS(A) on 09.10.2015 for issues of e-Governance and Action proposed.

The undersigned is directed to enclose, herewith, the minutes of the 16th review meeting held on 09.10.2015 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.

AS k
12/10/15
(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. 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/ Sh. Pratul Saxena, TS.
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 16th Meeting taken by JS(A) on 09.10.2015 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/Contact/ email address of their Web Information Officers/Website Administrator for pursuing the matter of Gov.in domain registration. NIC should prepare and give list of domain within 30.10.2015. 	{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:- Two more Organizations have made the progress in this. NCA and CGWB have also uploaded the ER sheets of most of their Officers and regional Offices resp.</p> <ul style="list-style-type: none"> 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 and give a blueprint by 15.10.2015.</p> <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"> e-Leave training to 6 sections under Director (A) and Director (E-I) have been completed on 08.10.2015. Training to E-II, E-III and EA Division will be completed by <u>19.10.2015</u>. Training to rest of the Divisions under Administration Wing will be completed by 	<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)}</p> <p>{Action:- Technical Director, NIC / Director (Admin.)}</p>

		<p>26.10.2015.</p> <ul style="list-style-type: none"> • 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 NAQUIM will be made available by 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 submit PMS from available resources within 16.10.2015. Proposal to engage NICS I may be considered. <p>e) Implementation of e-Procurement: Organizations have completed training from NIFM. NMCG has also started procuring Digital Signatures for implementing e-Procurement.</p> <ul style="list-style-type: none"> • A letter will be sent to Chairman, Brahmaputra Board for pursuing the e-Initiatives. • Current Status should be compiled for rest of the Organizations. 	<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> <p>{Action:- All concerned Nodal Officers of the Organizations/ e-Governance Cell}</p>
3.	Revival of KMS.	Sh. Nand Kishore, RA (IWSU) would be attached to 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"> • 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 for week upto 10.10.2015:-</p> <ul style="list-style-type: none"> Brief and pictures on NAQUIM project. Sh. Pratul Saxena will provide short content to e-Governance Cell alongwith some pictures. 	{Action: e-Governance Cell/ Sh. Pratul Saxena.}
6.	Auditing of e-Governance application	<ul style="list-style-type: none"> Audit report on NOC for ground water extraction portal has been completed by NIC which may be examined and put up. Audit of India WRIS be completed 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"> Gap analysis report submitted by the concerned team has been submitted. It should be immediately examined and put up for correction of system. 	{Action: Director (e-Gov.)}
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 and submit action plan for MoWR, RD & GR. 	{Action: Technical Director, NIC}
9.	Difficulty faced due to resource crunch in NIC-MoWR, RD & GR.	<ul style="list-style-type: none"> 2 Programmers may be hired immediately. Their work assignments may be decided by Director (A) and Technical Director, NIC. 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. One meeting has been held. Timeline has been fixed as 01.01.2016. 	{Action: All member of the committee}
11.	Comp DDO/ GPF monitoring	<p>Proposal has been submitted to General Administration. It should be fast tracked.</p>	{Action:- Director (GA)}

	system		
12.	Auto reminder for updating the information on monthly basis	<ul style="list-style-type: none"> • A '<i>Monthly Achievement corner</i>' link has been created which must be updated with the relevant information on monthly basis. • All Nodal Officers of other Organizations will be reminded by auto generated emails in this matter. 	{Action:- NIC, MoWR, all e-Governance / Website Nodal Officers of the Ministry}
13	Next Meeting on e-Governance issues.	<ul style="list-style-type: none"> • Next review meeting on e-Governance issues will be held on 16.10.2015 at 10:30 am in JS (A)'s chamber. • Nodal Officers from CWC and CGWB should attend the next meeting and apprise about the current status on e-initiatives in their Organizations. 	{Action:- Nodal Officers from CWC and CGWB}
