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 3ʳᵈ Nov. , 2015.

Subject:-   Minutes of the 17th Meeting taken by JS(A) on 30.10.2015 for issues of e-Governance and Action proposed.

The undersigned is directed to enclose, herewith, the minutes of the 17th review meeting held on 30.10.2015 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.

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

1.   All Wing Heads of the Ministry,
2.   All Heads of Organizations
3.   Sh. Anil Srivastava, Controller of Accounts (WR),
4.   Sh. E. Sampath Kumar, Member Secretary (CGWA),
5.   Director (Admn./ GA), Director (Finance)/ Director (PP)/ Director (E-III)/ DS (Coordination)/ DS (GWE), SJC (PP), SJC (BM), SJC (SPR-II)/ SJC (MI/RRR), MoWR, RD & GR.
6.   All Website/ e-Governance Nodal Officers of the Ministry.
7.   All Website/ e-Governance issues Nodal Officers of the Organizations under the Ministry.
8.   Technical Director, NIC with a request to kindly upload this on Intra-MoWR also.
9.   Sh. B. Koti Reddy, NIC-MoWR.
10. Sh. Avanish Kant, Sr. Hydrogeologist.
11. All US and equivalent officers in the Ministry.
12. 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 17th Meeting taken by JS(A) on 30.10.2015 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.	⊚ It was decided that all Organizations should 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. The matter should be expedited.	*{Action: All Nodal Officers of the Organizations, Tech Director, NIC-MoWR}*
2.	e-initiatives of the Ministry	**a) Executive Records (ER) Sheets/ PIS:-** 11 Organizations have completed ER sheets. 4 Organizations have completed more than 50%. ⊚ CWC have uploaded ER sheets of their Group-A Officers. For rest of the officers, timeline for completion is **31.01.2016.** ⊚ CGWB have completed more than 90% of their Group-A officers. To be completed by **31.12.2015.** ⊚ Latest update on ER Sheets to be furnished by all Nodal Officers of the organizations, immediately.	*{Action:- Director (A)/ Director(E-I), US(E-II), Director (E-III), All Nodal Officers of the Organizations/ e-Governance Cell.}*
		b) Implementation of HRMS: A power-point presentation, regarding the funding proposal for implementing HRMS sent to DeitY, may be prepared by the team who visited Bangalore. The presentation is required to be given in DeitY in due course. Director (e-Gov.) alongwith Dir.(NIC) should also examine whether it can be done at MoWR's expenses.	*{Action:- US (A), Technical Director, NIC), DS (GWE), US (e-Gov.)}*
		c) E-Office:- Compilation of data for Employee Master Database (EMD) and e-Leave system and e-Tour management system is in final stage: ⊚ e-Leave training to 12 sections under Administration Wing have been imparted who have started applying online leaves. ⊚ Training for rest of the Wings shall be	*{Action:- Technical Director, NIC / Director (Admin.}/ e-Governance Cell}*

		completed by December, 2015. • By **01.01.2016**, e-Leave system will be operationalized completely. No physical applications will be accepted. **d) Project Monitoring System (PMS):-** Dashboard on NAQUIM has been prepared by NIC. It was decided that:- • Basic information of NAQUIM, AIBP, DRIP, FMP and PMKSY schemes will be made available by **30.10.2015 on DASHBOARD**. • SJC (MI), SJC (SPR-RRR), SJC (FM), SJC (Pen. River) be requested to provide information containing list / summary of projects received and approved projects, amount released and amount sanctioned for the year 2015-16 to NIC, immediately. • The option of free available software for PMS may be considered by NIC.	*{Action:- Director (NIC), US (e-Gov.)}*
		e) Implementation of e-Procurement: Organizations have completed training from NIFM. It was desired to follow up its implementation in Brahmaputra Board and NWDA. • Current Status should be compiled for rest of the Organizations.	*{Action:- All concerned Nodal Officers of the Organizations/ e-Governance Cell}*
3.	Revival of KMS.	Sh. Nand Kishore, RA (IWSU) has been attached to NIC in creating documentation structure/ grouping required for reviving KMS.	*Action: Technical Director (NIC)/ Sh. Nand Kishore, RA/ Director (A)}*
4.	e-Governance Capacity Building training for the Ministry.	• It was emphasized to provide Capacity Building training in e-Governance applications for each official from DEO to SO level officers specifically for the newly appointed employees. • Matter of engaging agency for providing e-Governance training to the employees of the Ministry is being pursued by Administration. Training requirements may also be sought from CWC and CGWB as well.	*{Action: Director (A)/ US (e-Gov.)/ e-Governance Cell}*

5.	Social Media Platform	⊚ Important developments to be taken from Monthly DO letter to Cabinet Secretary and may be uploaded on the Social Media Platform of the Ministry. US (Coord.) will provide short content to e-Governance Cell.	*{Action: e-Governance Cell/ US (Coord.)}*
6.	Auditing of e-Governance application	⊚ Audit report on NOC for ground water extraction portal submitted by NIC has been circulated to CGWA. This will be reviewed in the next JS (A)'s review meeting on e-Governance which should be attended by the concerned Officer.	*{Action:- e-Governance Cell/ Sh. E. Sampath Kumar, Member Secretary (CGWA)}*
		⊚ The Ministry is not getting any cooperation for performing an audit of India WRIS system. A DO letter to be sent to Chairman (CWC).	*{Action:- Sh. B. Koti Reddy, Sh. Avanish Kant, e-Governance Cell}*
7.	Gap analysis in terms of integration of various databases developed by CWC, CGWB and other Organization	⊚ Gap analysis report submitted by the concerned team has been circulated to concerned Organizations for correction of system. ⊚ A DO letter to concerned HoDs will be sent for taking appropriate action in above matter.	*{Action: e-Governance Cell}*
8.	Central Registry monitoring system	⊚ CR system implemented in Secretary, DoPT's office will be reviewed by Director (Technical), NIC within 06.11.2015.	*{Action: Technical Director, NIC}*
9.	Difficulty faced due to resource crunch in NIC-MoWR, RD & GR.	⊚ 2 Programmers shall be arranged by NIC immediately. Their work assignments may be decided by Director (A) and Technical Director, NIC.	*(Action:- Director (A/ GA)/Technical Director, NIC)*
10.	Online Web monitoring / Dashboard system.	⊚ A Committee headed by Team leader Sh. Anil Srivastava, Controller of Accounts, MoWR, has been formed for developing an MIS for the various schemes. ⊚ Two presentations have been given on this by Birlasoft/ HP and Quantum Asia.	*{Action: All member of the committee}*

		⊛ It was suggested that in the committee's next meeting, this matter may be discussed with the young professionals who may be identified by CWC and CGWB.	
11.	Comp DDO/ GPF monitoring system	Proforma invoice has been sought from NICSI in this matter.	*{Action:- Director (GA)}*
12.	Auto reminder for updating the information on monthly basis	⊛ Monthly Auto reminder system will be initiated by 20.11.2015. ⊛ All Nodal Officers of other Organizations will be reminded by auto generated emails for updating their monthly achievements.	*{Action:- NIC, MoWR, all e-Governance / Website Nodal Officers of the Ministry}*
13.	Installation of Voice Conference system for Pragati.	⊛ A new VC system has been placed in the Hon'ble Minister's room for PRAGATI meeting. Old system can be installed at Jamnagar House, CGWB office.	*{Action:- Director (NIC), US (e-Gov.)/ CGWB}*
14	Next Meeting on e-Governance issues.	⊛ Next review meeting on e-Governance issues will be held on 06.11.2015. Notice will be issued separately. ⊛ Sh. Anil Srivastava, CA, DS (GWE), Director (PP), Director (A), Member Secretary from CGWA looking after NOC for Ground water extraction matter, NIC-MoWR officers should attend this meeting. ⊛ JS (RKG) to be invited to attend the e-Governance review meeting, regularly.	*{Action:- e-Governance Cell/ all concerned Officers/ Sh. E. Sampath Kumar, Member Secretary (CGWA)}*

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