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 10thDecember, 2015.

Subject:- Minutes of the 19th Meeting taken by JS(A) on 04.12.2015 for issues of e-Governance and Action proposed.

The undersigned is directed to enclose herewith the minutes of the 19th Review Meeting taken by Joint Secretary (Admn.) on 04.12.2015 on the above subject for information and immediate follow up action in the matter.

2.   This issues with the approval of JS (A).

Encl:- As above.

(Ashok Kumar Gupta)
Under Secretary to the Government of India,
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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.   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.
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. 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 19th Meeting taken by JS(A) on 04.12.2015 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.	◉ Gov.in domain for most of the Regional Offices of CWC has been created and their domain registration is being pursued by NIC. ◉ A letter may be written to Chairman, CGWB for expediting this process.	*{Action: Nodal Officers of CWC and CGWC, Tech Director, NIC-MoWR, e-Governance Cell}*
2.	e-initiatives of the Ministry	a) **Executive Records (ER) Sheets/ PIS:-** Almost all the Organizations have prepared/ uploaded the ER sheets of most of their employees. ◉ For CWC, timeline for completion is **31.01.2016**. ◉ For CGWB timeline for completion is **31.12.2015**. ◉ It was suggested to review the quality of ER sheets uploaded by various Organizations. DS (Coordination), US (e-Governance) and Ms. Ritika, Scientist-B, NIC will pursue this activity.	*{Action:- Director (A)/ Director(E-I), US(E-II), Director (E-III), All concerned Nodal Officers of the Organizations/ e-Governance Cell.}*
		b) **Implementation of HRMS:** Ministry's proposal for seeking fund from National e-Governance Division (NeGD), Department of Electronics & IT has been rejected. ◉ It was suggested that a proposal may be prepared by Technical Director, NIC and may be sent to NICSI.	*{Action:- Director (A/ e-Gov.), Technical Director, NIC), US (e-Gov.)}*
		c) **Implementation of e-Office/ e-Leave system:-** ◉ e-Leave training has been imparted in Wings headed by JS (A/ GW), JS (RKG), Comm (SP), Comm (Indus), JS & FA, Advisor (Stat.). ◉ A notification regarding operationalization of e-Leave system by **01.01.2016** may be issued by Administration Section. ◉ A User manual on e-Leave system may be uploaded on the website by NIC.	*{Action:- Technical Director, NIC / Director (Admin.}/ e-Governance Cell}*

		d) Project Monitoring System (PMS):- Basic information pertaining to NAQUIM, AIBP, DRIP, FMP schemes has been made available on the Dashboard system which can be accessed at http://mowr.nic.in/dashboard.
		
		 ⊛ It was directed that all SJCs dealing with above should assess the above dashboard and provide the updated information to NIC, on regular basis.
		
		 e) e-Procurement: It was decided that:-
		      ⊛ All Organizations to implement e-Procurement within 01.01.2016.
		      ⊛ Updated status may be furnished to e-Governance Cell, immediately.
			{Action:- Director (NIC), SJC (FM),SJC (Pen. River), SJC (MI), Director (DRIP), e-Governance Nodal Officer of CWC and CGWB, US (e-Gov.)}
			
			 {Action:- All concerned Nodal Officers of the Organizations/ e-Governance Cell}

3.	Revival of Knowledge Mangement System (KMS).	⊛ Second stage has been completed ⊛ Documentation structure has been prepared. ⊛ Training on KMS should be imparted by 31.01.2016. ⊛ A User manual on KMS may be prepared / uploaded by NIC.	*Action: Technical Director (NIC)/ Sh. Nand Kishore, RA/ Director (A)}*
4.	e-Governance Capacity Building training for the Ministry.	⊛ It was directed to initially form a batch of 25 Officials of the Ministry for getting this training from M/s Datapro Ltd. within 11.01.2016. ⊛ If it is found to be satisfactory, 3-4 more batches comprising 20-25 officials of the Ministry may be sent.	*{Action: Director (Administration)}*
5.	Social Media Platform	The information regarding following issues may be uploaded on the Social Media Platform of the Ministry:- ⊛ Vigilance awareness competition prize distribution. ⊛ Brief content may be taken from the proceeding of the weekly review meeting held on 02.12.2015.	*{Action: e-Governance Cell}*
6.	Auditing of India-WRIS system.	India WRIS system should be reviewed, next week.	*{Action:- Sh. B. Koti Reddy, Sh. Avanish Kant}*

7.	Central Registry monitoring system	• Review report of Central Registry system implemented in Secretary, DoPT's office shall be submitted by Director (Technical), NIC till 18.12.2015.	*{Action: Technical Director, NIC}*
8.	Online Web monitoring / Dashboard system.	It was suggested by JS (A) that a technical report may be submitted by the team which may clearly indicate the mechanism for the following:- • inflow & outflow of the projects' information • What will be on dashboard, exactly? • How the information would be fetched from the project monitoring databases? • How many schemes are there with their date of approval? • How State Governments will be coordinated?	*{Action: All member of the committee}*
9.	Auto reminder for updating the information on monthly basis	• Technical work has been completed by NIC. • Content for the auto-reminder has been finalized and sent to NIC. • Will be implemented by this month.	*{Action:- NIC, MoWR, all e-Governance / Website Nodal Officers of the Ministry}*