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 15th December, 2015.

Subject:-   **Minutes of the 20th Meeting taken by JS(A) on 11.12.2015 for issues of e-Governance and Action proposed.**

The undersigned is directed to enclose herewith the minutes of the 20th Review Meeting taken by Joint Secretary (Admn.) on 11.12.2015 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.

15.12.2015

(S. K. Kataria)
Under Secretary to the Government of India,
Ph. 011-23716928.

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 20th Meeting taken by JS(A) on 11.12.2015 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. • It was decided to email the steps required for Gov.in domain registration to the Regional Offices under CWC and CGWB.	*{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 that CE (HRM), CWC should review the quality of ER sheets uploaded by them and furnish the status report to the Ministry. Similarly, some Officers of the Ministry may be requested to review the quality of ER Sheets of other Organizations. **b) Implementation of HRMS:** It was decided that:- • Team who visited Bangalore will submit a detailed proposal. • letter to Sh. Ratan Kelkar, CEO, Govt. of Karnataka will be sent seeking the requisite action plan/ material to be followed for implementation of HRMS. **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~~ ADG (Stat.), Comm (FM) and Comm (B&B). • A notification regarding operationalization of e-Leave system by **01.01.2016** is being issued by Administration Section.	*{Action:- Director (A)/ Director(E-I), US(E-II), Director (E-III), All concerned Nodal Officers of the Organizations/ e-Governance Cell.}* *{Action:- Technical Director, NIC), DS (GWE), US (A), US (e-Gov.)}* *{Action:- Technical Director, NIC / Director (Admin.}/ e-Governance Cell}*

		• A User manual on e-Leave system has been uploaded on the IntraMoWR. • Administration to identify Master Trainers from the Ministry required for e-Office implementation. 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. • All SJCs dealing with above should assess the above dashboard and provide the updated information to NIC, on regular basis. • Director (e-Governance) will take a meeting of SJC dealing with above schemes. • A DO letter received from AR & PG regarding implementation of Public Grievances monitoring system is under submission. e) **e-Procurement:** Timeline for implementing e-Procurement is 01.01.2016. • A letter to the concerned Organizations will be written for expediting e-Procurement.	*{Action:- Director (A/e-Governance)/ 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).	• A User manual on KMS is being prepared by NIC for uploading on the Website. • NIC is going to undertake its training from HQ team in December, 2015. • Training on KMS will be imparted by 31.01.2016 in the Ministry.	*Action: Technical Director (NIC)/ Sh. Nand Kishore, RA}*
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 Basic IT/ e-Governance 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:- • Meeting with World Bank for Ground Water Management. • *Brief content on Painting competition to be organized by the Ministry.*	*{Action: e-Governance Cell}*
6.	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}*
7.	Online Web monitoring / Dashboard system.	It was directed for the Committee to submit the technical report by 31.12.2015.	*{Action: All member of the committee}*
8.	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 15/12/2015.	*{Action:- NIC, MoWR, all e-Governance / Website Nodal Officers of the Ministry}*
9.	e-Granthalaya	• GA Division may be requested to explore the possibility of implementation of e-Granthalaya in the Ministry. NIC is already having the software for the same. • A letter may be written to CWC, CGWB & CSMRS seeking report on functioning of e-Granthalaya.	*{Action:- US (GA)/ US (e-Gov.)}*