

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 21st December, 2015.

Subject:- Minutes of the 21th Meeting taken by JS(A) on 18.12.2015 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 18.12.2015 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.

A. K. Gupta
21/12/15
(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-III)/ DS (Coordination)/ DS (GWE)/ DS (E-I)/ DS (PSU)/ 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), PS to SS (WR, RD & GR), PS to JS (PP)

Subject:- Minutes of the 21th Meeting taken by JS(A) on 18.12.2015 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.	<ul style="list-style-type: none"> Gov.in domain Registration process for regional Offices of CWC has been completed. CWC to furnish the Authorization letters received in their email, immediately to Dir (NIC). Work on CGWB has not yet completed. Sh. S. K. Sinha, Scientist- D, CGWB and CGWB's Nodal Officer to register the proposed domain of their regional Offices and furnish the received Authorization letters to the Ministry by <u>31.12.2015</u>. 	{Action: Nodal Officers of CWC and CGWC, Tech Director, NIC-MoWR, Sh. S. K. Sinha, Scientist -D, CGWB/ e-Gov. Cell}
2.	e-initiatives of the Ministry	<p>a) Executive Records (ER) Sheets/ PIS:- Almost all the Organizations have prepared/ uploaded the ER sheets of most of their employees.</p> <ul style="list-style-type: none"> All SMDs/ Organizations should get the quality of ER Sheets uploaded by them reviewed and furnish the report to e-Governance. It should be checked whether the uploaded ER sheets have all columns filled up and contain experience, foreign trainings and other relevant columns by 31.12.2015, positively. Their comments should be emailed to US (e-Governance) at ashok.kgupta@nic.in and egov-mowr@nic.in. <p>b) Implementation of HRMS: A DO letter to Sh. Ratan Kelkar, CEO, Govt. of Karnataka from JS (A) letter has been sent seeking available documents for the implementation of HRMS.</p> <ul style="list-style-type: none"> It was decided that Sh. B. Koti Reddy will visit Bangalore next week for accessing the necessary documents relevant for implementation of HRMS in MoWR, RD & GR. A proposal/ action plan will be submitted to Secretary after that. 	<p>{Action:- All concerned Nodal Officers of the Organizations/ e-Governance Cell/ All SMDs}</p> <p>{Action:- Sh. B. Koti Reddy, NIC}</p>

		<p>c) Implementation of e-Office:-</p> <ul style="list-style-type: none"> e-Leave training has been imparted in Ministry and its user manual is also uploaded on IntraMoWR. eLeave management system is to be operationalized w.e.f. 01.01.2016. It was decided that all Attached/Subordinate Offices should also implement e-Leave system within 01.04.2016. OM to be issued by e-Governance. e-Tour system will be the next module to be implemented in the Ministry. Timeline for this is fixed at 01.04.2015. <p>d) Project Monitoring System (PMS):- All concerned SJs to assess the dashboard at http://mowr.nic.in/dashboard containing the basic information of various schemes of the Ministry and furnish the updated information to NIC, on regular basis.</p> <p>e) e-Procurement: All concerned Organizations to furnish the current status, immediately. Timeline for implementing e-Procurement is 01.01.2016.</p> <ul style="list-style-type: none"> The committee constituted for submitting proposal on MIS Dashboard to submit a draft proposal to Administration regarding integrating online payment system with e-Procurement system. 	<p>{Action:- Technical Director, NIC / Director (Admin.)/ e-Governance Cell}</p> <p>{Action:- Director (NIC), SJC (FM), SJC (Pen. River), SJC (MI), Director (DRIP),</p> <p>{Action:- All concerned Nodal Officers of the Organizations/ Sh. Anil Srivastava, Controller of Accounts/ e-Governance Cell}</p>
3.	Revival of Knowledge Mangement System (KMS).	<ul style="list-style-type: none"> A User manual on KMS has been prepared by NIC and will be uploaded on the Website. Training of KMS may be undertaken by NIC from HQ team in December, 2015. Following which, KMS training will be imparted within 31.01.2016 in the Ministry. 	Action: Technical Director (NIC)}
4.	Comp DDO software	<ul style="list-style-type: none"> It was directed to expedite the hiring of manpower for implementation of Comp DDO software in the Ministry. 	{Action:- US (GA)}

5.	e-Governance Capacity Building training for the Ministry.	<ul style="list-style-type: none"> It was directed to submit a proposal to send 2 batches of 25 Officials of the Ministry (one for the Ministry and other for officials from CWC & CGWB) for getting Basic IT/ e-Governance training from M/s Datapro Ltd, which is empanelled agency under NIC. 	{Action: Director (Administration)}
6.	Social Media Platform	<p>The information regarding following issues may be uploaded on the Social Media Platform of the Ministry:-</p> <ul style="list-style-type: none"> Workshop held on 16-17 December, 2015 at NIH, Roorkee. Nodal Officer from NIH to provide brief content with 4-5 pictures to e-Governance Cell. Brief content on visit by Senior Officers (MoWR) to Netherlands regarding Water Room Information System under National Hydrology Project. Sh. Avanish Kant, Sr. Hydrogeologist to provide the content. 	{Action: Nodal Officer of NIH/ Sh. Avanish Kant, Sr. Hydrogeologist/ e-Governance Cell}
7.	Central Registry monitoring system	<ul style="list-style-type: none"> Review report of Central Registry system implemented in Secretary, DoPT's office shall be submitted by Director (Technical), NIC till 28.12.2015. 	{Action: Technical Director, NIC}
8.	Online Web monitoring / Dashboard system.	<ul style="list-style-type: none"> It was directed for the Committee to submit the technical report by next week and provide the information on open source available software. A meeting of the dashboard committee member and concerned SJC involved in the project will be taken by JS (A) on 22.12.2015 at 12:30 pm. 	{Action: All member of the committee}
9.	Auto reminder for updating the information on monthly basis	<ul style="list-style-type: none"> The application has been hosted on Local NIC server. The process for hosting it on Cloud server is being pursued. 	{Action:- NIC, MoWR}
10.	e-Granthalaya	<ul style="list-style-type: none"> CWC, CGWB & CSMRS has been requested to implement e-Granthalaya. NIH will also be requested for this. Possibility of implementing e-Granthalaya in the Ministry will be explored by GA in association with NIC. 	{Action:- US (GA)/ US (e-Gov.)}
11.	Complaint Management System	<ul style="list-style-type: none"> It was recommended to take up the implementation of Complaint Management System in the Ministry for ensuring proper follow up in the matter of complaints. 	{Action:- Technical Director, NIC}

*****End of Minutes*****

