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 20th January, 2016.

Subject: - Minutes of the 24th Review Meeting taken by JS(Admin & GW) on 15.01.2016 on issues of e-Governance and Action proposed.

The undersigned is directed to enclose herewith the minutes of the 24th Review Meeting taken by Joint Secretary (Admn./ GW) on 15.01.2016 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.

20-1-2016

(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)/ 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. All US and equivalent officers in the Ministry.
9. 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 24th Review Meeting taken by JS(Admin & GW) on 15.01.2016 on 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.	• All 14 Regional Offices under CWC have been registered for Gov.in domain. • Out of 18 Regional Offices under CGWB, 8 Regional Offices have been registered for acquiring Gov.in domain and 7 have been allotted Gov.in domain. • The authorization letters for the remaining 11 Regional Offices are still awaited in the Ministry. • Nodal Officers of the ROs should complete the Gov.in domain process expeditiously. • It was decided that the information on Model projects, inspection reports, projects approved by CWC, physical and financial progress data, appraisal of projects etc. may be uploaded on the Website of their Regional Offices.	*{Action:- Nodal Officers of CWC and CGWC, Tech Director, NIC-MoWR, Sh. S. K. Sinha, Scientist –D, CGWB/ e-Governance Cell}*
2.	e-initiatives of the Ministry	a) **Executive Records (ER) Sheets/ PIS**: - The report indicating current Status on preparation of ER sheets is enclosed as Annexure-I. • All SMDs & Organizations must examine the quality of uploaded ER sheets and take action for their correction, immediately. b) **Implementation of HRMS:** • Necessary documents required for implementation of HRMS have been obtained from Govt. of Karnataka. • A proposal comprising Ministry's Plan of action, Total Roadmap, Resources, Timeline etc. to be submitted by Technical Director, NIC within next week, after consulting the team who had visited Bangalore earlier.	*{Action:- All concerned Nodal Officers of the Organizations/ e-Governance Cell/ All SMDs}* *{Action:- Sh. B. Koti Reddy(NIC)/ Tech Dir(NIC)/ DS(GWE) /US(Admn.)/*

		• A letter was sent to TCS Ltd./ CWC Ltd. to give a presentation on HRMS model of Government of Karnataka. However, the response is still awaited from them. The matter be pursued with them. **c. Implementation of e-Office:-** • NIC Cell to insert the e-Office link on the Ministry's Website (https://mowr.gov.in) as well. • e-Tour Management system to be developed and implemented by 01.04.2016. The customization of required data is in process. **d. Implementation of e-Procurement:** • Progress is good in all Organizations except WAPCOS, GFCC and Brahmaputra Board. These Organizations need to take expeditious action for implementation of e-Procurement by 31.01.2016. Letter should be sent to all concerned to expedite by Director (A). **e. Online Stationery Request Monitoring system:** It was decided that a module giving Quarterly Report on Stationery issued may be incorporated in the existing system. There is a need for also studying the savings from this initiative.	***{Action:- Technical Director, NIC / Director (Admin.}}*** ***{Action:- Nodal Officers of the concerned Organizations/ Director (A) }*** ***{Action: NIC-MoWR/ US (GA)}***
3.	Revival of Knowledge Management System (KMS).	• Knowledge Management System is a Central repository of all kinds of documents viz. Orders, Circulars, OMs, Notifications, MoU etc. of the Ministry to provide one point access with a search facility. • Its documentation structure has been finalized. • Training on KMS is being planned in association with NIC-HQ. • Timeline for completion has been fixed as 31.01.2016.	***Action:- Technical Director (NIC)/ Director(Admn.)/ e-Governance Cell}***
4.	Comp DDO software	• All procedure has been completed. • The Manpower from NICSI would be available in	***{Action:- US (GA), Director (Admn.)/ Director (Tech.),***

		the Ministry from 18.01.2016 for facilitating full implementation of CompDDO software. • CompDDO is software for payroll computerization. This software ensures Salary calculation, Income Tax, GPF, Bonus, Honorarium etc.	***NIC}***
5.	e-Governance Capacity Building training for the Ministry.	• The proposal to send Officials of the Ministry for getting Basic IT/ e-Governance training from M/s Datapro Ltd is with IFD for concurrence. • It has been decided to conduct '**One day - Hands on**' In-House Training session on basic IT/e-Governance for Data Entry Operators (DEO)/ MTS (Multi-Tasking Staff) of this Ministry. This would be imparted by end of January, 2016.	***{Action:- Director (Admn.)}*** ***{Action:- NIC Cell/ e-Governance Cell/ Director (A)}***
6.	Social Media Platform	The information on following issues may be uploaded on the Social Media Platform of the Ministry:- • Content about e-Governance meeting held on 13.01.2016 under the Chairmanship of Special Secretary. US (Coordination) to provide the brief content with pics. • Information on Ground Water Meeting held in Shangrila Hotel to be collected from Sh. Pratul Saxena. • Letter to be written to all HoDs for contents for uploading messages on Social Media.	***{Action:- e-Governance Cell/ US (Coord.), Sh. Pratul Saxena}***
7.	Central Registry monitoring system	• Director (Admn.) has personally inspected the dispatch system of CR Section of this Ministry in respect of files/receipts/ Daks which are sent outside. • Online system in respect of receipt/ Files dispatched outside may be devised by NIC to facilitate monitoring of dispatch done by CR Section.	***{Action:- Director (Admn.)/ Tech. Director, NIC. }***
8.	Online Web Project Monitoring / Dashboard system.	• Dashboard Committee has submitted its report to JS (Admin. & GW) on 14.01.2016. • Technical Director, NIC would examine the report and submit a proposal including financial implications for getting it approved by Secretary.	***{Action:- Technical Director (NIC)}***

9.	Monitoring of Web Applications	a. **PMKSY:-** Commissioner (SPR) to write to States seeking/ informing action required on their part. b. **AIBP/ NAQUIM/ NOCAP:** A Weekly report to be furnished by the Nodal Officers giving the status of number of proposals, Cases handled etc.	***{Action:- Commissioner (SPR), SJC (MI)/ US (GW)}***
10.	Auto reminder for updating the information on monthly basis	• An auto reminder to the Nodal Officers of the Ministry would be issued on 2nd and 4th Monday of every month, requesting them to provide information for updating the Monthly Achievement Corner link of the Website.	***{Action:- Director (Tech.), NIC}***
11.	e-Granthalaya	• The Ministry's account has been created under e-Granthalaya. • CWC & CSMRS already uploaded their data on e-Granthalaya. • Technical Director (NIC) to submit the Ministry's requirements in next meeting. • Director (A) should explore the possibility for 3 interns for library updation.	***{Action:- Director (Tech.), NIC/ Director (A)}***
12.	Complaint Management System	• A Complaint Management System to be developed by NIC within March 2016.	***{Action:- NIC Cell/ US (GA)}***
13.	Allocation of Work for NIC Cell	• The allocation of e-Governance tasks among NIC Officers has been modified as under. This is done for focused attention to Officers concerned. (i) Sh. A. K. Gupta, Dir Tech, NIC: - PMKSY, Complaint System, e-Granthalaya and CR. (ii) Ms. Ritika, Scientist (B), NIC: - e-Office, PMSKY and Trainings. (iii) Sh. B. Koti Reddy, PSA, NIC: - HRMS, Dashboard, Trainings.	***{Action:- NIC Cell}***

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

Annexure-I

Status of ER Sheets as on 20.01.2016

S.No.	Name of the Organization	Employee Strength (Group-wise)		In Position (Group-wise)	Number of ER Sheets uploaded (Group-wise)
1.	SSCAC	Group 'A'	5	3	3
		Group 'B'	Nil	Nil	Nil
		Group-'C'	9	4	4
		Total	14	7	7
2.	FBP	Group 'A'	30	20	20
		Group 'B'	187	93	86
		Group-'C'	595	176	176
		Total	812	289	282
3.	NCA	Group 'A'	25	23	23
		Group 'B'	-	30	30
		Group-'C'	-	68	68
		Total	-	123	121
4.	NWDA	Group 'A'	59	56	53
		Group 'B'	142	143	141
		Group-'C'	292	312	312
		Total	493	511	506
5.	WAPCOS	Group 'A'	554	554	554
		Group 'B'	56	56	56
		Group-'C'	85	85	85
		Group- 'D'	60	60	60
		Total	755	755	755
6.	CGWB	Group 'A'	467	373	295
		Group 'B'	1012	665	240
		Group-'C'	2681	1940	113
		Total	4160	2978	648
7.	CSMRS	Group 'A'	86	67	58
		Group 'B'	65	43	26

		Group-'C'	162	137	126
		Total	313	247	210
8.	**CWC**	Group 'A'	729	563	559
		Group 'B' & 'C'	1900 (approx..)		500 (approx..)
9	**BCB**	Have information that no officer is posted on regular basis. Hence, information may be treated as NIL.			
10	**NIH**	Group 'A'	85	75	72
		Group 'B'	76	68	67
		Group-'C'	86	69	68
		Total	247	212	207
11.	**BB**	Group-A	81	59	637 (Total)
12	**CWPRS**	Group 'A'	203	175	170
		Group 'B'	300	211	209
		Group-'C'	628	462	459
		Total	1131	848	838
13	**BRB**				Completed, however number not informed.
14	**NPCC Ltd.**	Group 'A'	574	179	34
		Group 'B'	651	202	Under preparation
		Group-'C'	276	40	-do-
		Group- 'D'	143	44	-do-
		Total	1644	465	34
15	**UYRB**	Group 'B'	13	2	2
		Group-'C'	6	Vacant	-
		Total	23	Vacant	-
		Group- 'D'	16	7 (outsourced)	-
		Total	58	2	2
16	**GFCC**	Group 'A'	23	15	15
		Group 'B'	20	11	11
		Group-'C'	54	24	24
		Total	97	50	50

17.	**NERIWALM**	Group 'A'	17	05	ER sheets under preparation.
		Group 'B'	12	08	
		Group 'C'	42	33	
		Total	71	46	