Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the 23 June, 2016.

Subject: -   Minutes of the 2nd Review Meeting taken by JS (PP) on 21.06.2016 on issues of e-Governance and Action proposed.

The undersigned is directed to enclose herewith the Minutes of the 2nd Review Meeting taken by Joint Secretary (PP) on 21.06.2016 on the above subject for information and immediate follow up action in the matter.

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

Encl:- As above.

23/6/16

(Ashok Kumar Gupta)
Under Secretary to the Govt. of India,
Tele.No.23714350.

To,

1.   All Heads of Attached Offices/ Subordinate Organizations under the Ministry.
2.   All DS/ Director and equivalent Officers of the Ministry.
3.   All Website/ e-Governance issues Nodal Officers of the Organizations under the Ministry
4.   Technical Director, NIC

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),
3.   All Wing Heads of the Ministry.
4.   NIC Cell for uploading on Intra MoWR.

जल
जल बचत - जल संचय

Subject: - Minutes of the 2nd Review Meeting taken by JS (PP) on 21.06.2016 on issues of e-Governance and Action proposed.

S.No	Subject/ Action point	Decision Taken	Action proposed to
1.	Development of Website/ webpages and Gov.in Domain registration.	• It was directed to issue a reminder to all the Regional Offices seeking their comments on the templates of their Websites within **24.06.2016**. • After finalization of templates, all Regional Offices to take expeditious action for hosting new Websites.	{Action:- Technical Director, NIC/ e-Governance Cell/Nodal Officer of CWC & CGWB/ All Head of Regional Offices under CWC and CGWB}
2.	e-initiatives of the Ministry	**a. Executive Records (ER) Sheets/ PIS:-** • DO letter from JS (PP) has been sent to all the Head of Attached Offices/ Subordinate Organizations seeking to remove the lacunae found in their ER Sheets. • Compliance report has been sought within **01.07.2016**. **b. Implementation of HRMS:** • The Nodal Officers of CWC, CGWB, NIH, CSMRS, NWDA & CWPRS have been asked to submit the Gap analysis report by **30.06.2016**. • CGWB have furnished their reply. • CSMRS vide email dated 15.06.2016 has informed that comparison process of their Service Books with those available in the eHRMS demo software is under progress. • CWPRS vide email dated 17.06.2016 have informed that Gap Analysis / Report will be submitted shortly after detail evaluation is completed. **c. Implementation of e-Office:-** • *Progress on eTour:-* NIC informed that the functioning of system will be tested after removal of minor bugs by NIC-HQ team.	{Action:- DS (E-I)/US (E-III)/ US (E-IV)/ US (GWE)/ US (E-II)/e-Governance Cell/ All Nodal Officers of Organizations} {Action: Technical Director, NIC /) Director (Admin.)/DS (E-I/ Vigilance)/ e-Governance Cell} {Action: Technical Director, NIC / e-Gov. Cell}/ Director (Admn.)/ All Nodal Officers of the Organizations}

		• Timeline has been fixed as **15.07.2015**. • *eLeave Management System*:- Director (Tech.), NIC suggested that eLeave system for the Attached/ Subordinate Organizations may be taken up with the HRMS project.	
		d. Implementation of e-Procurement: • DO letter from JS (PP) has been written to MD, NMCG requesting to submit compliance report for implementation of e-Procurement.	{Action: JS & MD, NMCG/ Director (Finance)/NMCG/ e-Governance Cell}.
		e. Online Vigilance Clearance System • DS (Vigilance) to provide all necessary support to NIC for its development. • Timeline fixed is **15.07.2016**.	{Action: Technical Director, NIC, DS(E-I/Vigilance)}
		f. Updating of LIMBS:- • DS (E-I) to ensure the updating of the LIMBS portal and submit action taken report by 15.07.2016, positively.	{Action: DS(E-I/Vigilance)}
		g. Swaccha Bharat Campaign:- • The information received about activities along-with photographs taken up for Swaccha Bharat campaign has been uploaded on the Website.	{Action: Technical Director, NIC, US (GA)}
3.	Capacity Building in e-Governance for the Ministry.	• It was informed by Director (A/ e-Gov.) that annual Training Plan of the Ministry has been prepared and uploaded on the Website. • JS (PP) directed to seek Training Calendar for 2016.17 from NIC-HQ and nominate as many Officers of the Ministry as possible for this training.	{Action: Director (Admn.)}
4.	Social Media Platform/ Blogs for the Hon'ble Minister	• The information on following issues has been uploaded on Social Media for this week: I. International Yoga day pictures and information. II. Inauguration of Salma Dam on 22.06.2016.	{Action:- e-Governance Cell)
5.	Central Registry monitoring system	• Director (Tech), NIC has informed that the Central Registry Monitoring System has been developed.	{Action:- Director (Admn.)/ Tech. Director, NIC}

6.	Online Web Project Monitoring / Dashboard system.	• A Dashboard system showing the progress of various schemes viz. AIBP, PMKSY, FM etc. of the Ministry is under development by NIC Cell. • A Demonstration of the Prototype model prepared by NIC would be given to Special Secretary shortly.	{Action:- Tech Director (NIC)}
7.	e-Granthalaya	• The list of Books & reports available in JS (PP)'s cabin will be prepared in the next week. • Timeline fixed for its completion is **31.07.2016.**	{Action:- / Director (GA)/ US (GA)}
8.	Complaint Management System	• The system has been developed by NIC Cell. • General Administration to provide the Vendors' information to NIC for preparing the Master Database and conduct training to all stakeholders associated with the process.	{Action:- NIC Cell/ Director (A/GA)/ US (GA)}
9.	e-Governance Projects successfully implemented	• It was directed to prepare a list of e-Governance Projects/ activities successfully implemented in the last two years.	{Action:- Director (Tech.), NIC/ e-Governance Cell}

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