

MEETING NOTICE

F.No.J-11011/1/2013-e-Gov
Government of India
Ministry of Water Resources, RD & GR
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, the 06th October, 2016

Subject:- Implementation of e-Office/ Digitization of files- Meeting on 07.10.2016 to be held in chamber of JS (PP).

As desired by OSD (WR, RD & GR), JS (PP) will take a meeting of all stakeholders of the Ministry at 11:00 am on 07.10.2016 in his chamber for discussing the matter relating to implementation of e-Office/ Digitization (e-Governance's letter enclosed for ready reference) in the Ministry.

3. All Wing Heads are hereby requested to kindly make it convenient to attend the Meeting as per above schedule.

Encl: as above.


(Ashok Kumar Gupta)

Under Secretary to the Government of India,
Tel. No. 011-23714350.

To:

1. JS & FA/ Comm (SP)/ Comm (FM)/ Comm (B&B)/ Comm (CAD)/ Comm (Indus)/ Advisor (C&M)/ Advisor (Tech), NWM/ Economic Advisor
2. DS (Admn)/ DS (E-I)/ Director (E-II)/ DS (E-III)/ Director (GW)/ Director (NMCG) / Director (Technical), NIC/ US (GA) / *SJC (PP)*

Copy for information to:-

1. PPS to OSD (WR, RD & GR)
2. PPS to JS (PP).

F.No.J-11011/1/2013-e-Gov.
Government of India
Ministry of Water Resources, RD & GR
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the 03 October, 2016

Subject:- Implementation of e-Office - Digitization of Files/ records – reg.

Reference is invited to the e-Governance Cell's letter dated 31.08.2016 and subsequent reminder dated 08.09.2016 & 15.09.2016 on the subject cited above wherein it was requested to immediately appoint a Nodal Officer for undertaking the following activities:-

- i. Digitization in every Wing who will assess and furnish the information relating to Physical / electronic Files of all Divisions/ Sections under the concerned Wing to e-Governance Cell.
- ii. The identified Nodal Officer in each Wing shall send a complete proposal to General Administration Division for carrying out formalities/ process of inviting quotations/ bidding and awarding work order to an NIC empanelled agency for digitization.

2. In this matter, it has been observed that separate information is being received from individual Sections whereas it has been recommended to furnish complete information/ proposal of the complete Wing/ Division. As such, it is requested to kindly nominate a Nodal Officer pertaining to your Wing who may be directed to expedite furnishing of requisite information relating to the number of Physical files in all Sections under your Wing as per Annexure-I.

The matter may be accorded Top Priority.

Encl:- As above

Surender K Garg
31/10/16
(Surender Kumar Garg)
Deputy Secretary to the Govt. of India,
Tele: 011-23708150.

To,

All concerned Wing Heads in MoWR, RD & GR {except MI (Stat.), Indus & CAD}.

Copy to:-

1. All DSs/ Directors/ equivalent Officers

Copy for information to:-

1. Sr. PPS to Secretary (WR, RD & GR)/PPS to OSD (WR, RD & GR)
2. Technical Director, NIC-MoWR with a request to upload it on IntraMoWR.
3. PPS to Secretary, DARPG w.r.t the D.O. letter No. N-11016/6/2016-ARC dated 06.09.2016.

PPS to Secretary

Format for e-Office/ Digitization for the MoWR, RD & GR

S.No.	Name of the Wing	Nodal Officer for the concerned Wing	Sections under Nodal Officer	Total number of Physical Files	*Number of Electronic Files created in e-Office	Number of Physical files being tracked through e-Office	Number of Physical Files not being tracked through e-Office
1.	ADMINISTRATION	Not received	Admin Section				
			Coordination Section				
			E-I Section				
			E-II Section				
			E-III Section (Director, E-III)	900			
			Nodal Officer	(approx.)			
			GWE Desk				
			Cash Section				
			e-Governance Cell	80			
			General Admn.				
			IEC Section				
			Water Quality				
			Vigilance				
			Pen. River				
			NHP	700			

[illegible]

6.	MI STAT.	Sh. O. P. Gupta, Sr. Evaluation Officer	MI Stat.	294			
7.	MD, NMCG	Not received	NMCG Section				
8.	COMMISSIONER (CAD)	Sh. Ravi Sinha, Director (CAD)	CAD Section	1400 (approx)		350 files tracked through FTS	
9.	B&B	Sh. A. K. Gupta, SJC (B&B)	BB Unit				
			NE Unit				
10.	INDUS	Sh. S. Natarajan, SO	Indus Section	1200		All files tracked through FTS	
11.	FINANCE	Not received	Budget Section				
			IFD Section				
12.	FLOOD MANAGEMENT	Not received	Flood Management				
			Bilateral Agreements				
			Farakka Barrage Project				
13.	ECONOMIC ADVISOR	Sh. Nand Kishore, JA	O&M	60			
			Hindi	39			

* It is informed that the proposal to undertake digitization of the physical files of the Ministry is under consideration.