

IMMEDIATE

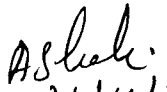
F.No.J-11011/1/2014-e-Gov.
Government of India
Ministry of Water Resources,
River Development & Ganga Rejuvenation,
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the 24th November, 2016.

**Subject:- Minutes of the Meeting held with NIC-eOffice Project Management Division
on 24.11.2016 – reg.**

I am directed to forward herewith the Minutes of the Meeting taken by DS (Admn/
GW) at 11:00 pm on 15.11.2016 with NIC eOffice Project Team to discuss the further course
of implementation of eOffice/ e-File system in the Ministry for your information & necessary
action.

Encl: as above.


24/11/16
(Ashok Kumar Gupta)

Under Secretary to the Govt. of India,
Tel:- 011-23714350,
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To

1. Sh. A. K. Gupta, Director (Tech), NIC, MoWR, RD & GR
2. Sh. Navdeep Singh Nagi, NIC eOffice Project Team
3. US (Admn)/ US (GA)/ SO (Admn), MoWR, RD & GR

Copy for information to:-

1. PPS to JS (A/ GW), MoWR, RD & GR
2. NIC Cell for uploading on IntraMoWR.

Subject:- Minutes of the Meeting held with NIC-eOffice Project Management Division on 24.11.2016 – reg.

List of participants is annexed.

2. Additional Secretary, Department of Administrative Reforms & Public Grievances took a Meeting on 21.11.2016 for discussing the Action Plan of the MoWR, RD & GR to implement e-Office/ eFile system. NIC eOffice Project Division was directed to meet & assist concerned Officers in MoWR, RD & GR in the implementation of e-Office. In pursuance thereof, a Meeting with the NIC eOffice Project Management Division was held in the chamber of DS (Admn/ e-Gov) at 11:00 am on 24.11.2016.

3. Initially, DS (Admn/ e-Gov.) apprised that the e-Leave Management System is already operational in the Ministry. Procurement of High Speed Scanners is under consideration and finalization of Vendor for taking up Digitization of Files is under process. NIC eOffice Project suggested taking up implementation of eFile in phased manner and recommended the following step by step activities:-

- i. Firstly, Employee Master Data (EMD) of e-Office is required to be checked by NIC eOffice team for rectifying the discrepancies.

{Action: NIC eOffice Project team/ SO (Admn)}

- ii. The next step will be Migration of Files from DMIS (FTS) to eOffice. Back up of DMIS will be provided to NIC eOffice team by NIC Cell of the Ministry for taking up migration of Files from FTS to eOffice. The timeline fixed for submitting an action plan for migration has been fixed as **09.12.2016**. The final migration of Files shall be completed once the digitized files will be immigrated into eOffice.

{Action: NIC eOffice Project team/ Director (Tech), NIC}

- iii. NIC eOffice team further recommended that at the same time, Master Trainers may be identified by the Ministry and get them trained on eOffice from NIC-Shastri Park. It was suggested that a mandatory 5 days training on eOffice (level 1 and level 2 combined) may be conducted for the Master Trainers of the Ministry. DS (Admn/ e-Gov) advised that capable Officials (preferably one from each Section) shall be assigned the responsibility of Master Trainers by Administration Section and proposed NIC eOffice Project team to train them in One Batch.

{Action: NIC eOffice Project team/ US (Admn)}

- iv. The next step proposed was training for the Users. It was suggested that the training to the Users of the Ministry may be given by the Master Trainers and may be conducted in the Ministry only. Although, NIC team will also assist in the training to the Users.

{Action: NIC eOffice Project team/ US (Admn)/ US (e-Gov.)}

4. With regard to creation of Project Management Unit (PMU) for eOffice, it was suggested that the Ministry may hire 5 outsource people from NIC who would define the User Roles, work flow, hierarchy and serve as a help desk in the Ministry. It was decided Director (Tech), NIC shall seek a Proforma Invoice (PI) from NIC and submit it to GA Section.

{Action: Director (Tech), NIC/ US (GA)}

5. Thereafter, NIC eOffice Project team recommended that by the time the Users of the Ministry are given training on eOffice, the requirement of high speed scanners, Digital Signatures/ eSign and creation of PMU/ Helpdesk may be fulfilled by the Ministry.

{Action: Director (Tech), NIC/ US (Admn)/ US (GA)/ US (e-Gov.)}

6. Finally, the NIC eOffice Project team met with JS (A/ GW) and apprised him of the above Action Plan for taking up implementation of eOffice in the Ministry.

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

List of Participants:-

- 1) Sh. Surender Kumar Garg, DS (Admin/ e-Gov).....in the chair
- 2) Sh. Ajay Kumar Gupta, Director (Tech), NIC, MoWR, RD & GR
- 3) Sh. Ashok Kumar Gupta, US (e-Gov), MoWR, RD & GR
- 4) Sh. Shantanu Rakshit, SO (Admn), MoWR, RD & GR
- 5) Sh. Navdeep Singh Nagi, NIC eOffice Project Division
- 6) Sh. Chirag Bhatia, Sc-‘B’, NIC, MoWR, RD & GR
- 7) Sh. Vishal Kumar, ASO (e-Gov.), MoWR, RD & GR
- 8) Ms. Arpali Roy, NIC eOffice Project Division