

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 04 January, 2016.

Subject:- Minutes of the 22th Meeting taken by JS(A) on 01.01.2016 on issues of e-Governance and Action proposed.

The undersigned is directed to enclose herewith the minutes of the 22th Review Meeting taken by Joint Secretary (Admn.) on 01.01.2016 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.


(A. K. Gupta)

Under Secretary to the Government of India,
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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 22nd Review Meeting taken by JS(A) on 01.01.2016 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.	<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). Sh. S. K. Sinha, Scientist- D, CGWB and CGWB's Nodal Officer to take immediate action for registering Gov.in domain of their Regional Offices and furnish the received Authorization letters to the Ministry without further delay. 	{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 should review the ER Sheets uploaded by the Organizations and furnish the report to e-Governance immediately. It should be checked whether the uploaded ER sheets have all columns filled up and contain experience, foreign trainings and other relevant columns. Their comments should be emailed to US (e-Governance) at ashok.kgupta@nic.in and egov-mowr@nic.in. <p>b) Implementation of HRMS:</p> <ul style="list-style-type: none"> Sh. B. Koti Reddy, NIC is scheduled to visit Bangalore this week for accessing the necessary documents relevant for implementation of HRMS in MoWR, RD & GR. It was also decided to arrange the Tender Documents issued by Govt. of Karnataka which may then be modified as per the requirements of the Ministry. CMC Ltd. will be requested to give a presentation on HRMS model of Government of Karnataka. 	<p>{Action:- All concerned Nodal Officers of the Organizations/ e-Governance Cell/ All SMDs}</p> <p>{Action:- Sh. B. Koti Reddy, NIC/ e-Governance Cell.}</p>

		<p>c. Implementation of e-Office:-</p> <ul style="list-style-type: none"> e-Leave Management System has been operationalized in the Ministry w.e.f. 01.01.2016. All Attached/ Subordinate Offices have been directed to implement e-Leave system within 01.04.2016. e-Tour system will be the next module to be implemented in the Ministry within 01.04.2016. <p>d. Implementation of e-Procurement:</p> <ul style="list-style-type: none"> Besides the Ministry (Proper), CWC, CGWB, FBP, CSMRS, NMCG have reported to implement e-Procurement in their Organizations. NIH, NWDA and CWPRS are expected to operationalize it very soon. For other Organizations, timeline for implementing e-Procurement has been fixed as 31.01.2016. A letter will be sent by e-Governance. 	<p>{Action:- Technical Director, NIC / Director (Admin.)}</p> <p>{Action:- All concerned Nodal Officers of the Organizations/ e-Governance Cell}</p>
3.	Revival of Knowledge Mangement System (KMS).	<ul style="list-style-type: none"> A User manual on KMS has been uploaded on the Website. Training of KMS may be undertaken by NIC from HQ team, following which KMS training will be imparted in the Ministry by 31.01.2016. 	Action: Technical Director (NIC)/ Director (A)}
4.	Comp DDO software	<ul style="list-style-type: none"> The work order for engaging manpower for implementation of Comp DDO software has been awarded to NIC empanelled agency. 	{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"> 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. Brief content on Strategic Basin Planning for Ganga River Basin in India with M/s Deltares. 	{Action: Sh. Avanish Kant, Sr. Hydrogeologist/ e-Governance Cell}
7.	Central Registry monitoring system	<ul style="list-style-type: none"> Administration Section will depute 4-5 Section Officers for reviewing the dispatch system of CR Section of the Ministry in respect of files/ receipts/ Daks which are sent outside. It was proposed to depute SO (E-I), SO (E-II), SO (IEC) and SOs (Admn.) for conducting review of dispatch system of CR. 	{Action: Director (A)}
8.	Online Web Project Monitoring / Dashboard system.	<ul style="list-style-type: none"> A meeting of the Dashboard Committee members and concerned SJs involved in the project has been taken by JS (A) on 22.12.2015 at 12:30 pm. Time for completion of Dashboard has been fixed as 01.07.2016. All concerned SJs/ SMDs to furnish the updated information regarding 4 schemes of the Ministry viz. NAQUIM, AIBP, DRIP and FM uploaded at http://mowr.nic.in/dashboard by 5th of every month to NIC. 	{Action: All member of the committee / Director (NIC), SJC (FM), SJC (Pen. River), SJC (MI), Director (DRIP), US (GW)}
9.	Auto reminder for updating the information on monthly basis	<ul style="list-style-type: none"> The process for hosting it on Cloud server is being pursued. 	{Action:- Director (Tech.), NIC}
10.	e-Granthalaya	<ul style="list-style-type: none"> Technical Director, NIC to review the software and submit the requirements. 	{Action:- Director (Tech.), NIC}
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*****