

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 1<sup>st</sup> February, 2016.

Subject: - **Minutes of the 28th Review Meeting taken by JS (Admn.) on 12.02.2016 on issues of e-Governance and Action proposed.**

The undersigned is directed to enclose herewith the Minutes of the 28<sup>th</sup> Review Meeting taken by Joint Secretary (Admn) on 12.02.2016 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.**

  
(Ashok Kumar Gupta)

Under Secretary to the Govt. 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 concerned US and equivalent Officers.
6. All Website/ e-Governance Nodal Officers of the Ministry.
7. All Website/ e-Governance issues Nodal Officers of the Organizations under the Ministry.
8. ✓ Technical Director, NIC/ Sh. B. K. Reddy, NIC.
9. All other concerned Officers.

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 (A), PS to JS (PP)

**Subject: - Minutes of the 28<sup>th</sup> Review Meeting taken by JS(Admin & GW) on 12.02.2016 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"> <li>Gov.in domain Authorization letters have been received from 6 out of 14 Regional Offices under CWC and 15 out of 18 Regional Offices under CGWB.</li> <li>Director, NIC to follow up with Gov.in Registrar Office in this regard.</li> <li>Technical Director, NIC has devised a template for designing basic architecture of the Webpages. It was directed to include some other links viz. list of Works approved, Data with State Government, DWRIS etc. in the template and circulate it to CWC and CGWB.</li> </ul>	<b>{Action:- Nodal Officers of CWC and CGWC, Tech Director, NIC-MoWR}</b>
2.	e-initiatives of the Ministry	<p><b>a) Executive Records (ER) Sheets/ PIS: -</b></p> <ul style="list-style-type: none"> <li>CGWB, CWC, and NPCC Ltd. need to complete the uploading of ER sheets by 15.02.2016 and furnish a compliance report.</li> </ul> <p><b>b) Implementation of HRMS:</b></p> <ul style="list-style-type: none"> <li>NIC would be requested for guidance in its implementation. Director (A), Technical Director, NIC and US (e-Gov.) to discuss the requirement and action plan with MD, NICSI after 15.02.2016.</li> <li>A DO letter to MD, NICSI with a brief proposal on HRMS will be sent from JS (A). Brief proposal/ Terms of Reference to be prepared by NIC.</li> </ul> <p><b>c. Implementation of e-Office:-</b></p> <ul style="list-style-type: none"> <li>Secretary (WR) has appreciated the e-Governance initiatives being taken in the Ministry and desired that training is important for improving e-Governance.</li> <li>5-6 Officials out of the Master Trainers will be deputed by Administration Division for the 3<sup>rd</sup></li> </ul>	<p><b>{Action:- All concerned Nodal Officers of the Organizations/ e-Governance Cell/ All SMDs}</b></p> <p><b>{Action:- Sh. B. Koti Reddy(NIC)/ Tech Dir(NIC)/Director (A/ e-Gov.)/ US (e-Gov.)/e-Governance Cell)}</b></p> <p><b>{Action:- Technical Director, NIC / Director (Admin.)}</b></p>

		<p>level training to be held from 24<sup>th</sup> February to 26<sup>th</sup> February, 2016 in NIC Data Centre.</p> <ul style="list-style-type: none"> <li>Simultaneously, 6 officials who could not attend the 2<sup>nd</sup> level Master Training programme, will be deputed for the training again.</li> </ul> <p><b>d. Implementation of e-Procurement:</b></p> <ul style="list-style-type: none"> <li>It was directed that US (GA) and other members of Tender Committee would review the e-Procurement system implemented in CWC, CGWB, NMCG, CSMRS &amp; NIH and submit a report by next week.</li> <li>The Number of Tenders posted, Duration of days for which the tender was posted, Amount etc. will be reviewed. Technical Director, NIC to devise a format for this.</li> </ul> <p><b>e. Online Stationery Request Monitoring system:</b></p> <ul style="list-style-type: none"> <li>NIC has suggested that a mechanism to send a confirmation email to the Users will be incorporated in the Online Stationery System by NIC.</li> </ul>	<p><i>{Action: Technical Director, NIC/ US (GA)/ Members of Tender Committee}.</i></p> <p><i>{Action: Technical Director, NIC}</i></p>
3.	Revival of Knowledge Management System (KMS).	<ul style="list-style-type: none"> <li>Training on Knowledge Management System will be imparted within this week.</li> </ul>	<i>Action:- Technical Director (NIC)/ e-Governance Cell}</i>
4.	Capacity Building in e-Governance for the Ministry.	<ul style="list-style-type: none"> <li>One batch of the Ministry comprising 25 Officials is being sent to ISTM on 19<sup>th</sup> -20<sup>th</sup> February.</li> <li>It was suggested to send another batch of the Ministry through DataPro Pvt. Ltd.</li> <li>A training plan for the next year may be prepared by Administration.</li> </ul>	<i>{Action:- Director (Admn.)}</i>
5.	Social Media Platform	<ul style="list-style-type: none"> <li>'<b>MINISTER'S CORNER</b>' link has been created in the Website of the Ministry which would contain the blogs of the Minister (WR).</li> <li>US (Coord.) would coordinate and provide Blog Material every week.</li> <li>It was decided that following information would be uploaded on the Facebook Page of the Ministry for this week:</li> </ul> <p>I. Progress of DRIP project and NAQUIM Press Note would be uploaded on the Facebook page.</p>	<i>{Action:- e-Governance Cell/ US(Coord.)/ Tech. Director, NIC.}</i>

		II. A brief on e-Governance initiatives with snapshots of e-Office Website to be uploaded on Facebook page.	
6.	Central Registry monitoring system	<ul style="list-style-type: none"> <li>It was decided that a presentation on how it should be implemented to be prepared within next week.</li> </ul>	{Action:- Director (Admn.)/ Tech. Director, NIC/ Sh. B. Koti Reddy (NIC)}
7.	Online Web Project Monitoring / Dashboard system.	<ul style="list-style-type: none"> <li>JS (A) had a telephonic conversation with MD, NICS I in this matter.</li> <li>It was decided that a DO letter to MD, NICS I with a brief proposal/ ToRs will be sent from JS (A).</li> </ul>	{Action:- Sh. B. Koti Reddy(NIC)/ Tech Dir(NIC)/Director (A/ e-Gov.)/ US (e-Gov.)/e-Governance Cell}}
8.	Monitoring of PMKSY/ AIBP/ NAQUIM/ NOCAP/ DRIP/ NMCG	<ul style="list-style-type: none"> <li>Nodal Officer from NMCG to provide monthly report on physical and financial progress on NMCG project for uploading on Ministry's Dashboard portal i.e. mowr.nic.in/dashboard.</li> <li>Director, NIC to expedite the security audit of the AIBP proposal system. It is to be completed within 28.02.2016.</li> </ul>	{Action:- Director (Finance), NMCG)/ Technical Director, NIC/ e-Governance Cell}
9.	e-Granthalaya	<ul style="list-style-type: none"> <li>Director (A) and Technical Director (NIC) has had a meeting on 09.02.2016 to discuss this matter.</li> <li>A presentation showing the action plan for its implementation to be demonstrated by next week.</li> </ul>	{Action:- Director (Tech.), NIC/ Director (A)/ US (GA)}
10.	Complaint Management System	<ul style="list-style-type: none"> <li>The design of workflow of redressal of complaints has been completed by NIC.</li> </ul>	{Action:- NIC Cell/ US (GA)}
11.	Review of e-Governance progress in other Ministries.	<ul style="list-style-type: none"> <li>A format has been devised by Director, NIC for taking reference in reviewing the progress of e-Governance in 6 other Ministries. Report would be submitted by all concerned Officers within next week.</li> </ul>	{Action:- All concerned Officers nominated as in last meeting}

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