Government of India
Ministry of Water Resources, RD & GR
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, the 25th May, 2016.

ORDER

Subject: Constitution of Committee for implementation and monitoring of the Human Resources Management System (HRMS) in the Ministry and its Attached Offices/ Subordinate Organisations/PSUs through NIC, Shimla – reg.

A Team of NIC, Shimla made a Presentation on the Human Resources Management System (HRMS) – Manav Sampada - developed by them before the Joint Secretary (Admn) and other Senior Officers of the Ministry and its Attached Offices/Subordinate Organisations on 10.5.2016 at 10:30 A.M. in the Conference Room of the Ministry. The advantages of HRMS - E-Service Book, Service History, Salary & GPF statement, Family & Nominee Details, Online Transfer Order, Promotion Order, Available through Mobile APP etc. and the successful implementation by NIC, Shimla in various State Governments was appreciated by all members present in the meeting.

2.   Accordingly, it has been decided to implement the HRMS – Manav Sampada - through NIC, Shimla in a time-bound manner and the following Monitoring Committee has been constituted to oversee and monitor the implementation on monthly basis:-

i.	Sh. Khatchin Langel, Director(Admn.)	- Member
ii.	Sh. S. K. Garg, DS (E-II)	- Member
iii.	Sh. A. K. Gupta, Director (Tech), NIC	- Member
iv.	Ms. Surinder Kaur, DS (E-I)	- Member
v.	Sh. Ashok Kumar Gupta, US (e-Gov.)	- Member Secretary

3.   In order to roll out the HRMS, the Ministry has identified the Central Water Commission, Central Soil & Materials Research Station, Central Ground Water Board, National Institute of Hydrology, Central Water & Power Research Station and National Water Development Agency in the first phase. The Nodal Officers for these Organisations will be as under:-

S. No	Organisation	Nodal Officer(S/Shri)	Contact No./email
1	CWC	Atul Jain, CE (HRM),	9968652152 cehrmgmt@nic.in
2	CSMRS	Dr. R. Chitra, Sci.-'E'	011-26532547 rchitra@nic.in
3	CGWB	R. K. Gaur, Director (A),	9999594969 diradm-cgwb@nic.in
4	CWPRS	S. D. Ranade, Sc-'D'	020-24103378 ranade_sd@cwprs.gov.in
5	NWDA	Narendra Kumar, Dir(Admn)	9968266083/011-26535141 diradm-nwda@nic.in
6	NIH	R.D. Singh, Director	1332- 272106 rdsingh@nih.ernet.in

4.   The responsibilities of above Nodal Officers are given as under:-

- Furnish the Gap Analysis/Assessment Report (specifically in terms of application customization requirement as per enclosed the pre-requisites) to NIC after logging into the "Manav Sampada" demo software using the login credentials (enclosed) provided by NIC, Shimla. This will involve detail comparison of the available modules in the software with the standard service book templates.
- Furnish any other information /clarification sought by NIC, Shimla team at any point of time.
- The Nodal Officers will set up an appropriate internal Sub-Committee of concerned Officers to be headed by them to ensure the monitoring and successful implementation of the project. The Nodal Officers will ensure the expeditious implementation and consult NIC, Shimla and Dr. Kishore Kumar, Sr. Technical Director, Water Resources Informatics Division, NIC (email: kkumar@nic.in) whenever required.
- Ensuring that a sufficient amount of funds are made available in their Budget for the project.
- Submit the progress report by the 15th of every month.

5.   **Availability of funds:** The expenditure involved will be met out the budget provision made in BE 2016-17 under e-Governance component of ID Scheme of the Ministry.

6.   **Timeline:** The Timeline for furnishing all the requisite inputs/requirement to NIC Shimla team after carrying out the gap analysis is fixed as **30.06.2016** and the timeline for completion of the project shall be 6 months from the award of the Project work to NIC, Shimla.

7.   In case of any query, Dr. Kishore Kumar, Sr. Technical Director, Water Resources Informatics Division, NIC (email: kkumar@nic.in) and Sh. Ajay Kumar Gupta, Technical Director, NIC Cell, MoWR, RD & GR (email: ajaykgupta@nic.in) may be contacted.

8.   This issues with the approval of Competent Authority.

Encl: as above.

(Khatchin Langel)
Director(Admn/e-Gov)
Tel: 011-23714734
Email: egov.mowr@nic.in

To
1. Sh. Atul Jain, CE (HRM), CWC
2. Sh. A. K. Srivastava, Secretary, CWC
3. Dr. C. P. Kumar, Scientist-F, NIH
4. Sh. Hasan Abdullah, Director, CSMRS
5. Sh. Khatchin Langel, Director(A/e-Gov.), MoWR, RD & GR
6. Sh. S. D. Ranade, Scientist-D, CWPRS.
7. Sh. S. K. Garg, DS (E-II/ GWE), MoWR, RD & GR
8. Sh. A. K. Gupta, Director (Technical), NIC
9. Ms. Surinder Kaur, DS (E-I/ Vigilance), MoWR, RD & GR
10. Dr. Kishore Kumar, Sr. Technical Director (Water Resources Informatics Division), NIC, CGO Complex, New Delhi.
11. Sh. I.P.S. Sethi, Sr. Technical Director, NIC, CGO Complex
12. Sh. Vipin Kumar Gupta, Sr. Manager, NICSI.
13. Sh. Narendra Kumar, Director (A), NWDA
14. Col. R. K. Gaur, Director (A), CGWB
15. Sh. Narendra Singh, US (A), MoWR, RD & GR

Copy for information to:-

1. PS to Hon'ble Minister (WR, RD & GR),
2. PPS to Secretary (WR, RD & GR)/ PPS to SS (WR, RD & GR),
3. PPS to JS (A), (WR, RD & GR)
4. PS to JS (PP) (WR, RD & GR)
5. PS to JS & FA, (WR, RD & GR)
6. Ms. RanjnaNagpal, DDG, NIC.
7. PS to Controller of Accounts, MoWR, RD & GR.
8. PS to Chairman, CWC
9. PS to Chairman, CGWB,
10. PS to Director, CSMRS.
11. PS to Director General, NWDA.
12. PS to Director, NIH.
13. PS to Director, CWPRS.
14. Sh. Rajesh Bahadur, Managing Director, NICSI

Steps/ Pre-requisites of HRMS implementation:-

a.   **Creation of Important Master (It requires involvement of Establishment Staff at the Head office Level)**
- Master of all Organizations/Departments/Boards which are to be enrolled in the application (code, name, abbreviation, address) – **Department Master**
- Department/Organization wise - Office Hierarchy and their levels – **Office Level**
- Detail of all offices (name, address, contact, office head, location etc.) within the department – **Office Master**
- Department wise Designation Detail – **Designation Master**
- Master for Constituency, Districts, Blocks, Panchayats and Villages – **Location Master**
- Department/Organization wise – Office wise Branch Details – **Branch Master**
- Office wise - Designation wise Employee Sanction Strength for online Vacancy Position - **Sanction Strength**
- Office wise - Employee Detail (name, father/husband name, DOB, Current Designation, Current office, Establishment office , Recruitment Mode, Date of joining, Retirement) – **Employee Master**
- Role as Head office Administrator, Establishment Data Entry, Verification, Transfer/Promotion and General – **Role Master**
- Data entry of Employee Manual Service Books to complete legacy data entry **Employee Service Book**
- Software generated unique employee ID to all enrolled employees – **UniqueEmployee ID**

b.   **Change Management**
- Formation of Monitoring Committees and Sub-Monitoring Committees.
- Regular Review of progress by Secretaries/Department/Organization Heads.
- Creation of Nodal offices who will work as Head office Administrator
- Computer with Broadband Connectivity at establishment offices
- Hiring of DEO/ manpower to enter legacy data backlog of major departments
- Creation of Department wise Master Trainer for 'Manava Sampada"

c.   **Application Customization Requirement:-**
- Format of existing Manual Service Book, Standardization of Service Book Forms and procedures
  1. Employee Personal Information
  2. Employee Address Information
  3. Employee Professional Information
  4. Employee Nomination Information
  5. Employee Education

6. Training Information
7. Employee Family Information
8. Employee Service History Information
9. Employee Departmental Proceeding Information
10. Employee Leave Information
11. Employee Award Information
12. Employee ACR/APR Detail.

- Parameters related to Employee Transfer Policy
- Integration - Customization of other e-Governance Application to integrate with 'HRMS'
- Process involved in service book entry, verification, transfer/promotion and joining/Relieving.

eHRMS Login Credential for e-HRMS Demo State
(http://ehrms.nic.in)
State : HRMS Demo State

---

1. Role : State Administrator (HRMS DEMO STATE)

  UserID : adminYY
  Password : Test@1234

---

2. Role : Department Administrator (Health and family welfare)

  State: HRMS DEMO STATE
  Department: Health and family welfare

  UserID : dptadmYYHFW
  Password : Test@1234

---

3. Role : Office Administrator

  State: HRMS DEMO STATE
  Department: Health and family welfare

  UserID : ofcadm1
  Password : Test@1234

---

4. Establishment Data Entry

  State: HRMS DEMO STATE
  Department:Health and family welfare

  UserID: 1
  Password: Test@1234

---

5. General

  State: HRMS DEMO STATE
  Department:Health and family welfare

  UserID: 2
  Password: Test@1234