

F.No.3/2/2011-e-Gov.(Vol-II)
Government of India
Ministry of Water Resources
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 27th August, 2012

ORDER

It has been decided, with the approval of the competent authority, to constitute the following Committee/Team under e-Office project Governance Structure proposed by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions for implementation of e-Office in the Ministry of Water Resources (proper) :-

(a) Project Steering Committee :

i.	Secretary(WR)	-	Chairman
ii.	Addl. Secretary(WR)	-	Member
iii.	Jt. Secy.(A)	-	Member
iv.	JS & FA, MoWR	-	Member
v.	DDG(Stat.)	-	Member
vi.	DDG(MI)	-	Member
vii.	Commissioner(PR)	-	Member
viii.	Commissioner(Ganga)	-	Member
ix.	Commissioner(B&B)	-	Member
x.	Commissioner(CADWM)	-	Member
xi.	Commissioner(B&B)	-	Member
xii.	Commissioner(Indus)	-	Member
xiii.	Eco. Adv.	-	Member
xiv.	Sr. Director(NIC)	-	Member
xv.	Nodal Coordinator/Officer [Deputy Secretary (e-Gov.)]	-	Member Secretary

(b) Project Team

i.	Jt. Secretary(A)	-	Chairman
ii.	Director(CADWM)	-	Member
iii.	Director(Finance)	-	Member
iv.	Dy.Secy.(Admn.)	-	Member
v.	Dy.Secy.(GA)	-	Member
vi.	Sr.JC(PR)	-	Member
vii.	DS(IWSU)	-	Member
viii.	Sr.JC(I)	-	Member
ix.	Sr.JC(Ganga)	-	Member
x.	DS(e-Gov.)	-	Member Secretary

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2. The **roles and responsibilities of Project Steering Committee** are given below:-

- (i) Responsibility for overall coordination and steering the e-Office project activities
- (ii) Setting long term goals & targets
- (iii) Periodic review of implementation
- (iv) Designate a **Nodal Coordinator/Officer** [DS(e-Gov.) has already been nominated as Nodal Officer for e-Office].
- (v) Approves major funding and resource allocation strategies, and significant changes to funding/resource allocation
- (vi) Decision on the transition approach to be taken for moving towards e-Office.

3. The **roles and responsibilities of Project Team** are given below:-

- (i) Will function as core team for providing further support to the department
- (ii) Identification of files to be digitized
- (iii) Oversee and coordinate the implementation in the respective wing/division/section.

4. NIC, MoWR will assist the Project Steering Committee / Project Team as and when required.

5. This issues with the approval of Secretary (WR).

o/c


(Nidhi Tripathy)

Deputy Secretary to the Government of India

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Copy to :-

- 1) PS to Hon'ble Minister of Water Resources
- 2) PS to Hon'ble Minister of State for Water Resources
- 3) Sr. PPS to Secretary (WR) /PS to AS (WR)
- 4) All Members of Project Steering Committee and Project Team **alongwith a copy of** D.O letter No. N-11011/4/2011-e-Gov.(B) dated 17.05.2012 from Secretary, DAR & PG.
- 5) Sr. Director (T), NIC, MoWR, CGO Complex, New Delhi.
- 6) Tech. Dir, NIC, MoWR, Shram Shakti Bhawan, New Delhi.

Copy for information and appropriate action to :-

- 1) **{Mrs. Kavita Garg, DS(e-Gov.)}**, Department of Administrative Reforms & Public Grievances, Ministry of Personnel, Public Grievances and Pensions w.r.t their D.O. letter No. N-11011/4/2011-e-Gov.(B) dated 17.05.2012.
- 2) **Deputy Secretary (Admn.)**, MoWR, New Delhi.
- 3) All Sections/Offices in MoWR.

(Nidhi Tripathy)

Deputy Secretary to the Government of India.