

**MOST IMMEDIATE**

F.No.J-11011/1/2014-e-Gov.  
Government of India  
Ministry of Water Resources, RD & GR,  
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, the 9<sup>th</sup> June, 2016.

**Subject:** Minutes of the Meeting taken by Hon'ble Minister (WR, RD & GR) with the Officers of Department of Electronics & Information Technology (Deity) and National Informatics Centre (NIC) on 26.05.2016 at 03:30 pm in her chamber in connection with improvement of IT/ e-Governance in the Ministry.

The undersigned is directed to enclose herewith the Minutes of the Meeting taken by Hon'ble Minister (WR, RD & GR) with Secretary, Deity, Special Secretary(WR, RD & GR) and other Senior Officers on 26.05.2016 at 03:30 P.M. in her chamber in connection with improvement of IT/ e-Governance in this Ministry for kind information and immediate follow-up action in the matter.

2. This issues with the approval of Hon'ble Minister (WR, RD & GR).

**Encl:- As above.**

  
( Khatchin Langel )  
Director (Admn/ e-Gov.)  
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**To**

1. Dr. Aruna Sharma, Secretary, Deptt. of Electronics & IT, Electronics Niketan, CGO Complex, New Delhi
2. Dr. Amarjit Singh, Special Secretary(WR, RD & GR)
3. Mrs. Neeta Verma, DG, NIC, Electronics Niketan, CGO Complex, New Delhi.
4. Shri R.K. Gupta, Joint Secretary(Pen. Rivs/Parl), MoWR, RD & GR.
5. Shri Sanjiv Mittal, Joint Secretary (e-Gov), Department of Electronics & IT, Electronics Niketan, CGO Complex, New Delhi.
6. Dr. Ranjna Nagpal, DDG, NIC, Electronics Niketan, CGO Complex, New Delhi.
7. Dr. Kishore Kumar, Sr. Technical Director, NIC, Electronics Niketan, CGO Complex, New Delhi
8. Shri Vinay Thakur, Sr. Technical Director, NIC, Electronics Niketan, CGO Complex, New Delhi
9. Shri A.K. Gupta, Technical Director, NIC, 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 Secretary (Deity)/ PS to SS (WR, RD & GR)
3. Sr. PPS to AS & MD (NWM)/PS to JS (PP)/PS to JS (RKG)/PPS to JS(RB) & MD (NMCG)
4. All Wing Heads in MoWR, RD & GR
5. All Heads of Attached Offices/Subordinate Organisations/PSUs under the Ministry.
6. All Nodal Officers for implementation of HRMS in various Organizations under the Ministry.
7. Director(NMCG)/Deputy Secretary (Coord)/US (Admn), MoWR, RD & GR.

**MINUTES OF THE MEETING TAKEN BY THE HON'BLE MINISTER WITH SECRETARY, DEPARTMENT OF ELECTRONICS AND INFORMATION TECHNOLOGY, SPECIAL SECRETARY (WR, RD&GR) AND OTHER OFFICERS IN CONNECTION WITH IMPROVEMENT OF INFORMATION TECHNOLOGY IN THE MINISTRY OF WATER RESOURCES, RD AND GR ON 26.5.2016 AT 3:30 PM IN HER CHAMBER.**

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List of participants is annexed.

2 While welcoming the participants, Hon'ble Minister observed that there is a need to monitor various projects and decisions taken in this Ministry on real time basis and the progress of each project should be available at the click of the button i.e. on the dashboard.

3 The decision taken on various aspects are as under:

**3.1 Development of Web-based MIS System/Dashboard for Monitoring the progress in Schemes of the Ministry:**

a. It was agreed that a MIS for monitoring of 99 projects under Pradhan Mantri Krishi Sichi Yojana would be developed. Secretary, Department of Electronics Information & Technology assured that status of 99 projects which is available in Excel format, will be captured and a rough draft of the management information system would be developed within 15 days. Thereafter, within one month, it would be possible to access the information of all the 99 projects on dashboard. Further, within a period of six months the system would provide for on-line submission of real time status of projects by various stake-holders including State Governments.

b. Special Secretary (WR, RD&GR) has discussed with DDG NIC (Dr Nagpal) to evolve a system for real time/weekly availability of information about levels of the groundwater in the dark zone (1071 Blocks) in the country. In this context, it was informed that Andhra Pradesh Government has real time groundwater level information on their web-site. The Andhra Pradesh model can be replicated to ensure free flow of information groundwater levels.

c. A Software would be developed to get real time data on the progress of NAQUIM.

d. Hon'ble Minister suggested that training should be imparted to the Master trainers in the Ministry who in- turn would train the other officers/employees in the Ministry dealing with such projects.

e. Hon'ble Minister also directed that a software be developed for various projects relating to "flood management" which would encompass linkages with actual work on the ground.

**4 Human Resource Management System:**

It was generally agreed that all the information relating to Human Resource should become online. Hon'ble Minister specifically directed that there should be a grievance redressal mechanism for the differently- abled employees, women and other officials who have grievances from the functioning of the administration of this Ministry. System should be developed in such a way that aggrieved officials can directly approach the Hon'ble Minister either through e-mail or through a dedicated telephone number.



4.2 The Hon'ble Minister informed that quarterly review meetings are taken by her. A management system should be developed wherein monitoring of the decision taken in the quarterly meeting with officers of the Ministry and its organisations are monitored continuously. Further, Hon'ble Minister suggested about a need to develop a system in which the water level in the water bodies, particularly if the water level is above the danger mark, is captured and an alert to the people living in nearby areas, is issued.

5 Allotment of Separate gov.in Domain for all the Regional Offices of the Ministry of Water Resources, RD&GR:

5.1 It was informed that separate gov.in domain for the regional offices of the Ministry of Water Resources, RD&GR have been allotted. Special Secretary (WR,RD&GR) directed NIC to apprise the latest position to him.

6 Implementation of the e-office:

6.1 It was informed that e-office system incorporating, e-leave, e-stationary, e-tour etc have already been developed and operationalised in the Ministry. As regards electronic movement of files, it emerged that the efficacy of the electronic movement of all files, has not been appreciated in many Ministries.

6.2 The Hon'ble Minister further emphasized that about the disseminate of information which is universal in nature through various social media like facebook, twitter, mygov etc.

6.3 Secretary, DEITY suggested that 2 Consultants can be hired for propagating the information to public in general. However, putting information on social media should be done in a language which is comprehensible to common man and the message is communicated in an effective manner.

6.4 To assess the impact, the number of visitors on the social media platforms is summarized and submitted for the information of Hon'ble Minister on a daily/ weekly basis.

6.5 It was also agreed that NIC would provide 5 programmers/ experts in IT and payment for them would be met by Ministry of Water Resources, RD&GR besides for above 2 Consultants to be engaged for social media.

Meeting ended with the vote of thanks to the Chair.

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### LIST OF PARTICIPANTS:

#### **I. Ministry of Water Resources, RD & GR:**

1. Sushri Uma Bharti, Hon'ble Minister - In Chair
2. Dr. Amarjit Singh, Special Secretary
3. Shri R.K. Gupta, Joint Secretary(Pen. Rivs/Parl)
4. Shri N.G. Ravi Kumar, PS to Hon'ble Minister
5. Shri A.K.Gupta, Technical Director, NIC
6. Shri Khatchin Langel, Director (Admn)

#### **II. Department of Electronics & Information Technology:**

1. Dr. Aruna Sharma, Secretary (DeitY)
2. Shri Sanjiv Mittal, Joint Secretary (e-Governance)

#### **III. National Informatics Centre:**

1. Mrs. Neeta Verma, DG, NIC
2. Dr. Ranjna Nagpal, DDG, NIC
3. Dr. Kishore Kumar, Sr. Technical Director, NIC
4. Shri Vinay Thakur, Sr. Technical Director, NIC