

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 18th December, 2012.

NOTICE


Subject:- Implementation of e-Office in Ministry of Water Resources – Workshop for Nodal Officers on 19.12.12 at 11:00 am at Conference Room, MoWR.

A Workshop for Nodal Officers nominated by various Wings/Divisions of the Ministry for implementation of e-Office in the Ministry will be conducted by NIC-HQ team in Conference Room, C-Wing, First Floor, MoWR, Shram Shakti Bhawan, New Delhi on **19.12.12 at 11:00 am.**

2. In this regards, the responsibilities of Nodal Officers as conveyed by letter of even number dated 25.10.12 is, hereby, mentioned below :-

- a) Providing the details of the employees of his/her Wing.
- b) Liaising with NIC for implementation of the e-Office.
- c) Liaising with NIC for demonstration/ demo of the software/ e-office package customized for his/her wing.
- d) Submitting the quarterly report in the prescribed format to e-Gov. Section.
- e) A roadmap with a timeline for the Wing is to be submitted. A presentation is scheduled to be given by nodal officers to JS (A) after the above workshop showing their roadmap.
- f) The forms for **e-mail account, employee data & digital signatures** is to be submitted to US(e-Gov.).

3. You are, therefore, requested to kindly make it convenient to attend the aforesaid workshop.



(Nidhi Tripathy)

Deputy Secretary to the Government of India.

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To,

- 1) Sh. L.P. Sharma, Under Secretary (Admn.) & Nodal Officer for Admn. Wing.

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- 2) Sh. V.K. Shrivastava, Under Secretary (F-I) & Nodal Officer for Finance Wing.
- 3) Sh. S.L. Jain, SJC (MI) & Nodal Officer for Project Wing.
- 4) Sh. S.P. Abraham, SJC (I) & Nodal Officer for Indus Wing.
- 5) Sh. Rajendra Singh, SO (CADWM) & Nodal Officer for CADWM Wing.
- 6) Sh. G.R. Meena, Director (Stat.) & Nodal Officer for MI(Stat.) Wing.
- 7) Sh. Arun Kalra, SO (Ganga) & Nodal Officer for Ganga Wing.
- 8) Sh. Maddali Ram Jogesh, DS (EA) & Nodal Officer for Economic Wing
- 9) Sh. Vineet Abraham, US (GWE) & Nodal Officer for GW Wing.
- 10) Sh. A.K. Gupta, Tech. Director, NIC, MoWR

Copy for information / appropriate action to:-

- 1) All Wing Heads of MoWR with the request to ***nominate Nodal Officer*** pertaining to Wings/ Divisions under their control, if not nominated so far, and direct them to attend the meeting.
- 2) US (GA), MoWR with a request to arrange tea and snacks for 30 persons in the Workshop. *- C. S. P. 12*
- 3) PS to Addl. Secretary(WR) for information.
- 4) PS & JS(A/GW/PP), MoWR for information.
- 5) PS to JS & FA, MoWR for information.

Nidhi
(Nidhi Tripathy)

Deputy Secretary to the Government of India.