

भारत सरकार
Government of India
केन्द्रीय जल आयोग
Central Water Commission
कार्य योजना सेल
Work Plan Cell

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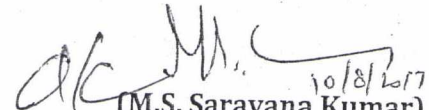
Dated: 11/08/2017

Sub: First meeting on implementation of e-Office in CWC - reg

First meeting on implementation of e-Office in CWC was held on 04.08.2017 under the Chairmanship of Chief Engineer (HRM) in his chamber to discuss the issues related to the implementation of e-Office. Minutes of the meeting is enclosed herewith for necessary action please.

This issues with the approval of Chief Engineer (HRM), CWC.

Encl: As above


(M.S. Saravana Kumar)
Deputy Director

Members of the Committees / Special Invitees :

1. Secretary, CWC
2. Director, RMCD, CWC
3. Director, WP&P (Cord.), CWC
4. Director, D&R(Cord.), CWC
5. Director, SMD, CWC
6. Director, PCP, CWC
7. Director, TC Dte, CWC
8. SE (Cord), YBO, CWC
9. Dy. Secretary (E-I), CWC
10. Dy. Director, SMD, CWC - also with a request to upload in CWC website

Copy for information to :

1. PPS to Chairman, CWC.
2. PPS to Member (WP&P) / RM / D&R, CWC
3. All the Chief Engineers in CWC(H/Q) and Regional offices of CWC.
4. Advisor, ISO, CWC, New Delhi.
5. Director (Estt-II)/Admin, CWC, New Delhi.
6. Director, Training/ Finance, CWC, New Delhi.
7. All the Under Secretaries in CWC (H/Q).

Minutes of the 1st meeting on e-Office implementation Committee
held on 04.08.2017

A meeting under the Chairmanship of Chief Engineer (HRM), CWC was held on 04.08.2017 in his Chamber to discuss various issues and to decide further course of action on the implementation of e-Office in CWC. The list of participants is at **Annex- 1**.

At the outset, Chief Engineer (HRM) welcomed all the participants and Director (SMD) briefed the present status of implementation of e-Office and further course of action to be carried out. Based on the deliberations held during the meeting the following decisions emerged:

- 1) Eight offices in CWC such as SMD, WPC, WP&P Coordination Dte., RMCD, D&R Coordination Dte., TC Dte., Dy. Secretary(E-1) and O/o Chief Engineer, YBO will be onboard and will implement e-Office by 14.08.2017.

[Action: SMD, WPC, WP&P Coordination Dte., RMCD, D&R Coord. Dte., TC Dte., Dy. Secretary(E-1) and O/o Chief Engineer, YBO]

- 2) Relevant current files shall be scanned by above eight offices. The concerned offices may send the files for scanning to SM Dte. by 07.08.2017 on need basis. SM Dte will provide assistance for scanning. An officer at the level of AD/AD-II may be made responsible by these Directorates for completion of scanning of files without any mistakes, left out pages etc. It will be responsibility of each unit to upload softcopy of the files in e-Office portal by themselves after login into the portal

[Action: SMD, WPC, WP&P Coordination Dte., RMCD, D&R Coord. Dte., TC Dte., Dy. Secretary(E-1) and O/o Chief Engineer, YBO]

- 3) EMD data has been received from the above offices except from Director (E-1) and O/o Chief Engineer, YBO, Delhi. They may send the same to WPC, New Delhi to the e-mail ID wpcl@nic.in by 07.08.2017.

[Action: Dy. Secretary(E-1) and O/o Chief Engineer, YBO]

- 4) In the meantime, WPC may take necessary action for collecting EMD data from all the offices of CWC (HQ & Field Units) that will be covered in Phase-II of e-Office implementation. The list of the offices (37 nos.) is as under:

1. Nodal Directorate under each Chief Engineers at the CWC (HQ) (17 Offices)
2. All O/o Chief Engineers of field units & NWA, Pune (14 Offices)
3. Advisor (ISO)
4. Director (Estt.II)
5. Director (Admn)
6. Director (Training)
7. Director (Finance)
8. Director (PCP)

These offices will be on board and will implement e-Office by 15.09.2017.

[Action: WPC/above 37 offices]

- 5) Two days user training programme by NIC regarding e-Office will be held on 10.08.2017 & 11.08.2017. The tentative list of participants is at **Annex – 2**. SMD / Training Dte. may take necessary action in this regard.

[Action: SMD/Training Dte.]

- 6) Half day training for higher officials of CWC may be held in CWC after mapping of all the EMD data.

[Action: SMD/Training Dte.]

- 7) Each Directorates will need to do file head standardisation and upload the files accordingly. Sample format for file head standardisation is enclosed herewith as **Annex – 3**.

[Action: All the concerned Offices of CWC]

- 8) Under e-Governance, Budget will be allotted by RMCD to SMD, as per demand of SMD, for the purchase of IT infrastructures / facilities for the implementation of e-Office in CWC(HQ). SMD will supply the IT facilities for scanning of files to PCP Dte.

[Action: RMCD, SMD]

- 9) PCP Dte will arrange for scanning of all the relevant files of CWC (HQ). Initially, PCP Dte., may prepare budget for scanning of 3 lakh pages as indicated below and take further necessary action:

Sl. No.	Item of Work	Number of Pages
1	Scanning of 10 files containing 200 pages in 80 Directorates for implementation of e-Office (80 x 10 x 200)	1,60,000
2	Scanning of 20 files containing 100 pages in 20 Establishment Sections for implementation of e-Office (20 x 20 x 100)	40,000
3	Scanning of 700 nos. of Service Books containing 100 pages for implementation of e-HRMS. (700 x 100)	70,000
4	Miscellaneous	30,000
	Total pages	3,00,000

[Action: PCP Dte.]

The meeting ended with a vote of thanks to the Chair.

LIST OF PARTICIPANTS ATTENDED IN THE 1st MEETING ON E-OFFICE IMPLEMENTATION COMMITTEE HELD ON 04.08.2017 AT CWC, NEW DELHI

Chairman of the Committee

Shri Bhopal Singh, CE(HRM)

In the Chair

Members of the Committee

S/Shri

1. Lalit Taneja, Director, D&R (C)
2. Vineet Gupta, Director, WP&P (C)
3. Praveen Kumar, Director, PCP
4. S.D.Sharma, Director, SMD
5. H.S.Sengar, Director, RMCD
6. Ashis Banerjee, Secretary, CWC
7. L.B.Tuolte, Dy. Secretary, E-1
8. M.S.Saravana Kumar, Dy. Director, WPC
9. Akhil Akhouri, Dy. Director, SMD

Special Invitees

S/Shri

1. Ravi Bhushan Kumar, Director, TC
2. Niranjana Bar, SE (C), YBO

Other Officers

S/Shri

1. R.K.Sharma, Dy, Director, D&R (C)
2. Ojesh Kumar, AD-II, WP&P(C)
3. Vimlesh Yadav, AD-II, WPC
4. Anurag Pal, AD-II, SMD
5. Ravi Kumar, AD-II, TC

Nominated Member for “User” training on e-office implementation in CWC

Sl.	Name	Designation	Section/Dte	Mob. No.
1.	Sh. Deepak Negi	PPS to Chairman	O/o Chairman	9868272827
2.	Sh. Rama D Rana	PPS to Member (D&R)	O/o Member (D&R)	9868209022
3.	Sh. Meena Sehgal	PPS to Member(RM)	O/o Member (RM)	
4.	Sh. Harinder Singh	PPS to Member(WP&P)	O/o Member (WP&P)	9871331600
5.	Sh. Lalit Mohan Nayar	PS to CE(HRM)	O/o CE(HRM)	8459177778
6.	Sh. Rahul Chenna	PS to Secretary	O/o Secretary	9818691611
7.	Sh. M. S. Saravana Kumar	Deputy Director	WPC	9958313810
8.	Sh. Akhil Akhouri	Deputy Director	SMDte	8447522493
9.	Sh. R. K. Sharma	Deputy Director	D&R(C)	9910622566
10.	Sh. Apoorva Raj	Assistant Director	RMCD	9475331021
11.	Sh. Amit Kr. Suman	Assistant Director-II	RMCD	9971149932
12.	Sh. Anurag Pal	Assistant Director-II	SMDte	7239023333
13.	Sh. Vimlesh Yadav	Assistant Director-II	WPC	7009506227
14.	Sh. Ojesh Kumar	Assistant Director-II	WP&P	9868378171
15.	Sh. P. K. Gaur	Assistant Director-II	D&R(C)	7999880750
16.	Sh. Ravi Kumar	Assistant Director-II	TC Dte	9787843397
17.	Sh. Farooq Ahmad	Assistant Director-II	YBO	9013461980
<u>Director (E-I)</u>				
18.	Sh. Anand Ranjan	Assistant section officer	E-IX	8860545938
19.	Sh. Sandeep Gupta	Assistant section officer	APAR	7859997453
20.	Sh. Pankaj Thakur	Assistant section officer	E-XII	9654844741
21.	Sh. Vivek Verma	Assistant section officer	E-VIII	9169513044
22.	Sh. Stephan Guria	Assistant section officer	E-IV	9810093206

Name of Section:-

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
A	Establishment	19	Personal files (Gazetted)	11	Class I	11	Misc
				12	Class II		
G	Finance, Budget, Cash And Accounts	14	Allowances	11	Rules (general aspects		
				12	Children's Education Allowance		
				13	City Compensatory Allowance		
				14	Daily Allowance		
				15	Dearness Allowance		
				16	Deputation Allowance		
				17	House Rent Allowance		
				18	Overtime Allowance		
				19	Travelling Allowance		
				20	Washing Allowance		
		26	Advances	11	Car Advance Rules		
				12	Conveyance Advance Rules		
				13	Cycle Advance Rules		
				14	Festival Advance Rules		
				15	Final Withdrawal Rules		
				16	GPF Advance Rules		
				17	House Building Advance Rules		
				18	Motor Cycle/ Scooter Advance Rules		
				19	Pay Advance Rules		
				20	TA Advance Rules		
				21	Travel Concession Rules		
				22	Other Advances Rules		
				23	Grant of Car Advances		
				24	Grant of Conveyance Allowance		
				25	Grant of Cycle Advance		
				26	Grant of Festival Advance		
				27	Grant of Final Withdrawal from GPF		
				28	Grant of GPF Advance		
				29	Grant of House Building Advance		
				30	Grant of Motor Cycle/Scooter Advance		
				31	Grant of Pay Advance		
				32	Grant of TA Advance		
				33	Grant of LTC Advance		
				34	Grant of other Advances		
				38	Miscellaneous		
		27	Payments and recoveries	11	Air passage bills		
				12	Cancellation charges		
				13	Contingent expenditure		
				14	Electric charges- recovery		
				15	GPF annual statements		
				16	GPF- membership		
				17	Grants-in-aid- contributions and donations		
				18	Hospitality fund		
				19	House rent and other allowances		
				20	Last Pay Certificate		
				21	Other Recoveries		
				22	Pay claims		
				23	Permanent imprest		
				24	Refunds		
				25	Refreshment bills		
				26	Rent demand statements		
				27	Service postage stamps		
				28	TA/Transfer TA claims		
				29	Water charges- recoveries		
				30	Reimbursement of legal expenses		
				31	Income Tax Deduction		
				32	Recording & reviewing of Pay & allowances		
				34	Miscellaneous		