



भारत सरकार

Government of India

केन्द्रीय जल आयोग

Central Water Commission

कार्य योजना सेल

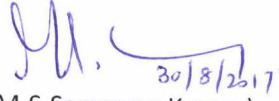
Work Plan Cell

Dated 30 /08/2017

Sub: Minutes of the 2nd Meeting of e-Office implementation in CWC

2nd meeting of e-Office implementation was held under Chairmanship of Member (D&R), CWC on 22nd August, 2017 at 10.30 am at Committee Room, CWC, 3rd Floor, Sewa Bhawan. The minutes of the meeting is enclosed herewith for further necessary action please.

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


(M.S.Saravana Kumar)
Dy. Director

Members of the Committee:

1. Secretary, CWC
2. Director, RMCD/WP&P (Cord.)/D&R (Cord.), CWC
3. Director, SMD, CWC, New Delhi.
4. Director, PCP, CWC, New Delhi.
5. Superintending Engineer (Cord.), YBO, CWC
6. Dy. Director, SMD, CWC – also with a request to upload in the CWC website.

Officers covered under Phase - II of e-Office of implementation for necessary action:

1. All the Chief Engineers of CWC field formations.
2. Directors of nodal Directorates of all the Organisations of CWC (HQ) including ISO as per the list.
3. Director (Finance), CWC, New Delhi.
4. Director (Admn), CWC, New Delhi.
5. Director (Training), CWC, New Delhi.
6. Director (Estt.II), CWC, New Delhi.

Copy for kind information to:

1. PPS to Chairman, CWC.
2. PPS to Member (WP&P) / RM / D&R, CWC
3. PS to Chief Engineer, HRM, CWC.



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List of Nodal Directorates of all the Organisations of CWC(HQ):

1. Director, Hydrology (C) Directorate, CWC, New Delhi.
2. Director, Gates (N&W), CWC, New Delhi.
3. Director, HCD(E&NE), CWC, New Delhi.
4. Director, HCD(NW&S) Dte., CWC, New Delhi.
5. Director, SS(PH) Dte., CWC, New Delhi.
6. Director, Dam Safety (Mon) Directorate, CWC, New Delhi.
7. Director, Control Board Directorate, CWC, New Delhi.
8. Director, Morphology Directorate, CWC, New Delhi.
9. Director, FMP Directorate, CWC, New Delhi.
10. Director, Basin Planning – 1 Dte., CWC, New Delhi.
11. Director, Monitoring (West) Dte., CWC, New Delhi.
12. Director, PA(S) Dte., CWC, New Delhi.
13. Director, EA Dte., CWC, New Delhi.
14. Director, EM Dte., CWC, New Delhi.
15. Director, WM Dte., CWC, New Delhi.
16. Director, EWU Dte., CWC, New Delhi.
17. Director, Water Resources Statistics Dte., CWC, New Delhi.

Signature Not Verified

Digitally signed by M S
SARAVANA KUMAR
Date: 2017.08.30 15:29:31 IST

Minutes of the 2nd meeting on e-Office implementation Committee
held on 22.08.2017

A meeting under the Chairmanship of N.K.Mathur, Member (D&R), CWC was held on 22.08.2017 in Committee Room, 3rd Floor, Sewa Bhawan 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) and Chairman of the Committee 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.

- 1) Further, Director, SM Dte presented the basic requirements for e-Office implementation and also discussed the strategy to implement it in CWC in 3 phases. The basic requirements are:
 - a) NIC e-mails/Aadhaar Number and a mobile number linked to NIC email as well as Aadhaar card.
 - b) Database collection and mapping to e-Office.
 - c) Scanning/Digitization of files.
- 2) It was made clear that for those not yet having NIC emails, can request SM Dte. for creation of NIC email in prescribed format. NIC email is first step for login into the e-Office portal. The login credentials for e-Office for an officer/staff will be same as that of his/her NIC email. Linking mobile number with NIC email is important as the officer/staff will be able to change password of his/her NIC email or will be able to use forget password facility by getting an OTP on the mobile linked to NIC email.
- 3) It was also made clear that the mobile number must also be linked to the Aadhaar Number. At the time of e-Signing any document in e-Office, an OTP is generated on the mobile number linked to the Aadhaar Card.
- 4) SM Dte has already created a web form and the contents of the same was presented in the meeting and firmed up after discussion. The web form will be made available on CWC website. The information being sought through the web form contains all basic fields required for e-HRMS database as well as e-Office database.
- 5) The Officers/staffs were requested to fill the form and submit it by 25.08.2017. After receipt of data, it will be checked for consistency by SM Dte w.r.t. the format provided by NIC. After checking, the data will be segregated Establishment-wise and the same will be sent through email to concerned Establishment/Division/Circle/CE Office for validation. After validation, the data will be uploaded to the e-Office as well as e-HRMS portal by NIC.

- 6) Regarding digitization of files, SM Dte offered in-house services to all Directorates/Sections. Officers were requested to send as many files as required to SM Dte till the time PCP Dte awards contract for the job for digitization/ scanning on regular basis. All offices of CWC (HQ) being covered in phase-I (6 offices) and phase-II (23 offices) may send their files to S M Dte at the earliest for digitisation work.
- 7) For the purpose of scanning of current letters by the individual users, it was decided that low end scanners will be provided to each directorate/section and one high end scanner or multi-functional printer to the nodal directorates under each CE office. Necessary action of procurement will be taken by SM Dte on urgent basis.

[Action: SMD]

Based on the deliberations held during the meeting the following decisions also emerged:

- 8) File head standardisation for creating files in e-Office was discussed in the meeting. Based on the suggestions from various Directorates, WPC will prepare finalised file head standardisation for CWC and will send to SM Dte for further necessary action by NIC.
[Action: WPC/SMD]
- 9) 3rd batch of two days user training programme by NIC regarding e-Office will be held very shortly. 37 nos. of offices under Phase-II of e-Office implementation will send their nomination to WPC/Training Dte for the training by 28.08.2017, if not sent earlier.
[Action: WPC/SMD/Training Dte.]
- 10) After implementation of e-Office, physical dak movement will also continue for six months. Review will be taken to decidethe requirement of physical dak movement and Standard operating procedures (SOPs) will be created for that purpose by this committee.
[Action: All the Directorates of CWC]
- 11) E-Office lite software in Go Live mode in CWC will be inaugurated by Chairman, CWC on 24.08.2017 at 10.30 hrs. It has been made live on the same date.

[Action: WPC]

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

LIST OF PARTICIPANTS ATTENDED IN THE 2nd MEETING ON E-OFFICE IMPLEMENTATION COMMITTEE HELD ON 22.08.2017 AT CWC, NEW DELHI

Shri N.K.Mathur, Member(D&R)

In the Chair

Chairman of the Committee

Shri Bhopal Singh, CE(HRM)

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. M.S.Saravana Kumar, Dy. Director, WPC
8. Akhil Akhouri, Dy. Director, SMD

Other Officers

S/Shri

1. Ravi Bhushan Kumar, Director, TC
2. S.K.Sinha, Director, Hyd(C)
3. Vaseem Ashraf, Director, Gates Design (N&W)
4. Ashwini Kumar Shukla, Director, HCD (E&NE)
5. S.K.Das, Director, HCD(NW&S)
6. Darpan Talwar, Director, SSPH&C
7. Kuldeep Kumar Singh, DD, DSM
8. R.K.Sharma, Dy, Director, D&R (C)
9. A.K.Arya, AD, SM Dte.
10. Manu Dubey, AD, HCD(NW&S)
11. Ojesh Kumar, AD-II, WP&P(C)
12. Anurag Pal, AD-II, SMD