

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

Room No. 304 (S), Sewa Bhawan
R. K. Puram, New Delhi

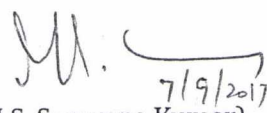
Date: 07/09/2017

Sub: Minutes of the 3rd meeting on implementation of e-Office in CWC - reg

3rd meeting on implementation of e-Office in CWC was held on 29.08.2017 under the Chairmanship of Chief Engineer (HRM) in his chamber to discuss the various issues and decide further course of action on the implementation of e-Office in CWC. 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 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.
7. Director (TC), 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.

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 Dlehi.
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.

**Minutes of the 3rd meeting of e-Office implementation Committee
held on 29.08.2017**

3rd meeting of e-Office implementation Committee was held on 29.08.2017 under the Chairmanship of Shri Bhopal Singh, Chief Engineer (HRM), CWC 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, Chairman of the Committee welcomed all the participants and then Director (SMD) briefed the present status of implementation of e-Office and further course of action to be carried out.

Based on the deliberations during the meeting the following decisions were emerged:

- 1) The Chairman stressed to map all the requisite data to e-Office at the immediately earliest and make it operational in all offices at HQ. Director, SM Dte reiterated 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.

Based on the EMD data collected from the web form created by SMD, mapping of details of all the employees of CWC, in e-Office will be done by SMD using the help desk. This process will be completed by 15.09.2017. Then onwards, EMD data will be managed by WPC.

[Action: S M Dte]

- 2) The focus shall be on imparting requisite training to all the users. The training duration may be kept two days. A two day training may be organised every week and training programme may be prepared accordingly in consultation with NIC. Complete list of name of officers/staffs to be trained may be finalised by WPC.

A short duration say 3 to 4 hrs training/orientation programme by NIC on e-Office will be arranged once per week for the Director and above level officers in CWC itself when help desk is established.

Also a video on working of e-Office may be prepared and uploaded for the benefit of all the employees of CWC.

[Action: WPC/SMD/Training Dte]

- 3) VPN facilities may be provided for all the officers above Dy. Directors in CWC (HQ) and all the officers above AD-II/SDE in field. The request to this will be sent to NIC by S M Dte.

[Action: S M Dte]

- 4) SMD may take immediate action on posting of 2 officials/programmers well trained by NIC on e-Office as Help Desk. The Help Desk may be set up at 6th floor of Sewa Bhawan with the facilities of computer, telephone etc. Initially only 2 officials/programmers may be posted as help desk for some time and in future the number of persons in the help desk may be increased as per the requirement.

[Action: S M Dte]

- 5) Sitting arrangement of eOffice help desk personnel shall be made by PCP Dte at 6th Floor, Sewa Bhawan(South) outside of S M Dte area by providing telephone with STD calling facility and infrastructure such as table, chair etc.

[Action: PCP Dte]

- 6) R&I section will function as Central Registry Unit (CRU) which is an important part of e-Office. All the incoming dak will be diarised through e-office in CRU. However, the distribution of hard copy shall also continue for some time.

It was felt that the R&I section needs to be strengthened in terms of efficient manpower and IT facilities. One heavy duty scanner and one medium duty scanner will be arranged by SMD urgently to R&I section for scanning and diarising in e-Office. Director (PCP) will make further assessment of strengthening of R&I section and communicate to the Committee in the next meeting.

[Action: S M Dte/PCP]

- 7) S M Dte will be nodal directorate for eOffice implementation and WPC will be nodal office for eHRMS.. Role of Department Admin in eHRMS will be transferred from DD, SMD to DD, WPC. Necessary action may be taken by SMD with NIC in this regard. Implementation Committees shall also be reconstituted accordingly.

[Action: S M Dte/WPC]

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

**LIST OF PARTICIPANTS ATTENDED IN THE 3rd MEETING ON E-OFFICE
IMPLEMENTATION COMMITTEE HELD ON 29.08.2017 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. Praveen Kumar, Director, PCP
3. S.D.Sharma, Director, SMD
4. H:S.Sengar, Director, RMCD
5. Ashis Banerjee, Secretary, CWC
6. M.S.Saravana Kumar, Dy. Director, WPC
7. Akhil Akhouri, Dy. Director, SMD

Special Invitees

S/Shri

1. Ravi Bhushan Kumar, Director, TC
2. Ojesh Kumar, AD-II, WP&P(C)
3. Anurag Pal, AD-II, SMD
4. Vimlesh Yadav, AD-II, WPC

Signature Not Verified

Digitally signed by M S
SARAVANA KUMAR
Date: 2017.09.07 14:44:13 IST

