



भारत सरकार
Government of India
केन्द्रीय जल आयोग
Central Water Commission
सॉफ्टवेयर प्रबंधन निदेशालय
Software Management Directorate

F.No: 10/4/eOffice-SMD/ 1536-1544

Dated: 21.11.2017

CIRCULAR

Sub: eOffice implementation- Creation of 442 Virtual Private Network (VPN) accounts by the NIC for CWC Officers– reg.

This circular announces that most of the officers and the members of the staff of CWC (working at the headquarters or the field offices) have been mapped on the eOffice portal. They are now the registered users of the portal.

In this regard, it may be noted that the direct access to the eOffice portal on internet is possible through NIC Network (NIC-NET) only. In absence of NIC-NET facility, eOffice portal can be accessed on other network (e.g. BSNL/MTNL/Private operators) by any individual user with the help of a personalized Virtual Private Network (VPN) account – a facility provided by the NIC.

With this facility, the users can also access the portal from any location - their office, home, tour or leave.

In the 3rd meeting of the Committee on eOffice Implementation held on 29.08.2017, it was decided that the VPN facility would be provided to all the officers of CWC up to the rank of Dy. Directors at CWC Headquarters and all the officers up to the rank of AD-II/SDE in the field units. Accordingly, on the request of S M Dte, NIC has created 442 VPN accounts so far. List of these accounts attached herewith. List is also available on CWC website under the link "[eOffice Implementation](#)".

The information regarding creation of VPN account of the above mentioned 442 users has already been sent by NIC to their NIC emails. These users are now required to set up their VPN accounts on their systems. The process to setup a VPN account on any device (Desktop/Laptop/Tab/Mobile) has been explained on the VPN Service website of the NIC at <https://vpn.nic.in/>

Major steps of the process are as under:

1. A **password** is received through NIC email. Login ID is prefilled. Digital certificate is also attached with the email.
2. The user is required to reply to that email and request for a **private key**. The private key is received on the registered mobile number of the user. In case of any issue related to non-receipt of the private key or the digital certificate, register your request/complaint at the service desk of NIC at <https://servicedesk.nic.in>
3. The digital certificate is to be installed on the user's system. The private key is to be used as password during installation of the digital certificate.
4. Download and install VPN client software from <https://vpn.nic.in/>, according to the user's operating system.



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5. Restart your system and open the VPN Client (**Ciscoanyconnect**) from the quick launch bar. Type <https://sconnect.nic.in> in the text box and click "Connect".

For any queries or help regarding eOffice, including those related to the VPN accounts, a help desk support team is available in S M Dte, CWC to facilitate and augment the eOffice implementation process in a smoother manner.

The users may get help as follows:

1. Check the latest updates about eOffice at <http://www.cwc.gov.in/main/webpages/eoffice.html>. Also go through the eOffice FAQs listed at <http://www.cwc.gov.in/main/downloads/updated%20FAQs.pdf>
2. Send emails to S M Dte at smdte@nic.in.
3. Call Helpline Numbers 011-2958 3377, 011-2958 3366, 011-2958 3355.
4. Call Helpline numbers to arrange online training through screen sharing.
5. Request for onsite training by the eOffice helpdesk personnel (for headquarter offices). For field offices, officer of the S M Dte or the "eOffice master trainers" may be deputed on special requests from the concerned field units.

Encl: List of 442 VPN Accounts.
(Also available on CWC website under the link "[eOffice Implementation](#)")


(S.D. Sharma)
Director
Phone: 011 2958-3615

For necessary action to:

1. All the 442 officers who have been assigned the VPN account.

Copy for kind information to:

1. The Director(e-Governance), e-Governance Cell, Ministry of Water Resources RD&GR with reference to this office letter no 10/4/eOffice-SMD dated 03.10.2017 regarding status of implementation of eOffice.
2. The Director, RD-I with reference to letter No. 4/21/2016-RDD/2900-02 dated 17.11.2017 related to NIC-NET connectivity for field offices.
3. PPS to the Chairman, CWC.
4. PPS to the Members (WP&P, D&R, RM), CWC.
5. PS to the CE (HRM), CWC.
6. PS to the Chief Engineer (DSO), CWC.
7. PS to the Secretary, CWC.

LIST OF EMAIL IDS FOR VPN ACCOUNT CREATION FOR E-OFFICE

Sl. No.	Employee Full Name	Current Designation	Email Address (NIC E-mail)
1	###	Chairman	###
2	Naresh Kumar Mathur	Member (D&R), CWC	nkmathur-cwc@nic.in
3	Pradeep Kumar	Member (RM), CWC	pradeepkumar2-cwc@nic.in
4	S.M. Hussain	Member (WP&P), CWC	smhusain-cwc@nic.in
5	Anand Shankar Prasad Sinha	Chief Engineer	aspsinha-cwc@nic.in
6	Bhopal Singh	Chief Engineer	bhopalsingh-cwc@nic.in
7	Chandra Kumar Lal Das	Chief Engineer	ceprjprp@nic.in
8	Chhotey Lal	Chief Engineer	cehydl@nic.in
9	Manjeet Singh Dhillon	Chief Engineer	cefmgmt@nic.in
10	Naresh Kumar	Chief Engineer	nareshkumar-cwc@nic.in
11	Navin Kumar	Chief Engineer	navinkumar-cwc@nic.in
12	Radhe Shayam Ram	Chief Engineer	rsram-cwc@nic.in
13	Raj Kumar Pachauri	Chief Engineer	rkpachauri-cwc@nic.in
14	Rakesh Kumar Gupta	Chief Engineer	Rakeshkr Gupta-cwc@nic.in
15	Ranjan Kumar Sinha	Chief Engineer	rksinha-cwc@nic.in
16	Sanjiv Aggarwal	Chief Engineer	sanjivaggarwal-cwc@nic.in
17	T K Sivarajan	Chief Engineer	tk sivarajan-cwc@nic.in

18	Vinod Kumar Talwar	Chief Engineer	vtalwar-cwc@nic.in
19	Atul Jain	Chief Engineer	atuljain-cwc@nic.in
20	Atul Kumar Nayak	Chief Engineer	atulkurnayak-cwc@nic.in
21	Krishnanunni N M	Chief Engineer	krishnanunni-cwc@nic.in
22	Motamarry K Srinivas	Chief Engineer	mksrinivas-cwc@nic.in
23	Rajendra Kumar Jain	Chief Engineer	rkjain-cwc@nic.in
24	Sanjay Kumar Sibal	Chief Engineer	sksibal-cwc@nic.in
25	Shiv Nandan Kumar	Chief Engineer	shivnandankr-cwc@nic.in
26	Ravi Shankar	Chief Engineer	ravishankar-cwc@nic.in
27	P.M. Scott	Chief Engineer	pmscott-cwc@nic.in
28	Ashok S. Goel	Chief Engineer	ashoksgoel-cwc@nic.in
29	S.K. Haldar	Chief Engineer	skhaldar-cwc@nic.in
30	M P Singh	Chief Engineer	mpsingh-cwc@nic.in
31	Ajay Kumar Sinha	Director	sinhaak-cwc@nic.in
32	Anil Jain	Director	aniljain-cwc@nic.in
33	Arjun Singh	Director	arjunsingh-cwc@nic.in
34	Ashwini Kumar Shukla	Director	shukla-cwc@nic.in
35	Banshmani Prasad Pandey	Director	bppandey-cwc@nic.in
36	Bhal Chandra Vishwakarma	Director	vishwakarma-cwc@nic.in

37	Bijoy Kumar Karjee	Director	bkkarjee-cwc@nic.in
38	Darpan Talwar	Director	darpantalwar-cwc@nic.in
39	Dilip Kumar Jha	Director	dkjha-cwc@nic.in
40	Girish Kumar	Director	dirhcd@nic.in
41	Gora Lal Bansal	Director	glbansal-cwc@nic.in
42	Goverdhan Prasad	Director	goverdhanprasad-cwc@nic.in
43	Harikesh Meena	Director	harkeshmeena-cwc@nic.in
44	Harkesh Kumar	Director	harkeshkumar-cwc@nic.in
45	Harvir Singh Sengar	Director	hssengar-cwc@nic.in
46	Jitendra Panwar	Director	jitendrapanwar-cwc@nic.in
47	Kamal Kumar Jangid	Director	kkjangid-cwc@nic.in
48	Kayum Mohammad	Director	kmohammad-cwc@nic.in
49	Kuruma Vara Prasad	Director	kvprasad-cwc@nic.in
50	Lalit Kumar Taneja	Director	lktaneja-cwc@gov.in
51	Manoj Kumar	Director	manoj.kumar21@nic.in
52	Nitya Nand Rai	Director	nityanandrai-cwc@nic.in
53	Nityananda Mukherjee	Director	nmukherjee-cwc@nic.in
54	Om Prakash Gupta	Director	opgupta-cwc@nic.in
55	P Devender Rao	Director	devender.rp@nic.in

56	Piyush Ranjan	Director	piyushranjan-cwc@nic.in
57	Pramod Narayan	Director	pramodnayarayan-cwc@nic.in
58	Praveen Kumar	Director	praveenkumar2-cwc@nic.in
59	Pushkar Singh Kutiyal	Director	pskutiyal-cwc@nic.in
60	Rabindranath Sankhua	Director	rnsankhua-cwc@nic.in
61	Raghuram Maddala	Director	mraghuram-cwc@nic.in
62	Raj Pal Singh Verma	Director	rpsverma-cwc@nic.in
63	Rajesh Kumar	Director	rajeshkumar1-cwc@nic.in
64	Rajiv Kumar	Director	rajiv.kumar67@nic.in
65	Ram Jeet Verma	Director	ramjeetverma-cwc@nic.in
66	Ramesh Kumar	Director	rameshkumar-cwc@nic.in
67	Ramesh Kumar Modalavalasa	Director	mrameshkumar-cwc@nic.in
68	Ravi Bhushan Kumar	Director	ravibhushan-cwc@nic.in
69	Ravindra Singh	Director	ravindrasingh-cwc@nic.in
70	Reading Shimray	Director	readingshimray-cwc@nic.in
71	Rishi Srivastava	Director	rishiv-cwc@nic.in
72	Ritesh Khattar	Director	riteshkhattar-cwc@nic.in
73	Saibal Ghosh	Director	cmddnw@nic.in
74	Sameer Kumar Jha	Director	sameerkrjha-cwc@nic.in

75	Samir Kumar Shukla	Director	skshukla-cwc@nic.in
76	Sandeep Kumar Rajan	Director	skrajan-cwc@nic.in
77	Satyendra Kumar Chaturvedi	Director	skchatur-cwc@nic.in
78	Sharad Chandra	Director	sharadchandra-cwc@nic.in
79	Sher Singh	Director	shersingh-cwc@nic.in
80	Shiv Dutta Sharma	Director	shivdutt-cwc@nic.in
81	Subhrangshu Biswas	Director	sbiswas-cwc@nic.in
82	Sudista Kumar Das	Director	skdas-cwc@nic.in
83	Sureshwar Singh Bonal	Director	ssbonal-cwc@nic.in
84	Suyash Kamal Sinha	Director	sksinha-cwc@nic.in
85	Vaseem Ashraf	Director	vaseemashraf-cwc@nic.in
86	Vineet Gupta	Director	vineetgupta-cwc@nic.in
87	Vishnu Deo Roy	Director	vdroy-cwc@nic.in
88	Vivek Tripathi	Director	vivektripathi-cwc@nic.in
89	Somesh Kumar	Director	ypaithankar-cwc@nic.in
90	Balram Kumar	Director	balramkumar-cwc@nic.in
91	Diwakar Motiramji Raipure	Director	dmraipure-cwc@nic.in
92	Harsha J	Director	jharsha-cwc@nic.in
93	Manoj Tiwari	Director	manojtewari-cwc@nic.in

94	N.V.Satish Seemakurti	Director	nvsatish-cwc@nic.in
95	Naga Mohan Giddaluri	Director	gnagmohan-cwc@nic.in
96	Niranjan Bar	Director	niranjanbar-cwc@nic.in
97	Pradeep Kumar	Director	pradeepkumar-cwc@nic.in
98	R Thangamani	Director	rthangamani-cwc@nic.in
99	Ravindra Dhonduji Deshpande	Director	redeshpande-cwc@nic.in
100	Sanjeev Kumar Suman	Director	kumarsanjeev-cwc@nic.in
101	Shiv Kumar Sharma	Director	sk.sharma30@nic.in
102	Smrth Lal Meena	Director	slmeena-cwc@nic.in
103	Yoki Vijay	Director	yokivijay-cwc@nic.in
104	R.D. Deshpande	Director	rdeshpande-cwc@nic.in
105	Ajit Kumar	Director	ajitkumar-cwc@nic.in
106	Bhaskar Bishnu Saikia	Director	bbsaikia-cwc@nic.in
107	V.Mohan Murali	Director	vmohan-cwc@nic.in
108	Jani Ram Boro	Director	janiramboro-cwc@nic.in
109	Shekharendu Jha	Director	sjha-cwc@nic.in
110	Kiran Parmanik	Director	kiranpramanik-cwc@nic.in
111	Asit Chaturvedi	Director	asitchaturvedi-cwc@nic.in
112	Vivek Pal	Director	vivekpal-cwc@nic.in

113	Anupam Prasad	Director	anupamprasad-cwc@nic.in
114	Ajay Kumar Gupta	Director	akg-cwc@nic.in
115	Vijay Saran	Director	vijaisaran-cwc@nic.in
116	G. Ram Babu	Director	grambabu-cwc@nic.in
117	O.R.K. Reddy	Director	orkreddy-cwc@nic.in
118	Rajiv Singhal	Director	rajeevsinghal-cwc@nic.in
119	Akhilesh Kumar Jha	Director	jhaak-cwc@nic.in
120	Mukesh Kumar Singh	Director	mukeshkrsingh-cwc@nic.in
121	A.K. Pradhan	Director	pradhan-cwc@nic.in
122	Ambrish Nayak	Director	ambarishnayak-cwc@nic.in
123	Pankaj Tyagi	Director	pankajtyagi-cwc@nic.in
124	P.K.Sharma	Director	pksharma-cwc@nic.in
125	Rakesh Toteja	Director	rakeshtoteja-cwc@nic.in
126	T.D. Sharma	Director	tdsharma-cwc@nic.in
127	Abhay Kumar	Director	abhay-cwc@nic.in
128	Khushagra Sharma	Director	khushagra-cwc@nic.in
129	Vimal Kumar	Director	vimalkumar-cwc@nic.in
130	Aditya Sharma	Director	adityasharma-cwc@nic.in
131	D.S. Chaskar	Director	dschaskar-cwc@nic.in

132	Sidhartha Mitra	Director	sidhartha-cwc@nic.in
133	Sushil Kumar	Director	sushilkumar-cwc@nic.in
134	Ajay Kumar-I	Director	ajaykumar1-cwc@nic.in
135	Puneet Kumar Mittal	Director	pkmittal-cwc@nic.in
136	Susanta Kumar Samal	Director	sksamal-cwc@nic.in
137	Rakesh Kashyap	Director	rakeshkashyap-cwc@nic.in
138	R.K. Kanodia	Director	rkkanodia-cwc@nic.in
139	R.R.Sambharia	Director	rrsambharia-cwc@nic.in
140	Saibal Ghosh	Director	saibalghosh-cwc@nic.in
141	Sanjay Kumar Singh	Director	sanjaykrsingh-cwc@nic.in
142	Anuj Kanwal	Director	anujkanwal-cwc@nic.in
143	Ashis Banerjee	Director	ashishbanerjee-cwc@nic.in
144	Bal Kishan	Director	balkishan-cwc@nic.in
145	Bhupesh Kumar	Director	bhupeshkumar-cwc@nic.in
146	Dinesh Verma	Director	dineshverma-cwc@nic.in
147	Girish Kumar	Director	girishkumar-cwc@nic.in
148	L.K. Taneja	Director	lktaneja-cwc@nic.in
149	Piyush Kumar	Director	piyushkumar-cwc@nic.in
150	Parshant Kumar Gupta	Director	prashantkr Gupta-cwc@nic.in

151	Rahul Kumar Singh	Director	rahulkrsingh-cwc@nic.in
152	Rajesh Kumar	Director	rajeshkumar-cwc@nic.in
153	Manoj Kumar	Director	manojkumar-cwc@nic.in
154	Rajiv Kumar	Director	rajivkumar-cwc@nic.in
155	Joginder Singh	Director	jogindersingh-cwc@nic.in
156	Neeraj Kumar	Director	neerajkumar-cwc@nic.in
157	Satish Chandra	Director	satishchandra-cwc@nic.in
158	Sunil Kumar-I	Director	sunilkr1-cwc@nic.in
159	Y.S.Varshney	Director	ysvarshney-cwc@nic.in
160	S. Biswas	Director	sbiswas-cwc@nic.in
161	Sunil Jindal	Director	suniljindal-cwc@nic.in
162	Sunil Kumar	Superintending Engineer	s.kumar33@gov.in
163	Baleshwar Thakur	Superintending Engineer	baleshwar.thakur48@nic.in
164	Pankaj Kumar Sharma	Superintending Engineer	secobangalore-cwc@nic.in
165	Amit Kumar Jha	Superintending Engineer	amitkjha-cwc@nic.in
166	Dilip Kumar Jena	Superintending Engineer	dkjena-cwc@nic.in
167	Ravi Ranjan	Superintending Engineer	raviranjan-cwc@nic.in
168	Sudhir Kumar	Superintending Engineer	sudhirkumar-cwc@nic.in
169	Rangasamy Azhagesan	Superintending Engineer (C)	razhageshan-cwc@nic.in

170	Jani Ram Boro	Superintending Engineer (C)	boro.jr@nic.in
171	Padma Dorje	Superintending Engineer (C)	padmadorjee-cwc@nic.in
172	Milind Arjun Panpatil	Superintending Engineer (C)	milindpanpatil-cwc@nic.in
173	Pardeep Kumar Thakur	Superintending Engineer (C)	pradeepkrthakur-cwc@nic.in
174	Shiva Prakash	Superintending Engineer (C)	shivaprakash-cwc@gov.in
175	Krishnaji Singh	Deputy Director	srikrishnjisng-cwc@nic.in
176	Abhijeet Kashliwal	Deputy Director	abhijeetkashliwal-cwc@nic.in
177	Abhishek Gupta	Deputy Director	abhishekgupta-cwc@gov.in
178	Ajay Kumar Sinha	Deputy Director	aks2-cwc@nic.in
179	Alok Paul Kalsi	Deputy Director	apkalsi-cwc@nic.in
180	Aluri Krishna Rao	Deputy Director	arao-cwc@nic.in
181	Amit Ranjan	Deputy Director	amitrانjan-cwc@nic.in
182	Amrish Pal Singh	Deputy Director	amrishpsingh-cwc@nic.in
183	Anand Prakash Kandiyal	Deputy Director	kandiyal-cwc@nic.in
184	Anil Kumar Mittal	Deputy Director	mittal-cwc@nic.in
185	Anil Kumar Singh	Deputy Director	anilksingh-cwc@nic.in
186	Ankit Dudeja	Deputy Director	ankitdudeja-cwc@nic.in
187	Arjesh Kumar Madhok	Deputy Director	arjeshmadhok-cwc@nic.in
188	Arrabotu Mohan Reddy	Deputy Director	monan-cwc@nic.in

189	Ashish Tripathi	Deputy Director	ashishtripathi-cwc@gov.in
190	Babu Ram	Deputy Director	baburm-cwc@nic.in
191	Chaitanya K S	Deputy Director	chaitanyaks-cwc@gov.in
192	Dharambir Singh	Deputy Director	Dharmvr@nic.in
193	Dinesh Kumar Goynar	Deputy Director	dkgoynar-cwc@nic.in
194	Dipti Ranjan Mohanty	Deputy Director	drmohanty-cwc@nic.in
195	Gaurav Sharma	Deputy Director	gauravsharma-cwc@nic.in
196	Guru Prasad Joganna	Deputy Director	guruprasad-cwc@nic.in
197	Harendra Singh	Deputy Director	harendra-cwc@nic.in
198	Harshvardhan	Deputy Director	harshvardhan.60@gov.in
199	Karingala Shanker	Deputy Director	kshankr-cwc@nic.in
200	Kuldeep Kumar Singh	Deputy Director	kuldeepkrsingh-cwc@nic.in
201	Kumar Kushal	Deputy Director	kumar.kushal@gov.in
202	L. Kodandaramaswamy	Deputy Director	lkodanswamy-cwc@nic.in
203	L.B.Tuolte Na Tuolte	Deputy Director	lb.tuolte18@gov.in
204	M S Saravana Kumar	Deputy Director	mssaravana-cwc@nic.in
205	Manas Hans Yadav	Deputy Director	manas-cwc@gov.in
206	Maneesh Jaiswal	Deputy Director	maneeshjaiswal-cwc@nic.in
207	Manjeet Kaur	Deputy Director	kmmanjtkr-cwc@nic.in

208	Manohar Lal Gour	Deputy Director	manohar-cwc@nic.in
209	Manoj Kumar	Deputy Director	manojkumar2-cwc@nic.in
210	Mayank Singh Chetan	Deputy Director	mayankschetan-cwc@nic.in
211	Mohd Faiz Syed	Deputy Director	mohdfaizsyed-cwc@nic.in
212	Mukesh Kumar	Deputy Director	mukeshkumar-cwc@nic.in
213	N. Periasamy	Deputy Director	nperiaswamy-cwc@nic.in
214	Naveen Kumar	Deputy Director	naveenkumar-cwc@nic.in
215	Neeraj Kumar Sharma	Deputy Director	neerajkmrsharma-cwc@gov.in
216	Panneer Selvam L	Deputy Director	panneerselvamcwc@nic.in
217	Pramod Chandra	Deputy Director	pramodchandra-cwc@nic.in
218	Preeti Choudhary	Deputy Director	preetichoudhary-cwc@nic.in
219	Prem Kishore Rawat	Deputy Director	premrawat-cwc@nic.in
220	Raj Kumar	Deputy Director	rkmaurya-cwc@nic.in
221	Rajeev Kumar Sharma	Deputy Director	rajevkmrsharma-cwc@nic.in
222	Rajendra Kumar Mishra	Deputy Director	rkmishra-cwc@nic.in
223	Rajesh Gupta	Deputy Director	rajeshgupta-cwc@nic.in
224	Ram Kishore	Deputy Director	ramkishore-cwc@nic.in
225	Rishi Kumar	Deputy Director	rishikmr-cwc@nic.in
226	S Lakshminarayanan	Deputy Director	slksmnrynan-cwc@nic.in

227	Sai Sudarsanam Maddi	Deputy Director	saisudarsanam-cwc@nic.in
228	Saket Krishna	Deputy Director	saketkrishna-cwc@gov.in
229	Samarth Agarwal	Deputy Director	sagarwal-cwc@nic.in
230	Santosh Kumar	Deputy Director	santosh-cwc@nic.in
231	Satish Jain	Deputy Director	satishjain-cwc@gov.in
232	Saurabh Sharan	Deputy Director	saurabhsharan-cwc@gov.in
233	Seema Pandey	Deputy Director	seemapandey-cwc@nic.in
234	Shashank Bhushan	Deputy Director	shashankbhushan-cwc@nic.in
235	Shibendra Narayan Barman	Deputy Director	snburman-cwc@nic.in
236	Shiv Kumar Shakya	Deputy Director	shivkushky-cwc@nic.in
237	Shiv Sunder Singh	Deputy Director	shivsundersingh-cwc@nic.in
238	Sispal Gill	Deputy Director	sispalgil-cwc@nic.in
239	Srinivasu Bairy	Deputy Director	srinivasu-cwc@nic.in
240	Subal Chandra Ghatak	Deputy Director	scghtk-cwc@nic.in
241	Sukhdev Singh	Deputy Director	sukhdevsng-cwc@nic.in
242	Vasanthakumar V	Deputy Director	vasanthakumar-cwc@gov.in
243	Vivek Kumar Verma	Deputy Director	vivekverma-cwc@gov.in
244	RABINDRA CHANDRA DAS	Deputy Director	rabindr_cwc@nic.in
245	Rekha Rani kollu	Deputy Director	rekharani-cwc@nic.in

246	Somesh Kumar	Deputy Director	someshkumar-cwc@nic.in
247	Aditya Sarweswara Sarma Moola	Deputy Director	adityamoola-cwc@gov.in
248	Deepak Chandra Bhatt	Deputy Director	deepakbhatt-cwc@nic.in
249	Gangabhavani M	Deputy Director	mgangbhwni-cwc@nic.in
250	Indrajeet Kumar	Deputy Director	indrajeetkmr-cwc@nic.in
251	Kamlesh Jain	Deputy Director	kamleshjain-cwc@nic.in
252	Mathad Lingadevaiah Prakash	Deputy Director	mlprakash-cwc@nic.in
253	Mayank Suhrid	Deputy Director	mayanksuhrid@nic.in
254	Mohammad Afaq	Deputy Director	mohdafaq-cwc@nic.in
255	Ramdas Meena	Deputy Director	ramdasmeena-cwc@nic.in
256	Ravi Kumar Goel	Deputy Director	ravigoel-cwc@nic.in
257	Satyendra Pratap Singh	Deputy Director	satyendra-cwc@nic.in
258	Saurabh	Deputy Director	saurabh-cwc@gov.in
259	Sheela Pillai	Deputy Director	sheelapillai-cwc@nic.in
260	Uma B	Deputy Director	umab-cwc@nic.in
261	Ashok Kumar Singh	Deputy Director	ashokrsingh-cwc@nic.in
262	Smt.M. Swaroopa Rani	Deputy Director	swarooparani-cwc@nic.in
263	P.K. Patnaik	Deputy Director	pkpatnaik-cwc@nic.in
264	Bhakti Prasad Sonowal	Deputy Director	bhaktisonowal-cwc@nic.in

265	V. Gangadhar	Deputy Director	vgangadhar-cwc@nic.in
266	Manoj Kumar Meena	Deputy Director	mkmeena-cwc@nic.in
267	Ashok Kumar V.	Deputy Director	ashokkrv-cwc@nic.in
268	R. Giridhar	Deputy Director	rgirdhar-cwc@nic.in
269	R. Saravanan	Deputy Director	rsaravanan-cwc@nic.in
270	Vishal Garg	Deputy Director	vishalgarg-cwc@nic.in
271	Hradesh Kumar	Deputy Director	hradeshkumar-cwc@nic.in
272	Vipin Kumar Singh	Deputy Director	vipinkrsingh-cwc@nic.in
273	Mohan Kumar P.S.	Deputy Director	mohankumr-cwc@nic.in
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भारत सरकार
Government of India
केन्द्रीय जल आयोग
Central Water Commission
सॉफ्टवेयर प्रबंधन निदेशालय
Software Management Directorate

F.No: 10/4/eOffice-SMD/ 1457-1471


Dated: 30.10.2017

Sub: Minutes of the 4th meeting of Committee towards Implementation of eOffice Lite Software in Central Water Commission – reg.

A meeting to discuss the status/ issues related to eOffice implementation in CWC and to decide further course of action was held on 24.10.2017 in the Chamber of Chief Engineer(HRM) at the 3rd Floor(S), Sewa Bhawan.

Minutes of meeting is enclosed herewith for necessary action please.

Encl: As above


30.10.2017
(Akhil Akhouri)
Deputy Director

Copy to:

1. PPS to Chairman, CWC, New Delhi.
2. PPS to Member(WP&P, D&R, RM), CWC, New Delhi.
3. PS to Chief Engineer(HRM), CWC, New Delhi.
4. Secretary, CWC.
5. Director, S M Dte, CWC.
6. Director, RMC Dte, CWC.
7. Director, WP&P(Cord) Dte, CWC
8. Director, D&R (Cord.) Dte, CWC
9. Director, TC Dte, CWC
10. Director, Training Dte, CWC
11. Director, PCP Dte, CWC
12. Superintending Engineer(C), YBO, CWC
13. Deputy Director, WPC, CWC

Minutes of the 4th meeting of Committee towards Implementation of eOffice Lite Software in Central Water Commission held on 24.10.2017

The 4th Meeting of Committee for eOffice Implementation in Central Water Commission was held on 24.10.2017 in the Chamber of Chief Engineer (HRM) at the 3rd Floor; Sewa Bhawan (South). The list of participants is at **Annexure- I**.

At the outset, Director (S M Dte) briefed the present status of the work of eOffice Implementation in Central Water Commission and the further course of action required for the speedy implementation at Hqrs. as well as in the field offices.

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

- 1) The matter related to establishment of Central Registry Unit (CRU) of CWC- for the purpose of receiving correspondence in CWC from the External Organisations, viz. the Ministries and the Departments, was discussed in detail. It was discussed and decided in the meeting that the said responsibility may be entrusted to R&I Section of CWC. For outgoing correspondence, the officer concerned may either send the correspondence directly to CRU of the external organisations or through CRU of CWC.
- 2) It was felt by the Members of the Committee that there should be Standard Operating Procedure (SOP) for file movement through CRU/R&I Section in eOffice software. SOP was decided as under:
 - i. All incoming correspondence received at R&I unit shall be diarised by the CRU and sent to respective offices through eOffice. All the correspondence in physical form (hard copy) shall be kept in the CRU. However there shall be overlapping period of about two months (that is till 31.12.2017) for the movement of the correspondence through eOffice as well as the hard copies. The CRU section shall mark the diary number (receipt number in eOffice nomenclature) on each and every hard copy of the correspondence.
 - ii. Confidential/Secret letters/Court Cases/RTIs related correspondence are not to be sent through eOffice for the time being. Decision on the same shall be taken later.
 - iii. Bulk report / Hard bound report of more than 50 pages (excluding cover / index pages) shall be sent directly to the addressee and the scanned copy of forwarding of the same will be sent through eOffice. Reports with 50 pages or less shall be scanned and attached to the covered letter and sent through eOffice.
 - iv. Physical correspondence shall be archived and maintained by the CRU/R&I Section. In case of requirement of any correspondence, concerned directorates/section shall approach the CRU/R&I Section for accessing and getting the copy of the same on requisition basis.
 - v. For outgoing correspondence in eOffice, the officer concerned may send the correspondence directly to CRU of the external organisations. For correspondence in hard copies, the existing system shall continue.

[Action: Director(R&I) Section]

- 3) The R&I Section may be renamed as CRU. Required O.M. may be issued by the office of the Secretary, CWC in this regard. SO(R&I) to be renamed as SO(CRU) shall act as Nodal officer for CRU and shall be responsible for external coordination for all correspondence. All external correspondence through eOffice shall run through email ID of the SO (R&I)/SO (CRU).

[Action: Secy (CWC)/ Director(R&I)]

- 4) The R&I Section/CRU will be strengthened for handling eOffice correspondence by posting IT savvy staff at the level of ASO on urgent basis. S M Dte will also provide one dedicated helpdesk personnel for the CRU for the time being.

[Action: Secretary, CWC]

- 5) The nomination of the officers for training in eOffice shall be sought from each and every Director by the Training Directorate as per their requirements. A circular in this regard will be sent by SM Dte.

[Action: Training Dte]

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

Annexure-I

LIST OF PARTICIPANTS WHO ATTENDED THE 4TH MEETING OF THE COMMITTEE TOWARDS IMPLEMENTATION OF E-OFFICE LITE SOFTWARE IN CENTRAL WATER COMMISSION HELD ON 24.10.2017

Sh. Bhopal Singh, CHIEF ENGINEER, HRM

----- IN THE CHAIR

Members/Participants (Sh.)

1. Sh. S D Sharma, Director, S M Dte
2. Sh. H S Sengar, Director, R M C Dte
3. Sh. Jitendra Panwar, SE(C), YBO, CWC
4. Sh. Praveen Kumar, Director, PCP Dte, CWC
5. Sh. Vineet Gupta, Director, WP&P (Coord) Dte, CWC
6. Sh. Ashis Banerjee, Secretary, CWC
7. Sh. Ramesh Kumar, Director, Training Dte, CWC
8. Sh. Ravi Bhushan Kumar, TC Dte, CWC
9. Sh. R K Sharma, DD, D&R(Coord) Dte, CWC
10. Sh. Akhil Akhouri, DD, S M Dte, CWC
11. Sh. Anurag Pal, AD-II, S M Dte, CWC



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सॉफ्टवेयर प्रबंधन निदेशालय
Software Management Directorate

F.No: 10/4/eOffice-SMD/ 1338-59

Dated: 09.10.2017

To,

All offices of the Chief Engineers, CWC Regional Offices

Sub: Implementation of e-office in field units of Central Water Commission– internet connectivity reg.

Ref: This office letters of even no dated 19.09.2017 & 20.09.2017

Sir,


Implementation of e-Office Lite Software as a core mission mode project (MMP) under the National eGovernance Plan (NeGP) has been made operationalised in Go Live mode in the Central Water Commission since 24.8.2017. The work of creating EMD/ Role Assignment/ Mapping etc has been completed for most of the offices at CWC (HQ) and the same is being carried out for the regional offices of CWC.

In this regard, it is to inform that NICNET/NKN availability is one of the pre-requisites for eOffice and minimum bandwidth of 4 Mbps for 25-30 concurrent users is required for adequate performance of eOffice. Accordingly, all the CWC field offices are requested to get the NICNET facility at their office locations at the earliest.

Alternatively, the eOffice portal can also be accessed through Virtual Private Network (VPN) facility to be provided by the NIC. This office has already requested NIC, New Delhi office to provide VPN accounts to those officers of CWC working in the field units upto the level of SDEs and above.

On receipt of the VPN accounts from NIC, these will be provided to the officers concerned. However, officers who have not yet provided employee data to this office for eOffice and eHRMS have been excluded from the list for VPN accounts.

Yours faithfully,


(S D Sharma)
Director, SM Dte
& Nodal Officer for eOffice

Copy for kind information to:

1. PPS to the Chairman, CWC
2. PS to the Members (WP&P, D&R, RM), CWC
3. PS to the CE (HRM), CWC
4. PS to the Chief Engineer (DSO), CWC
5. The Secretary, CWC
6. The Director, RD-1 with references to NIC correspondence no. 3063993/2-17 dated 14.2.2017 to the field offices for obtaining NICNET Connectivity from NIC (copy enclosed).



सत्यमेव जयते

B. Koti Reddy

Principal Systems Analyst

No. 3063993/2-17

भारत सरकार
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
राष्ट्रीय सूचना-विज्ञान केन्द्र
ए-ब्लॉक, केन्द्रीय कार्यालय परिसर, लोधी रोड,
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Government of India
MINISTRY OF ELECTRONICS & INFORMATION TECHNOLOGY
NATIONAL INFORMATICS CENTRE
A-BLOCK, C.G.O. COMPLEX, LODHI ROAD
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ग्राम्स / GRAMS : INCENT HQ

फैक्स / FAX :

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✓ To
The Director
River Data Directorate, Central Water Commission (CWC)
West Block-1, 2nd Floor, Wing No-4,
RK Puram, New Delhi - 110605

Dt. 13-02-2017

14

Sub: 4 Mbps NICNET connectivity to CWC offices as per the list attached for VC and NICNET purpose only.

Ref: CWCs request letter No: 4/21/2016/-RDD/2903-05

In reference to your letter under reference, NIC has agreed for termination of 4 Mbps link from your regional offices (as attached) to the nearest NIC State / District centre free of any port charges. The connectivity from your regional offices is approved subject to the following:

1. For end to end connectivity the user office shall take feasibility report of leased line availability from leased line service provider and shall apply to them directly for leasing of the bandwidth. The connectivity may be taken over Ethernet.
2. The Equipment's (Router, Switch, etc.) required at user end shall be procured by user Office. The Router should have minimum Three/Four Ethernet ports.
3. The networking equipments should be IPV6 ready from day one & should support security features.
4. The establishment of LAN in the office shall be the responsibility of user department.
5. User department has to adhere to NIC IP Schema.
6. The user department shall deploy antivirus and patch management in client PC's to protect the network from malware this shall be as per existing Security policy given at URL <https://security.nic.in>. The advice of NIC security Division may be taken for the solution.
7. NIC shall be free to block the link/traffic in case any malicious activity originates from the user office end which may affect NICNET operations.
8. The user department shall not connect any other Network with the proposed NICNET connectivity and shall not route any traffic from the other present network (if any).
9. The cost of Leased line, Router, Switch or any other equipment/ hardware required for connectivity purpose shall be borne by user department.
10. The access shall be for VC and NICNET services only

CWC may take further appropriate action to persuade upon the approved NICNET connectivity.

This is with the approval of Competent Authority.


(B. Koti Reddy)
kreddyb@nic.in
Ph:011-24305292

Copy to concerned SIOs.

B. Locations where VC Systems will be installed in future and NICNET Connection is sought

1	Chief Engineer, B&BDO, CWC, "REBEKKA VILLE", Near Barik point, Temple Road, Lower Lachumiere, PO Rynjah(Umpling), Shillong, (Meghalaya) – 793001	NIC State Centre, 3 rd Floor, NIC Building, Secretariat Hill, Shillong – 793001, Meghalaya Ph: 0364-2225501	
2	Chief Engineer, IBO, CWC, Block-4, 6 th Floor, Kendriya Sadan, Sector- 9A, Chandigarh-160017	NIC Punjab State Centre, Ground Floor, Punjab Mini Secretariat, Sector-9, Chandigarh- 160009, Ph: 0172-2745776	
3	Chief Engineer, LGO, CWC, 177-B, Sri Krishna Puri, Patna(Bihar)- 800001	NIC State Centre, 3 rd Floor, Technology Bhavan, Beily Road, Patna-800001 Ph: 06122545964	
4	Chief Engineer, NBO, CWC, Block-3, G-Floor, Paryawas Bhawan, Mother Teresa Marg, Arear Hills, Bhopal- 462011	NIC State Centre, 'C' Wing, Basement, Vindhychal Bhawan, Bhopal – 462004, MP Ph: 0755-2551447	
5	Chief Engineer, TBO, CWC, Sevoke Road, 2 nd Mile, Siliguri – 734401 (West Bengal)	NIC Darjeeling District Centre Darjeeling Ph: 0354-2256020 / Nearest NIC Centre	
6	Chief Engineer, YBO, CWC, Kalindi Bhawan, B-5, Tara Crescent Road, Qutub Institutional Area, New Delhi-110016	NIC Head Quarters, CGO Complex, New Delhi And / Or NIC Centre, Sastri Park, New Delhi	
7	Chief Engineer, Monitoring Central , CWC, CGO Complex, Block 'C', 3 rd Floor, Seminary Hills, Nagpur - 440006	NIC District Centre, Nagpur (Maharashtra) Ph: 0712-245087	
8	Chief Engineer, Monitoring South, CWC, JALASOUDHA, Near HMP Precision Machinery Division, HMT Post, Bangaluru-560013	NIC State Centre, 6 th &7 th Floor, Mini Tower Dr. Ambedkar Road, Bangaluru-560001, Karnataka. Ph: 080-22863790	

Government of India
Ministry of Electronics and Information Technology
National Informatics Centre

Annexure-A

Sub: Providing 4 Mbps NICNET leased line connection to the Central Water Commission (CWC) Regional Offices spread all over India for connecting their VC systems without Internet facility

A. Locations where VC Systems were installed and needed NICNET connection

Sl.No	CWC Regional Office / VC Systems location	Nearest NIC Centre in the States	Remarks
1	Chief Engineer, Krishna & Godavari Basin, CWC, 5-9-201/B&B, Chirag Ali Lane, Hyderabad-500001 (AP) ✓	NIC Telangana State Unit, VII Floor, A-Block, BRKR Bhavan, Tank Bunk Road, Hyderabad-500063 Ph: 40-23229474(T)	
2	Chief Engineer(C&SR), CWC, Sangamam, Gandhinagar, Peelamedu PO, Coimbatore-641004(Tamilnadu) ✓	NIC District Centre, Coimbatore Ph: 0422-2301892, 2301114	
3	Chief Engineer, Mahanadi & Eastern River, CWC, Plot No 13&14, Mahanandi Bhawan, Bhoi Nagar, Bhubaneswar-751002 (Orissa) ✓	NIC State Centre, Unit IV, Sachivalay Marg, Bhubaneswar-751018 Odisha Ph: 0674-2508438	
4	Chief Engineer (NTBO), CWC, Narmada Tapi Bhawan, 1 st Floor, Sector-10A, Gandhinagar-382010(Gujarat) ✓	NIC State Centre, Block-13, 2 nd Floor, New Sachivalaya, Gandhinagar-382010 Gujarat Ph: 079-23223035	
5	Chief Engineer, Upper Ganga Basin, CWC, Jahnvi Sadan, 21/496, Indra Nagar, Lucknow-226016(UP)	NIC State Centre, 3 rd Floor, Yojana Bhawan, 9, Sarojini Naidu Marg Lucknow-226001, UP Ph: 0522-2238415	
6	Chief Engineer, National Water Academy, CWC, Sinhagad Road, Khadakwasia, Pune-411024 (Maharashtra) ✓	NIC District Centre, Pune, Maharashtra Ph: 020-26129948	
7	Chairman, CWC, Room No 315(S), Sewa Bhawan, RK Puram, New Delhi	INOC Sewa Bhawan / NIC, CGO Complex, New Delhi	
8	Member(RM), CWC, R.No 212(S), Sewa Bhawan, RK Puram, New Delhi	INOC Sewa Bhawan / NIC, CGO Complex, New Delhi	

Contact Details of Leased Line Service Providers .

MTNL :

Mr Atik Ahmed (SDE-EB) -- 9013133880 sdetfnkn1@gmail.com

Mr Jaybir Singh (AGM BC-EB) - 9868132426 agmbdc@gmail.com

Mr Sandeep Gupta (GM) - 9868132272 gmlc@bol.net.in

PGCIL :

Mr Gaurav Agarwal , Sr Engineer(Telecom) -
8826896865 gauravagarwal@powergridindia.com

Mr Ankur Bhandari , Dy. Manager (Telecom-Marketing) -
9873918456 ankur.bhandari@powergridindia.com

RailTel :

Mr Rajneesh Verma (Dy. Manager, Mktg) -
9717644213 rajnish.verma@railtelindia.com

Hemant Yadav (Sr.Manager/Mktg/Northern Region) -
9717644137 hemantyadav@railtelindia.com

Regards

Naresh

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: 25.09.2017

Office Memorandum

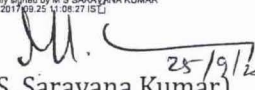
विषय : Reconstitution of e-Office Implementation Committee in Central Water Commission.

The Committee for monitoring and implementation of e-Office in Central Water Commission which was constituted vide No. 26/1/2017/WPC/638-652; Dated 27.07.2017 is reconstituted as under:

01.	Chief Engineer, HRM	Chairman
02.	Secretary, CWC	Member
03.	Director, RMCD	Member
04.	Director, WP&P (Cord.)	Member
05.	Director, D&R(Cord.)	Member
06.	Director, TC	Member
07.	Director, Training	Member
08.	Director, SMD	Member
09.	Director, PCP	Member
10.	Superintending Engineer (Cord), YBO	Member
11.	Dy. Director, WPC	Member
12.	Dy. Director, SMD	Member secretary

The distribution of various works of e-Office implementation is given at **Annexure.**

This issues with the approval of Chairman, CWC.

Digitally signed by M. S. SARAVANA KUMAR
Date: 2017.09.25 11:08:27 IST

(M.S. Saravana Kumar)
Deputy Director

प्रति ,

All Members of the Committee.

प्रतिलिपि :

1. PPS of Chairman, CWC.
2. PPS of Member (WP&P) / RM / D&R.
3. Director (e-Gov), MoWR, RD&GR, New Delhi.
4. Dy. Director, SMD, CWC – for uploading in the CWC website.

25/9/17
AD-II(A)
Pls upload file

SMD
25-9-17

Works distribution of e-Office implementation Committee

A. SM Directorate:

1. Coordination with NIC for various technical issues such as internet speed, VPN facilities etc.
2. Super Admin (management of file heads, officer role assignment etc)
3. Based on the EMD data collected from the web form mapping of details of all the employees of CWC in e-Office using the help desk.
4. Arranging meetings of e-Office implementation Committee.

B. Training Directorate:

1. Arrangement of various training programs on e-Office such as user level training for two days at least from one officer/staff from each office, Master level training for selected officers/staffs, orientation programme/training for the Directors and above level officers in CWC.

C. Work Plan Cell :

2. The list of name of officers/staffs to be trained on e-Office at user level will be prepared initially by WPC and send to Training Directorate.
3. EMD data will be managed by WPC after the same mapped in the e-Office by SMD.



No:14/4/e-Office-SMD/ 1277 - 1282

Dated: 15/09/2017

कार्यालय ज्ञापन

विषय : Implementation of e-Office in 13 CE Organisations at CWC(HQ) - mapping of employees Master Database (EMD)– reg.

It is to inform that the e-Office has been launched as on 24.08.2017 in Central Water Commission. Accordingly the work of creating EMD/ Role Assignment/ Mapping etc has been completed for the following organisations of Central Water Commission (HQ).

1. CE (DSO)
2. CE (FMO)
3. CE (IMO)
4. CE (EMO)
5. CE (BPMO)
6. CE (PMO)
7. CE (HSO)
8. CE (P&D)
9. CE (Design - E&NE)
10. CE (Design - N&W)
11. CE (POMIO)
12. CE (Design - NW&S)
13. CE (NBPO)

The employees of these organizations dealing with official communication have been included into the employees' master database in eOffice as per information provided by them through online web form. These employees should now be able to login into the eOffice and can start working on the platform. The remaining five (05) offices of CWC Hqrs. namely CE (PAO), CE (CMO), CE (PPO), Advisor (ISO) will be mapped within the a few days. The EMD mapping of the field offices is also in the progress and is likely to be completed by 30th Sept. 2017.



This is for information to all concerned with a request that in case of any issues/problems in working on the eOffice platform, the eOffice Help Desk team may be contacted on following numbers:

011-2958 3377, 011-2958 3366, 011-2958 3355

12/10/17
15/11/17
(शिव दत्त शर्मा)
निदेशक

For necessary action to:

Employees concerned of CWC(HQ).

Copy for kind information to:

1. PPS to the Chairman, CWC
2. PS to the Members(D&R, RM & WP&P), CWC
3. PS to the Chief Engineer (HRM), CWC
4. PS to the Secretary, CWC



भारत सरकार
Government of India
केन्द्रीय जल आयोग
Central Water Commission
सॉफ्टवेयर प्रबंधन निदेशालय
Software Management Directorate

F.No: 10/4/eOffice-SMD/ 1254-1262

Dated: 13.09.2017

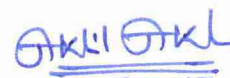
CIRCULAR

Sub: Support for eOffice through Helpdesk Team – reg.

It is to inform that implementation of eOffice Lite Software has taken place and the same has been operationalised in Go Live mode since 24.8.2017 in Central Water Commission and a help desk support team has been set up in S M Dte, CWC to facilitate and augment the eOffice implementation process in smooth manner. All the stakeholders at CWC eOffice platform are kindly requested to note the following contact details of Helpdesk Team:

eOffice Helpdesk Emails	smdte-cwc@nic.in; smdte@nic.in; eofficehelpdesk.cwc@gmail.com
Helpline Numbers	011-2958 3377 011-2958 3366 011-2958 3355
URL for latest updates on eOffice	http://www.cwc.gov.in/main/webpages/eoffice.html

(ii) In case of any elaborated queries/hands on about the eOffice which can't be clarified over telephone, users may visit training lab of S M Dte at 6th Floor, Sewa Bhawan (South), R K Puram on Tuesday, Wednesday & Thursday during 1000 Hrs to 1100 Hrs wherein the brief training can be imparted to facilitate working with eOffice software. Users are requested to book their slot for brief training at least one day in advance through call logging at any of three help line numbers.


13.9.2017

(Akhil Akhouri)
Deputy Director

For necessary action to:

All the employees of CWC (through CWC website).

Copy for kind information to:

1. PPS to the Chairman, CWC
2. PS to the Members (WP&P, D&R, RM), CWC
3. PS to the CE (HRM), CWC
4. PS to the Chief Engineer (DSO), CWC
5. The Secretary, CWC
6. The Deputy Director, Work Plan Cell, CWC

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

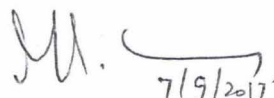
Date: 07/09/2017

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

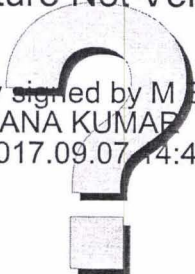
Special Invitees

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





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Government of India

केन्द्रीय जल आयोग

Central Water Commission

कार्य योजना सेल

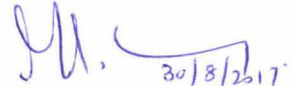
Work Plan Cell

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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Central Water Commission
कार्य योजना सेल
Work Plan Cell

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

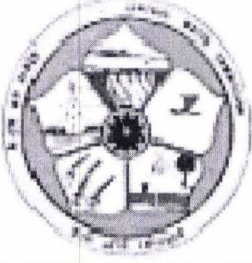
S/Shri

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



14/8
DD (WPC)

Chh
CE (HRM)

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Central Water Commission
कार्य योजना सेल
Work Plan Cell

File no. 26 /1/2017/WPC/ 764-804

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	Alr 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		



F.No: 10/4/eOffice-SMD/ 1095-1102

Dated: 03.08.2017

Circular

Subject: Implementation of e-Office in CWC.

Ref. : Meeting dated 25.07.2017 taken by CE (HRM).

As per the directions of the Ministry from time to time, this office has to implement e-office in CWC. In this matter, a meeting was held on 25.07.2017 in the Chamber of CE (HRM) in the presence of officers from SM Dte., PCP Dte & WPC.

Director, SM Directorate informed that the NIC has already forwarded a list of activities to CWC as per their model programme of e-Office implementation (Annexure-1) and CWC needs to take up action accordingly.

1. Activities at S.No. 1 to 3 & 5 – CWC has already made payments to NIC towards implementation of the software for CWC. NIC is in the process of generating a project ID and is in the process of completing these activities.
2. Activity No. 4 (DNS confirmation): NIC has already been requested NIC to create a sub-domain cwc.eoffice.nic.in.
3. Activities 6 (Identification of e-Office Nodal Coordinator)- The Chairman, CWC has already nominated CE(HRM), CWC to act as Nodal Coordinator for e-Office. The same has been conveyed to the Ministry vide letter dated 15.09.2011 issued by WPC (copy enclosed- Annexure-II).
4. Activity No. 7-8, CE(HRM) nominated Director, SM Dte. as Super Administrator and Dy. Director, WPC as EMD Manager.
5. Activity No. 9 (Identification of e-Office Master Trainers): SM Dte has already forwarded a format for creating Employees Master Database (containing 33 fields) to DD (WPC) through e-mail. WPC will create Employees Master Database as per the format and will provide it to the Super Administrator (Dy. Director, SM Directorate).
6. It was decided by the CE(HRM)-the eOffice Nodal Coordinator that the eOffice implementation in CWC will be in 3 phases.
 - a. In the first phase 8 units of CWC viz. SM Dte., Director (E-1), 3 Co-ordination Directorates, TC Dte., WPC and one SE Office from YBO will be on board the e-Office platform.
 - b. In the second phase of implementation of e-Office, one Directorate under each Chief Engineer office/Advisor(ISO) office at Headquarter, Director (Estt.II), Director (Admin), Director (Finance), PAO and one SE Office from each Field Chief Engineer office will be put onto the e-office system.
 - c. All other Directorates/ Sections, field offices up to level of SDO office will be taken up in the third phase.

The tentative timeline for different phases:



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Software Management Directorate

First phase (8 Units) – by 14th August 2017.

Second phase (24 Units) – by 15th October 2017

Third Phase (All offices of HQ and field) - by 15th December 2017.

7. It was also decided that for activity no. 9 (Identification e-office Master Trainers) – DD, WPC will take necessary action to identify Master Trainers. For this purpose, 2 days training will be provided to the most of users. On completion of the training, an assessment will be done by NIC for officers eligible to be considered as master trainers. The master trainers will then be provided 5 days full day training. These master trainers will in turn train all other users of the e-Office platform. These Master trainers will also assist NIC e-office team regarding further training needs of CWC officials.

For further action in the matter CE(HRM) desired to constitute a committee to look into the issues related to eOffice implementation in CWC.

[Signature]
03/08/17
(S.D. Sharma)
Director
Phone: 29583615

Copy for necessary action to:

1. All CEs/Directors/Sections/Accounts Officer/PAO

Copy for kind information to:

2. The CE (HRM), CWC.
3. The Secretary, CWC.
4. The Director, PCP Dte.
5. The DD, WPC, CWC.
6. PPS to Chairman, CWC.
7. PPS to Member(WP&P, RM & D&R)
8. PS to CE(DSO), CWC

eOffice Implementation Project Plan for Central Water Commission (CWC) - STATUS as on 03 Aug 2018

Phase	S.No.	Activities to be done	Responsibility	Status	Remarks (If Any)
Phase 1 - Planning	1	eOffice Environment Setup	NIC(EOPD)	In progress	Project ID generated. NIC is in the process.
	2	Instance Preparation	NIC(EOPD)	In progress	- do -
	3	eOffice Key generation for instance	NIC(EOPD)	In progress	- do -
	4	DNS Confirmation	CWC	Completed	CWC has already confirmed the Sub-domain.
	5	SSL Procurement	NIC(EOPD)	Pending	Pending on Part of NIC
	6	Identification of eOffice Nodal Coordinator	CWC	Completed	CE(HRM), CWC has already been identified as Nodal Officer. Conveyed to the Ministry vide this office letter No. 9/3/2009-WPC/2704-2707 dated 15.09.2011. Signed documents as per format provided by NIC submitted to NIC.
	7	Identification of the Super Administrator (eOffice)	CWC	Completed	Director, SM Dte., CWC nominated as Super Administrator (eOffice).
	8	Identification of the EMD Local Administrator. (EMD Manager)	CWC	Completed	Dy. Director, WPC, CWC nominated as EMD Local Administrator (EMD Manager).
	9	Identification of eOffice Master Trainers	CWC	In progress	CWC in the process of finalising list of Master Trainers.
	10	NIC EMAIL	CWC	Partly completed	A first list 964 emails sent to NIC.
	11	Authentication through LDAP/AD	CWC + NIC (EOPD)	Pending	Pending on Part of NIC
	12	Preparation of data in EMD Template	CWC	Completed	EMD template already submitted. Template is to be vetted by NIC(EOPD). EMD Manager, CWC taking necessary action of compiling data for insertion in the EMD application.
	13	Infra Proficiency Template	CWC	Completed	However, CWC needs some high end computers as per NIC specifications and need to replace/procure about 200-400 new computers. Assessment of the same is being made by DD, SMD
	14	File Heads Standardization	CWC+ NIC(EOPD)	In progress	CWC in the process of finalising list of files and standardisation thereof.
	15	DSC Readiness / eSign	CWC	In progress	CWC officers who have not linked their mobile numbers (associated with their NIC email) to Aadhar numbers have been requested to do so.
	16	Finalisation of overall eOffice Transition Strategy	CWC	Pending with NIC	Requested NIC on providing a representative from their eOffice application team to be stationed at CWC (HQ) till completion of Trial Run (Activity Number 21).
NOTE: Phase 2 will be started only after the completion of the activities involved in Phase 1.					
Phase 2 - Preparation	17	Training to EMD Managers and Administrators	NIC(EOPD)		
	18	Training to Master Trainers	NIC(EOPD)		
	19	EMD and File Head data insertion	Managers + Super Administrator		
	20	Training and Handholding for Department Users	Master Trainers + NIC(EOPD)		
NOTE: Phase 3 will be started only after the completion of the activities involved in Phase 2.					
Phase 3 - Implement	21	Trial Run			
	22	Go Live			
	23	On site Technical Support	CWC	Case for approval for HelpDesk by NIC put up to the Ministry Dt. 25.07.2017.	For smooth successful and sustainable implementation of eOffice, CWC may kindly identify / hire On-site Roll Out Team. These identified / hired on-site roll out team members will further facilitate the department in eOffice master data collection and will also provide hand-holding & trouble-shooting support to end users.



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Software Management Directorate

F.No: 10/4/eOffice-SMD/ 939-1053

Dated: 28.7.2017

Sub: NIC Email Account Management for the Implementation of e-office in Central Water Commission – reg.

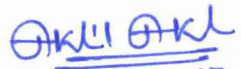
Sir,

It is to inform that, Secretary (WR, RD & GR) has desired that implementation of eOffice e-Office implementation to all the Attached Offices/ Subordinate Organizations under the Ministry. Accordingly an instruction has been issued to implement e-Office at CWC (HQ), New Delhi within 15 days.

NIC e-mail IDs in respect of each Officers / officials (Personal NIC Email IDs) for the preparation of Employee Master Data (EMD is one of the mandatory pre-requisites for accessing the eOffice software interface. This office has published consolidated list of NIC email accounts for the CWES Officers (at Sl. No. 59) and for the CWC officers other than CWES (at Sl. No. 60) at download section under employee corner of CWC website (http://www.cwc.gov.in/main/Download_Index/Forms_Proforma.html). This list has been updated against all the requests received from October 2016 till date. If any of the officer has forgot their password for respective email IDs, the retrieval of the same can be done at individual's mobile number through forgot pass app at NIC website.

It is, therefore requested to check all the personal NIC e-mail IDs by the respective officers as published through URL mentioned above. If any officers/ official are not having personal NIC e-mail IDs, the application from for new creation of e-mail ID in NIC (Copy Attached) may be sent to this Directorate within 2-3 days so that the requests for creation of e-mail IDs may be sent to NIC.

This matter may be accorded priority as personal NIC email is mandatory for the Implementation of e-office in Central Water Commission.


28.7.2017

(Akhil Akhouri)
Deputy Director

Copy to:

1. PS to CE(HRM), CWC, New Delhi
2. The Secretary, CWC, New Delhi
3. The Chief Engineers at CWC (HQ), New Delhi.
4. The Directors at CWC (HQ), New Delhi.
5. The Under Secretaries at CWC(HQ), New Delhi
6. Deputy Director, Work Plan Cell, CWC, New Delhi

o/c