



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

पत्रांक : 10/1/e-Gov/2015-SMD/504-517

Date: 29.8.2017

विषय : Minutes of the 1st meeting of Committee for Design, Development and Maintenance of Website for Central Water Commission held on 04.08.2017- reg.

Sir,

A meeting to discuss the issues related to the Design, Development and Maintenance of Website for Central Water Commission was held on 04.08.2017 under the Chairmanship of Chief Engineer (HRM), CWC at the 6th Floor, Sewa Bhawan (South), Training Lab, S M Dte to discuss the CWC website design & development process and to decide upon its due course of action.

Minutes of the meeting is enclosed herewith for necessary action please.

Encl: As above

अखिल अखौरी
29.8.2017
(अखिल अखौरी)
उप निदेशक

प्रति (All Members of the Committee):

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. Director, Remote Sensing Dte, CWC, New Delhi
5. Director, S M Dte, CWC, New Delhi
6. Director, PCP Dte, CWC, New Delhi
7. Director, RMC Dte, CWC, New Delhi
8. Director, TC Dte, CWC, New Delhi
9. Sh. B Koti Reddy, Technical Director, NIC(HQ), CGO Complex
10. Deputy Director, S M Dte, CWC, New Delhi
11. M/s Akal Information System Limited

Copy for information to:

12. All the Chief Engineers of Central Water Commission (through website & email)

Minutes of the 1st meeting of Committee for Design, Development and Maintenance of Website for Central Water Commission held on 04.08.2017

The work of "Design, Development and Maintenance of Website for Central Water Commission" by hiring the services of NICS I empanelled agency. The work of CWC website design and development has been awarded to M/s Akal Infosys as per operational procedure for web design development of NICS I & the work to be completed within six month w.e.f. 08.05.2017.

In this regard, a committee with the composition as per **Annexure-II** has been constituted for providing valuable input pertaining to CWC website layout design, content placement, content population etc and providing pictures highlighting the significant work being handled by CWC among other modalities for website design.

1st meeting of Committee for Design, Development and Maintenance of Website for Central Water Commission was held on 04.08.2017 under the Chairmanship of Shri Bhopal Singh, Chief Engineer (HRM), CWC at the 6th Floor, Sewa Bhawan (South), Training Lab, S M Dte to kick off the onset of CWC website design & development process and to decide due course of action. The list of participants is at **Annexure- I**.

At the outset, Chairman of the Committee welcomed all the participants and Director (S M Dte) and Director (PCP Dte) briefed the present status of work of Design, Development and Maintenance of Website for Central Water Commission and further course of action to be carried out.

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

- 1) The committee went through the Software Requirement Study vis-a-vis Terms of Reference for the intended work as prepared by the M/s Akal Information System Limited and finalised the same.
- 2) The Committee went through two website Template Designs and found that these two templates lacks clarity and there is a need of preparing three different type CWC website templates afresh based on CWC's requirements which shall be duly reviewed in the next meeting.

[Action: M/s Akal Infosys]

- 3) After making certain deliberations, it was decided that the finalised design layout of CWC's website shall be common for Headquarters as well as for micro sites of each CE office to keep the uniformity amongst them. Design and development of CWC Website and all its micro sites shall be mainly based on Content Management System where in role based access to be given to the respective users for facilitating quick and easy web page management, workflow management etc. Design of CWC website shall be such that the content can be updated through role based access only.
- 4) Role of Super Admin / Web Page Editor shall be kept with Software Management Directorate, CWC to make any proposed changes/updating in the design layout of CWC website and micro sites. However, content population will be the responsibility of each CE unit with ownership rights to the respective CE units.

- 5) Content management shall be done through identified website managers under the control and supervision of respective Chief Engineers of the headquarters as well as at field level. Accordingly, it was decided to provide role based access to the webpage of each organisation to update the respective contents (Headquarters as well as Regional).
- 6) It was decided that the work of content management shall be looked after forming a sub-committee under this Committee. The sub-committee is to be composed of the officers at the level of Deputy Directors/Assistant Directors of CWC (HQ). Mandate of this sub-committee shall be as under:
 - i. Suggest methods of content gathering including data collection and its subsequent evaluation and its appropriate placement at the website.
 - ii. Suggest appropriate content management system including publishing for each micro sites and main website.
- 7) Apart from above, following decisions were also made:
 - i. There shall be sorting of circular, tenders, publications etc. and subject-wise circular page will be made.
 - ii. Who's who of website shall contain information of the officers at the level of Director & above at CWC (HQ).
 - iii. Main page of CWC website will be emphasizing the major area of work of CWC
 - iv. Contact information in the regional offices shall be for the officers/officials upto site level offices.
- 8) Committee proposed to convene a meeting on third week of August 2017 depending upon the availability of key members.

[Action: S M Dte]

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

Annexure-I

LIST OF PARTICIPANTS ATTENDED 1ST MEETING OF COMMITTEE FOR DESIGN, DEVELOPMENT AND MAINTENANCE OF WEBSITE FOR CENTRAL WATER COMMISSION HELD ON 04.08.2017

Chairman of the Committee

Shri Bhopal Singh, CE(HRM)

In the Chair

Members of the Committee

S/Shri

1. S.D.Sharma, Director, S M Dte
2. Praveen Kumar, Director, PCP Dte
3. H.S.Sengar, Director, RMC Dte
4. Akhil Akhouri, Dy. Director, S M Dte

Special Invitees

S/Shri

1. Anil Kumar Arya, AD, S M Dte
2. Anurag Pal, AD-II, S M Dte

Members from M/s Akal Information System Limited

**Composition of Committee on Design, Development and Maintenance of Website for
Central Water Commission**

- | | |
|---------------------------------|--------------------|
| 1. Chief Engineer (HRM) | - Chairman |
| 2. Director, Remote Sensing Dte | - Member |
| 3. Director, S M Dte | - Member |
| 4. Director, PCP Dte | - Member |
| 5. Director, RMC Dte | - Member |
| 6. Director, TC Dte | - Member |
| 7. Dy. Director, SM Dte | - Member Secretary |