



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