File No.J-11015(14)/1/2017-S M Dte

F.No: 10/4/eOffice-SMD/   Dated: 15.03.2018

Sub: Minutes of the 5th meeting of Committee towards Implementation of eOffice Lite Software in Central Water Commission – reg.

A meeting to discuss the status/ issues related to e-Office implementation in CWC and to decide further course of action was held on 07.03.2018 under the chairmanship of Chief Engineer(HRM) at the Computer Lab, S M Dte., 6th Floor(S), Sewa Bhawan.

Minutes of meeting is enclosed herewith for necessary action please.

Encl: As above

for, (Akhil Akhouri)
Deputy Director

Copy to:

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

Copy to:

1. PPS to the Chairman, CWC, New Delhi.
2. PPS to the Member (WP&P, D&R, RM), CWC, New Delhi.
3. PS to CE, DSO,CWC

Minutes of the 5<u>th</u> meeting of Committee towards Implementation of eOffice Lite Software in Central Water Commission held on 07.03.2018

The 5th Meeting of Committee for eOffice Implementation in Central Water Commission was held on 07.03.2018 under the Chairmanship of Chief Engineer (HRM) at the Computer Lab, S M Dte., 6rd 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 further course of action required for the speedy implementation at Hqrs. as well as in the field offices. It was informed that some Hq. offices and some field offices of CWC are taking active interest in implementation of eOffice. However, other offices are slow. In many cases, correspondence is pending with respective officers for a long time. Director (SMD) informed that 81 number of computers of configuration i-7 with 4 GB RAM were procured through GeM which have been received and are being distributed to the offices for eOffice implementation purposes.

A presentation on Knowledge Management System (KMS) and Collaboration and Messaging Services (CAMS) was made by HelpDesk personnel. The KMS and CAMS are part of eOffice Lite software procured by CWC from NIC.

Director, PCP (in-charge of R&I Section and CRU) appraised about the functioning of CRU. It was brought to the notice of the members that due to manpower constraints, all correspondence is not being routed through CRU and there is urgent need to strengthen CRU.

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

1. CE (HRM) advised to issue notices to officers having pendency in eOffice. A detailed list of officers (Directorate-wise) of Diary, Dispatch and Creation of files in eOffice may be prepared and published in CWC website periodically on weekly basis w.e.f. April, 2018.
2. CE (HRM) desired that CRU must be fully functional from 2nd April, 2018 and all physical correspondence being received by R&I must be diarized and sent to respective officers through CRU except the correspondence pertaining to court cases, RTI matters and confidential matters.
3. It was also decided that from April 2, 2018 onward, all file movement/ correspondence from CWC to the MoWR, RD & GR shall be made through eOffice only.
4. To strengthen CRU, it was decided to post IT savvy personnel in R&I/CRU Section. Also posting of an AD-II level officer may be considered for managing CRU. Director (SMD) was directed to add one more helpdesk personnel in CRU Section.
5. As some field offices are requesting for provision of VPN account to JE/UDC/Assistant/LDC posted in the Divisions/circles and CE offices, it was therefore decided to provide VPN account to such personnel.
6. It was also decided to implement and use KMS and CAMS shall be implemented with immediate effect. Necessary trainings, if requested by the officers or staff of CWC, will be provided in-house by the HelpDesk personnel from NIC. Such trainings shall be held at the Computer Lab of SM Dte at 6th Floor (S).
7. All organizations/ Directorates of HQ and field offices should proactively switch over to e-office and problem if any being faced should be brought immediately before Director, S M Dte. For speedy resolution.

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

Annexure-I

LIST OF PARTICIPANTS WHO ATTENDED THE 5<u>TH</u> MEETING OF THE COMMITTEE TOWARDS IMPLEMENTATION OF E-OFFICE LITE SOFTWARE IN CENTRAL WATER COMMISSION HELD ON 07.03.2018

Sh. Anupam Prasad, CHIEF ENGINEER, HRM ------------------ **IN THE CHAIR**

Members/Participants (Sh.)

1. Sh. Ashis Banerjee, Secretary, CWC,
2. Sh. H S Sengar,Director, RMC Dte., CWC
3. Sh. Vineet Gupta, Director, WP & P (Cord.), CWC
4. Sh. Niranjan Bar, Director, D & R (Cord), CWC
5. Sh. Ravi Bhushan Kumar, Director, T C Dte., CWC
6. Sh. Ramesh Kumar, Director, Training Dte., CWC
7. Sh. Shiv Dutt Sharma, Director, S M Dte., CWC
8. Sh. Praveen Kumar, Director, PCP Dte., CWC
9. Sh. M S Sarvan Kumar, Deputy Director, WPC, CWC
10. Sh. A Krishna Rao, Deputy Director, Training Dte., CWC
11. Sh. Ram Kishore, Dy. Director, S M Dte., CWC
12. Sh. Anil Kumar Arya, Assistant Director, S M Dte., CWC
13. Sh. S C Sharma, Assistant Director-II, S M Dte., CWC
14. Sh. Ojesh Kumar, Assistant Director-II, WP & P (Cord.), CWC.
15. Sh. Vimlesh Kumar, Assistant Director-II, WPC, CWC
16. Sh. Farooq Ahmad, Assistant Director-II, YBO,CWC