भारत सरकार		Government of India
जल शक्ति मंत्रालय		Ministry of Jal Shakti
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग		Dept. of Water Resources, RD&GR
केंद्रीय जल आयोग		Central Water Commission
ई-गवर्नेंस सेल		e-Governance Cell

Sub: Minutes of the Meeting cum Presentation on e-Governance activities in CWC held on 17.10.2019– reg.

A presentation on e-Governance activities in CWC by e- Governance Cell was held under Chief Engineer (HRM) on 17.10.2019 in the Committee Room, 2nd Floor, Sewa Bhawan at 10.30 Hrs.

The minutes of the presentation is enclosed herewith.

This issues with approval of CE (HRM), CWC.

Encl: A/a

(Akhil Akhouri)
Deputy Director

To:

All CWC Employees (Through website)

Copy to:

1. Director, S M Dte/PCP/ E-I/E-II/Admin, CWC, New Delhi.

2. All the Under Secretaries at CWC (HQ), New Delhi.

3. Deputy Director, WPC, CWC, New Delhi.

4. Deputy Director, S M Dte, CWC, New Delhi.

Copy for kind information to:

1. PS to Chairman, CWC, New Delhi.

2. PS to Chief Engineer (HRM), CWC, New Delhi.

3. PS to Secretary, CWC, New Delhi.

तीसरा तल(दक्षिण), सेवा भवन	3rdFloor(South), SewaBhawan,
राम कृष्ण पुरम, नई दिल्ली -110066	R.K. Puram, New Delhi-110066
दूरभाष: 011-29583230,	Tel: 011-29583230,
ई मेल: egovernance-cwc@gov.in	E-mail: egovernance-cwc@gov.in
♦जल संरक्षण-सुरक्षित भविष्य♢	♦Conserve Water- Save Life♦

Minutes of the Meeting cum Presentation on e-Governance activities in CWC held on 17.10.2019.

A presentation on e-Governance activities in CWC by e- Governance Cell was held under the Chairmanship of Chief Engineer (HRM), CWC on 17.10.2019 in the Committee Room, 2nd Floor, Sewa Bhawan at 10.30 Hrs. The list of participants is at **Annexure.**

At the outset, CE (HRM) welcomed all the participants and stressed on the importance of implementing various e-Governance activities in all the organisations of Central Water Commission. AD (e-Gov Cell) briefed during the meeting cum presentation about the various e-Governance activities currently being undertaken in CWC and activities which are planned to be undertaken in due course. Based on the deliberations held during the presentation, the following decisions emerged:

Implementation of e-Office

1) Complete implementation of e-Office in CWC to be done by 31.10.2019. CE (HRM) directed to e-Governance Cell to take necessary action for the same immediately.

(Action: All CWC Officers/e-Governance Cell)

2) CE (HRM) directed Software Management Directorate to issue a Standard Operating Procedure (SOP) for CRU regarding weeding out of correspondences and documents along with working modalities in eOffice instance of CWC.

(Action: SM Dte.)

3) It was decided that one copy of all Establishment Transfer/Posting orders should be sent to e-Governance Cell invariably so that the Employee Master Data of concerned officer may be updated in e-Office portal without any communication delay.

(Action: All US of Establishments/e-Governance Cell)

4) CE (HRM) directed all the Under Secretaries to send the details of Physical Files to be scanned (File No, File Open Date, File Closed Date, Number of pages, etc.) to PCP Dte within 10 days of issue of minutes and intimate the same to e-Governance Cell. PCP Dte will take further needful action for scanning of files.

(Action: All US of Establishments /PCP Dte.)

5) All the Officers / Officials have to ensure that drafts put up in e-Office bear the same CWC Letterhead.

(Action: All officers in CWC)

Implementation of e-HRMS

6) All the establishments were directed to prepare the status of digitization of service books and details of the number of service books yet to be scanned in their respective establishment sections and to send the status regarding already scanned service books to the concerned employee's NIC email. It was also directed to send a certificate indicating *(i) the total number of service books being handled by the section (ii) the number of service books already scanned.*

(iii) the number of scanned service sent to employee's NIC mail to e-Governance cell within 7 days.

(Action: All US of Establishments /e-Governance Cell)

7) It has been decided that Software Management Directorate will write a letter to the Ministry regarding unsuccessful implementation of e-HRMS (Manav Sampada) in CWC due to customization issues which could not be sorted out/cannot be sorted out by NIC Shimla team inspite of all efforts from CWC. Further it may also be mentioned that e-HRMS being developed/implemented by DoPT is for central Government offices is well suited for CWC as it would require minimum tweaking and NIC may be requested to migrate all the data pertaining to CWC from e-HRMS (state based) to DoPT e-HRMS if ministry agrees with the proposal.

(Action: SM Dte. /e-Governance Cell)

Implementation of e-SPARROW

8) It has been decided to transfer Annual Immovable Property Return (AIPR) module from e-HRMS portal to e-SPARROW portal for all the cadres in CWC for the year ending 2019 and onward. Secretary, CWC directed Software Management Directorate to take necessary action for timely implementation of AIPR module in SPARROW immediately in consultation with NIC Team. It was directed that all the officials are immediately required to record their Annual Immovable Property Return in AIPR Module of SPARROW Instance of CWC for the year ending 2019 and onward.

(Action: SM Dte. / All US of Establishments)

9) APAR module in SPARROW for the reporting year 2019-2020 is to be implemented for the remaining cadres of Group B and Group C. Secretary, CWC directed Software Management Directorate and all the US of establishments for timely compliance of the same and to ensure that no officials shall be submitting their APAR in offline mode for reporting year 2019-20 onward.

(Action: SM Dte. / All US of Establishments)

Attendance Monitoring through AEBAS

10) All the controlling officers in CWC have to monitor the monthly AEBAS attendance report sent by e-Governance Cell to ensure punctuality of employees.

(Action: All Controlling Officers)

Implementation of Pension Monitoring System

11) Secretary CWC directed e-Governance Cell to prepare the status of pending pension cases discussed during the review meeting on 23.09.2019 in coordination with DDOs and PAO, CWC for the next review meeting.

(Action: e-Governance Cell)

HRM Micro Site Management

12) It has been decided to update the HRM micro site as per discussions held during the presentation. The status regarding the same needs to be intimated

to Secretary, CWC 31.10.2019. A presentation on the same would also be made by e-Governance Cell within 15 days.

(Action: e-Governance Cell/SM Dte.)

13) CE (HRM) directed the e-Governance Cell to hold the next Presentation on e-Governance Activities in CWC on 18.11.2019 at 10.00 hrs.

(Action: e-Governance Cell.)

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<div align="right">**Annexure**</div>

List of participants who attended presentation on e-Governance Activities in CWC held on 17.10.2019 in the Committee Room, 2nd Floor, Sewa Bhawan at 10.30 Hrs.

Smt. /Shri

1. Anupam Prasad, Chief Engineer, HRM, CWC **in the chair**
2. P. Dorje Gyamba, Director, WP&P Coordn., CWC
3. Ashis Banerjee, Secretary, CWC
4. B. B. Saikia, Director, SM Dte., CWC
5. S. K. Nanda, Director, Estt. I, CWC
6. Rahul Ranbir Singh, Director, Admin, CWC
7. Surinder Kaur, Director, Estt II, CWC
8. R. K. Sharma, Deputy Director, D&R Coordn., CWC
9. V. Rajesh, Deputy Director, WPC, CWC
10. Sachin Dev Verma, Under Secretary, CM &V, CWC
11. Sanjay Singh Chauhan, Under Secretary, Estt. I & II, CWC
12. Raji Chako, Under Secretary, Estt. X , CWC
13. Rajesh Sharma, Under Secretary, Estt.VII & XIII ,CWC
14. Ratnakar Yadav, Under Secretary, Estt. V & VI,CWC
15. R. K. Balamurugan, Under Secretary, Estt. IV & VIII,CWC
16. K. Vysakh, Assistant Director, e-Governance Cell, CWC
17. H. C. Mishra, Assistant Director, e-Governance Cell, CWC
18. Shailendra Kumar Singh, Assistant Director II, e-Governance Cell, CWC
19. Vimlesh Yadav, Assistant Director II, e-Governance Cell, CWC
20. Anu Chandran, Assistant Director II, e-Governance Cell, CWC