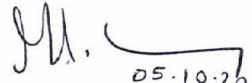भारत सरकार/Government of India
केंद्रीय जल आयोग/Central Water Commission
कार्य योजना सेल/Work Plan Cell
*****

Room No. 304 (S), Sewa Bhawan
R. K. Puram, New Delhi
Email: wpcl@nic.in
Tel: 01129583321
Date : 05.10.2017

Sub: Minutes of the Meeting on implementation of e-HRMS in CWC – reg.

A meeting under Chief Engineer, HRM was held on 20.09.2017 at 11.00 Hrs at Committee Room, CWC, 6th Floor, Sewa Bhawan to review the progress of implementation of e-HRMS in CWC. The minutes of the meeting is enclosed herewith for further necessary action please.

This issues with the approval of Chief Engineer, HRM, CWC.

05.10.2017
(M.S.Saravana Kumar)
Dy. Director

1. Chief Engineer, CSRO/KGBO/Mon(C)/Mon(S), CWC.
2. Director, SMD, CWC, New Delhi.
3. Director, PCP, CWC, New Delhi.
4. Director, Training Dte., CWC, New Dlehi.
5. Shri B. Koti Reddy, Technical Director, NIC, New Delhi.
6. All Under Secretaries in CWC (HQ), New Delhi.
7. Section Officer, E-I/E-II/E-III/E-V/E-VI/E-VII/EVIII/E-IX/E-X/E-XI/E-XIII, CWC, New Delhi.

Copy to:
1. PPS to Chairman, CWC, New Delhi.
2. PPS to Member, WP&P/RM/D&R, CWC, New Delhi.
3. Dy. Director, SM Dte, CWC, New Delhi – with a request to upload in CWC website.

9.10.17
AD(A)

S.mD. 20.10-17

Minutes of the review meeting on implementation of e-HRMS held on 20.09.2017

A meeting under the Chairmanship of Chief Engineer (HRM), CWC was held on 20.09.2017 at Committee Room, CWC, 6th Floor, Sewa Bhawan to review the status and to discuss various issues on implementation of e-HRMS in CWC. The list of participants is at **Annex- 1.**

At the outset, Chief Engineer (HRM) welcomed all the participants. He expressed his concern on the slow progress of implementation of e-HRMS. Based on the deliberations held during the meeting the following decisions emerged:

1) Employee registration in e-HRMS for all the employees of CWC(HQ) to be completed by the concerned Establishment sections of CWC (HQ) by 30.09.2017. SM Dte. already collected the Employee master data through web form which will be sent to the concerned establishment sections by SM Dte. to start data entry.

[Action: SMD/All the concerned Establishment Sections]

2) Secretary, CWC informed that Office Admin for 20 offices under four field organisations such as CSRO, KGBO, Mon(S) and Mon(C) have been created and the login ID and Password will be shared to each Office Admin shortly to start Employee Registration in eHRMS. These field organisations shall complete the employees registration under their jurisdiction by 10.10.2017.

[Action: CSRO/KGBO/Mon(S)/Mon(C)]

3) WPC may create Office Admins for B&BBO, MERO, NTBO, UGBO and YBO by 30.09.2017 and for the remaining organisations by 10.10.2017.

[Action: WPC]

4) There is delay in customisation of Service Book Module in e-HRMS. The detailed note on the various requirements on the customisation of Service Book has been sent by Shri Hariom Mishra, Senior Programmer to NIC, Shimla by email dated 04.09.2017. NIC may expedite the same and complete customisation of Service Book Module by 30.09.2017.

[Action: NIC, Shimla]

5) All minor queries on e-HRMS raised by CWC is to be resolved by NIC within 24 hrs. Any other customisation requirement should be completed by NIC within 4 days of its reporting.

[Action: NIC]

6) The relieving and joining of each officer in an office should be reflected in the APAR module, for the purpose of showing the period of Reporting officer and Reviewing officer of an employee.

[Action: NIC]

7) A Sub-Committee on e-HRMS implementation comprising the following officers is here by constituted:

a)	S.K.Nanda, US, E-I/E-II/CM&V	-	Chairman
b)	M.S.Saravana Kumar, DD, WPC	-	Member
c)	Vimlesh Yadav, AD-II, WPC	-	Member-Secretary
d)	Sanjiv Kumar, ASO, E-III	-	Member
e)	Amitoz Grover, ASO, E-II	-	Member
f)	Vivek, ASO, E-I	-	Member
g)	Jetin Sahu, ASO, E-V	-	Member

The above Sub-Committee is hereby assigned the following tasks:
  i. Preparing a detailed flow chart showing the customisation of leave module and sending to NIC after approval.
  ii. Preparing of detailed note/workflow on DPC procedure and sending to NIC after approval.
  iii. Providing copy of Annual property return form to NIC.
  iv. Any other tasks assigned by the main Committee.

The above tasks at Sl. No. i to iii shall be completed by 31.10.2017.

8) After implementation of leave module, two type of reports need to be generated through e-HRMS. One is Leave report and another one is Leave report with attendance details. Necessary note/flow chart in this regard will be prepared and sent by WPC to NIC.

[Action: WPC/NIC]

9) The administration rights such as extension of date of self appraisal, reporting, reviewing and change of reporting office which are with State Admin may be transferred to Department Admin. Further, the role of Department Admin may be transferred from DD, SM Dte. to DD, WPC. In this regard, WPC may issue a letter to NIC immediately.

[Action: WPC/NIC]

10) The APAR representation process may be prepared and sent to NIC for its implementation immediately.

[Action: CM&V/NIC]

11) 2 to 3 days training may be provided to Department Admin by NIC. Necessary program may be prepared by WPC in this regard.

[Action: WPC/NIC]

12) PCP Dte may arrange data entry operators urgently to each establishment sections to start Service Book entries by 10.10.2017.

[Action: PCP]

13) In order to involve the field offices of CWC, one day training program on eHRMS for all the Office Admins of field offices may be arranged. Necessary action may be taken by WPC, Training Directorate and NIC in this regard.

[Action: WPC/Training Dte./NIC]

14) As decided in the previous meeting held on 18.08.2017, all the concerned establishment sections *will submit weekly return on status of progress of e-HRMS through the concerned Under Secretaries, on every Monday, as per the proforma* to WPC section without fail. Copy of the same may be endorsed to SMD and PCP also. WPC section will put up the same to Secretary, CWC and CE, HRM.

[Action: WPC/All the concerned Establishment Sections]

The meeting ended with a vote of thanks to the Chair.
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ANNEX - 1

LIST OF PARTICIPANTS ATTENDED IN THE REVIEW MEETING ON IMPLEMENTATION OF E-HRMS ON 20.09.2017 AT CWC, NEW DELHI

CWC officers:

S/Shri

1.	Bhopal Singh, CE(HRM)	In the Chair
2.	Praveen Kumar, Director, PCP	
3.	S.D.Sharma, Director, SMD	
4.	Ashis Banerjee, Secretary	
5.	Mahesh Yadav, Under Secretary	
6.	Ratnakar Yadav, Under Secretary	
7.	Rahul Ranbir Singh, Under Secretary	
8.	M.S.Saravana Kumar, Dy. Director, WPC	
9.	L.M.Vishwakarma, AD-II, WPC	
10.	L.R.Meena, Section Officer, E-VII	
11.	P.K.Saxena, Section Officer, E-VII	
12.	Seema Juneja, Section Officer, E-IX	
13.	Raji Chacko, Section Officer, E-X	
14.	S.C.Pant, Section Officer, E-XIII	
15.	Sanjiv Kumar, ASO, E-III	
16.	Amitoz Grover, ASO, E-II	
17.	Jetin Sahu, ASO	
18.	T.P.Singh, ASO, E-X	
19.	Krishna Toppo, ASO, E-VII	
20.	Rakesh Kumar, SSA, E-VIII	
21.	Parvinder Singh, JSO, E-XIII	

NIC officers:

S/Shri

22.	B.Koti Reddy, Technical Director, NIC
23.	Hariom Mishra, Senior Programmer, NIC
24.	Kumar Harsh Vardhan, NIC