The following officers were present in the meeting:-

i) Shri Srinivas Ramaswamy Katikithala, JS
ii) Shri Sanjiv Kumar, DS(Estt.)
iii) Shri N. Raja, Director(Training)
iv) Smt. Rajul Bhat, Director(CS-II)
v) Shri A.K. Saha, DS(CS-II)
vi) Shri Suresh Kumar, DS(Admin.)
vii) Smt. Taruna Janpangi, JD(OL)
viii) Smt. Madhuri Sharma, NIC, Incharge, HRMS
ix) Shri Manu Garg, Technical Director, NIC
x) Shri Mohit Bhatt, NIC
xi) Shri Rajeshwar Lal, US(Coord.I)
xii) Shri Anil Tripathi, US(CS-I)

The following items were discussed in the meeting:-

a) Modalities of implementation of e-Office,
b) Certification of DoPT website & other issues related to website; and
c) HRMS

**Website**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Discussion/Actionable Point</th>
<th>Expected Action by</th>
</tr>
</thead>
<tbody>
<tr>
<td>JS (SRK) enquired about availability of Wi-Fi network facility in the offices of DoPT. It was submitted by Shri Manu Garg that due to security reasons, Wi-Fi is not being allowed by MHA in this office. However, it was also brought into notice that Ministry of Finance is allowed to use it in the same building. Actionable Point:- JS (SRK) desired to duly examine the issue and, discuss with concerned officers of NIC in Ministry of Finance about its modalities</td>
<td>NIC</td>
<td></td>
</tr>
<tr>
<td>Shri Manu Garg has shown visitors data statistics with regard to DoPT website which included visit of users on daily basis, referrer, browser and devices. The visitors analytics is fully comprehensive although many more analytics need to be obtained like average retention time of user, users profile, content access. Actionable Point:- Information or updation on following issue. (a) How long a visitor stays on website (b) Users profiles in terms of Government employees or others. (c) Content mostly visited by the users (d) Hit counter on front page (e) Ranking of the website among others if available.</td>
<td>NIC</td>
<td></td>
</tr>
</tbody>
</table>
JS(SRK) has suggested following changes or updates with respect to DoPT website:-

a) More scrolling feature encompassing (relevant to DoPT) information flowing through Govt. website at one place. It may include information being posted on website of organisations for which DoPT is the administrative Department.

b) Live streaming of functions headed by Prime Minister and MoS(PP) so that everyone may be aware about developments happening or relevant to this Department.

c) Scrolling RSS feeds from certain popular websites like PMO, PIB, UPSC, National Career Service Portal etc., popular videos from other websites.

d) Tagging of Twitter and Facebook accounts of Prime Minister and MoS(PP) is also discussed and live streaming on website may be explored.

The overall objective behind this process is to make all concerned aware just being on DoPT website what is happening throughout the Govt.

Issue raised by US(Coord) regarding mandatory requirement of caption/sub-titles of audio/video posted on Govt. websites as a condition of STQC certification.

JS(SRK) directed NIC to discuss the matter with officials responsible for STQC certification with the fact that no website till now in Govt. of India is able to follow these instructions. They may be asked to allow posting of audio/video without sub-titles till the time decision taken in this regard.

Ms. Taruna Janpangi, JD(OL) has requested to improve Official Language contained on Hindi website which is discussed and detailed requirement may be prepared and submitted for decision making.

CMF team were expected to show the content and it’s positioning on dopt.gov.in as it was decided that there will be only one website for all branches of DOPT. Although the CMF team could not attend the meeting without any information.

**Actionable Point:** - It is decided that CMF team has to give proposed CS/Training Division links/webpages design on staging server to DoPT so that CS & Training Div. can view it live and finalise the structure/content.

---

**E-Office**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Discussion/Actionable Point</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JS(SRK) asked comparative position of DoPT amongst other Ministries on implementation of e-office as on date. As per</td>
</tr>
<tr>
<td></td>
<td>DS (A)</td>
</tr>
</tbody>
</table>
data available, DoPT comes 4th from the last out of 69 Ministries/Departments among those are serious about implementation of e-office.
To improve e-office in this ministry in first instance CR Section of this Ministry shall be strengthened in a way all receipts coming to DOPT may be scanned and forwarded to concerned official for necessary action.

It was pointed out by DS(Admn.) that several letters being confidential in nature are received directly by Secretary and other officers which may be exempted from scanning at CR

It was also learnt that 53000 files got scanned by Admn. Division although no action has been taken so far for its uploading on e-office. DS(E) informed that a preliminary discussion held with e-office team for its uploading through back end, which is technically possible as asserted by Mohit Bhatt from e-office team. Smt Rachna Srivastava in-charge of e-office responded a mail to DoPT and desired to discuss modalities in detail with DS(E).

JS(SRK) asked to finalise it as soon as possible and if back end uploading of files would not be possible, other modalities shall be decided.

JS(SRK) asked DS(Admn) to expedite purchase of high power scanners in limited pieces so that scanning problem being faced by Wings of DoPT may be resolved.

Shri N. Raja, Director (Trg.) raised the issue of non-supply of cartridge of such high power scanners which is already available in Training Section. In the absence of that, Training Section is not able to carry on scanning of receipts etc. as that we are doing previously

It was discussed that Administration may be requested to delegate suitable powers for purchase of supplies to those wings of the department that are located away from the North Block

JS(SRK) asked to deliberate feasibility of electronic movement of references received from other Ministries/Departments in a short cut manner and suggested if only relevant portion of the file with noting along with simultaneous movement of physical files for further perusal may be explored and put up for approval of Secretary (P).

DS E informed that Weekly timeline on implementation of e-office in this Department is being asked by ARPG and they are conducting meetings to monitor the progress. Substantive
increase in e-files movement will be required to be done expeditiously.  
E-office team were asked to update users profile as done in e-service book and prepare an analysis report of physical files available in this department.

<table>
<thead>
<tr>
<th>HRMS</th>
</tr>
</thead>
</table>

DS(E) made a presentation on HRMS covering scope of HRMS as enumerated by Expenditure Management Commission thereafter recommendation of Group of Secretaries and present position of e-HRMS w.r.t e-service book implementation. It is brought into notice of JS (SRK) a project costing 27 crore is under submission.

As informed, JS(SRK) asked Smt. Madhuri Sharma, in-charge of HRMS from NIC to complete development of 12 applications as per target given earlier (May 31st 2017). Smt. Sharma expressed her inability to complete this in such a short period having just taken over as new head of the project, and on account of non-finalisation of project by DOPT. However, she assured early completion of development of these applications in the first fortnight of June.

The file related to e-HRMS was sent to NIC for their comments as per query raised by IFD on which discussion held in the chamber of AS/FA earlier, mostly on costing issue.

| NIC/DS E |

| NIC |

It is informed to Smt Madhuri Sharma that leave credit and debit is not taking place automatically and the issue couldn't be address even after passage of two months.

| DS A |

Shri N.Raja informed that even on updation by him on e-service book details is not getting updated.
It is informed by DS E that updation submitted by individual employees is subject to verification by Admin division. Admin division has to look into these issues and verification shall be done expeditiously.

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