

**Minutes of Meeting of the Executive Committee  
of  
PMU e-Governance / ITDA, Uttaranchal  
6<sup>th</sup> November, 2006  
(Venue: Chief Secretary's Conference Hall)**

A meeting of the Executive Committee of PMU e-Governance /ITDA was held on 6<sup>th</sup> November, 2006 at 11.00 am. The following members of the Executive Committee and officials were present.

Following members of the Executive Committee attended the meeting:

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|----|--|---|------------------|
| 1. | Shri S.K. Das, Chief Secretary                                     | - | Chairman         |
| 2. | Shri I.K. Pande, Additional Chief Secretary & IDC                  | - | Member           |
| 3. | Shri Amarendra Sinha, Secretary, Planning, EAP & Urban Development | - | Member           |
| 4. | Shri Sanjeev Chopra, Secretary IT & ID                             | - | Vice Chairman    |
| 5. | Smt. Radha Raturi, Secretary, Finance & Women Development-         | - | Member           |
| 6. | Dr. M.C. Joshi, Addl. Secretary, IT                                | - | Member           |
| 7. | Dr. Rakesh Goyal, SIO, NIC   | - | Member           |
| 8. | Shri A. Tomar, Project Director, PMU/ ITDA                         | - | Member Secretary |

The following officers were also present from ITDA

1. Ms. Poonam Sobti, PC (Fin./Proc./Admin) PMU, IDTA
2. Shri Amit Gosain, TFM, PMU/ITDA
3. Shri Sanjay Mathur, TFM, PMU/ITDA
4. Shri Anupam Sharma, DTFM, PMU/ITDA
5. Shri Anurag Aggarwal, ATFM, PMU/ITDA

The various issues which came up for discussion and subsequent decisions taken therein are as below:

**1. Approval of Annual Report and Audit Balance Sheets for placing in AGM:**

The Annual Report and Audited Balance Sheets were approved by the Executive Committee. They will be put up in the Annual General Meeting. After approval by AGM and certification by the Chairman and Member-Secretary the documents will be submitted to Registrar, Societies to ensure statutory compliance.

**2. Review of Action Taken Report (ATR) of last meeting of Extended Executive Committee held on 11.09.06**

a) It was informed that the officer from NIC Mr. Vinod Kumar Taneja, Scientist-D, who has been deputed for the post of Project Coordinator (Technical) will be reporting to SIO, NIC Uttaranchal as per orders issued by NIC. It was decided that Secretary (IT) will seek clarification from NIC as the reporting of the officer has to be to Director ITDA/PMU for administrative and functional reasons.

b) It was requested that PC (F&A) may be given full time charge at ITDA. It was felt that due to shortage of manpower in the Finance Department, this may not be

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possible, but as an alternative the main charge may be given as PMU/ITDA and SIDCUL can be given as additional charge. Secretary (IT) informed that letter requesting this has already been sent to Principal Secretary, Finance.

- c) Secretary, (Planning) informed that second installment of funds under UNDP phase II will be released to ITDA and the same should be transferred to Planning Department on receipt.
- d) It was directed that work on the revised MOU for the HP Academy, Narender Nagar be expedited.
- e) As regards procurement of GIS Software from M/S New Ink Publications (P) Ltd., Delhi was concerned; report of the Committee was presented. As GIS application was also being developed by the Urban Development Department, their views also need to be taken on record.
- f) It was informed to the committee that review of the action taken on the report submitted by SIO, NIC was being done by Chief Secretary on a regular basis.
- g) On the matter of Collectorate computerization , it was decided that the requirements be matched with the solution available with NIC and also compared with solution available in the paper provided to Principal Secretary, (Revenue) by Secretary, (Planning) and then the proposals be put up for approval.
- h) Secretary, (Planning) informed that the SRS for Forest and Food and Civil Supply Departments are ready and projects for the same can be taken up. A file for BPEL tools may be located at ITDA and may be used for rapid application developments.
- i) The Action Taken Report was accepted by the Executive Committee.

**3. Finalization of the dates of the Annual General Meeting of PMU/ITDA, e-Governance.**

The date for the next AGM was decided as 20<sup>th</sup> November, 2006.

**4. Approval of work plan and budget for 2006-2007**

A detailed discussion was held on the work plan and budget presented to the Executive Committee as under

**I. World Bank Project:**

The present status of the implementation of the World Bank project was discussed. It was noted that schedule slippage was occurring in many components of the project due to reasons listed in the agenda note. It was also informed that work may slowdown in the wake of election due in March 2007.

**II. UASWAN Project:**

Project Director informed that publication of advertisement for RFP of SWAN would be done by 9<sup>th</sup> November, 2006. Connectivity up to DHQ level is proposed to be made available by March 2007 and upto Block level by December, 2007. Secretary (Planning) expressed his concern over the bandwidth proposed in the SWAN approved by DIT. He said that some of the e-Governance applications like E-Class were bandwidth hungry and SWAN architecture may be checked for suitability. Project Director clarified that the design has been approved as per DIT norms and was scalable.

**III. CSC Project:**

It was informed that EoIs for the CSC project have been opened and vendors shortlisted. The issue was discussed at length and it was suggested that the project as a whole should be catering to the needs of the local population and be able to enhance



their profitability. It was informed that this was being taken into consideration by reducing offset and increase in share of the CSC operator at the local level.

**IV. State Plan Head: Strengthening Of IT Infrastructure**

- a. The project for establishing Digital Library at 15 Degree Colleges is to be completed and funds already provided to these locations should not be called back. The estimate for the building may be prepared centrally and circulated and any additional funds required be provided. Sustenance plans for this project may also be incorporated. Funds are available for this purpose.
- b. For the State Data Centre, Secretary (Planning) informed that in view of the typical topology of Uttaranchal, the original plan was to have two load balanced mirrored Data Centres at Dehradun and Bhimtal and Disaster Recovery Site at any location outside the seismic zone like Mumbai, Pune, Bangalore or even overseas. It was informed to the Committee that since the development of State Data Centre is likely to take some time and the applications being developed under World Bank project are getting ready, an MoU was proposed to be signed with C-DAC for temporary hosting of these applications.
- c. Regarding the Training activities proposed under this head, Secretary (Planning) raised concerns about AMC issues for computers supplied under AAROHI project, Validity of Bank Guarantee under Shikhar project and the fees being charged for various courses at Hermitage Centre of Excellence, Nainital, in view of space and infrastructure being provided by the State.

**V. State Plan Head: IT Development For E-Governance**

- a. The proposed activities for expenditure under this head were presented.
- b. Secretary (Planning) informed that the upgradation of 63 servers available with the ULBs to dual CPU and 2 GB RAM was required to suit the requirements of the project.
- c. The procedure for procurement for hardware was finalized.

**VI. Other funds available with PMU e-Governance / ITDA**

- a. Regarding the funds received under BADP which were returned by ITDA, Secretary (Planning) informed that the project has been taken up through IIT Roorkee and the project inception has taken place.
- b. Project Director informed that the modalities for HP Award were being worked out. Secretary (Planning) informed the committee about the genesis of the awards. It was decided that a corpus of Rs. One Crore may be created and with the interest of this corpus, such awards may be given on a regular basis in Uttaranchal.
- c. It was decided that the ITDA Website would be hosted on UTTARA. This would save the recurring expenses on hosting and maintenance.

The proposals for incurring expenditure and activities to be undertaken under all heads of the detailed work plan were explained by Project Director, PMU/ITDA and the Work Plan and Budget were accepted by the Executive Committee. Additional Chief Secretary directed that the timelines for expenditure proposed to be incurred in the work plan should be strictly maintained.

**5. Discussions on issues related to Finance:**

It was decided by the committee that financial rules for the society may be sent to the Finance Department for approval and carry forward of balance was approved. The issue of advances was discussed and it was decided that the utilization certificates from IIT Roorkee should be requested immediately. As the utilization of these funds has already been



approved by UNDP, Utilization Certificate (UC) can be made available by IIT Roorkee without delay. It was also decided that letters may be sent to 15 Degree Colleges to whom advance fund had been given for Digital Library asking them to complete the work as per the standard plan. In case funds are inadequate the colleges may come up with demand for extra funds with proper justification.

**6. Discussion on progress of various project and issues therein:**

- a. It was decided that till such time the Uttaranchal RC is finalized, the DGS&D rate contract. The procedure for procurement of hardware as proposed in agenda note was approved.
- b. The hardware supplied to various departments appearing in the stock register of ITDA is to be transferred to the respective departments as material has been delivered to them.
- c. Redeployment of servers from Forest Department was approved.
- d. The list of proposals sent by HILTRON to PMU/ITDA for grant of funds was presented. It was decided that PMU/ITDA will study these proposals and put its recommendations to the Technical Committee. After the approval of the Committee, the funds may be released to HILTRON.
- e. The Executive Committee agreed that effective participation by user departments in e-Governance may be ensured by writing to the line secretaries.

**7. Approval of EGRM and CBRM submitted by WIPRO under NeGP project:**

A presentation was delivered by WIPRO on e-Governance Roadmap (EGRM), Capacity Building Roadmap (CBRM) and Detailed Project Report (DPR). The following observations were made by the members

- WIPRO needs to re-visit the exercise once again and present the best practices being followed internationally and nationally. WIPRO as consultants should suggest improvements in things like ICT Policy, Standards and Utilization of re-usable service architecture.
- Departments in which e-Governance projects were already underway should not be included in the count of 15 departments. The departments to be taken up by WIPRO are to be finalized by a committee.
- The consultant was advised to contact the departments and list out their services exhaustively. Major activities of the departments like disease surveillance for Health Department should be indicated in the roadmap rather than just MIS etc.
- Secretary (Planning and Urban Development) indicated that several of the initiatives proposed in the Roadmap are already underway, like e-Procurement and GIS. The consultant should incorporate this in his report.
- It was noted that representatives of WIPRO were changing very frequently. WIPRO was advised to ensure permanency in terms of manpower assigned for these tasks so that certain degree of continuity and institutional memory is maintained.
- Change Management Initiatives should be covered in detail preferably project wise.

Project Director, PMU/ITDA also presented his observations on the above reports of WIPRO. It was decided that after discussions with M/s WIPRO, the report should be sent to all the departments. The Executive Committee can then have a re-look in terms of what departments and project are to be taken up.

8. **Discussions on other activities to be taken up:**

**a) Horizontal Connectivity**

The survey and work on Horizontal Connectivity is being carried out by the consultants M/s TCIL. The last mile technology issues have to be resolved and various technologies options have to be studied. Accordingly, it was decided that a workshop may be conducted for this purpose.

**b) Development of GIS application for Uttaranchal**

As the work on GIS has already been taken up by Planning Department, no further action is required by PMU / ITDA.

**c) Change Management Initiatives**

Project Director informed that Change Management is a major challenge for any e-Governance program to succeed and listed some activities for this purpose. It was felt by all present that Change Management Initiatives should be initiated along with project inception, however, immediate steps may be taken for the present e-Governance initiatives and professional agencies may be hired through open market for this purpose. It was noted that parallel run of process need not be done and the departments may be asked to migrate to fully computerized mode on a particular date as was done in case of Treasuries.

9. **Decision regarding AMC of already procured hardware in different departments:**

The proposal of HILTRON for provision of Rs. 10 Crores per annum for AMC was discussed and it was decided that ITDA would study the proposal and put up comments so that a decision may be taken.

10. **Deployment of IL& FS as SPV for CSC and other projects:**

It was decided that SPV may be selected through open competitive bidding as deployment of IL&FS for these project was not desirable, keeping in view the fact that IL&FS is a National Level Service Agency for Govt. of India for the CSC project, and is already a stakeholder in the project. It was decided that PMU/ITDA may also compare the options of SPV v/s Program Management.

(S.K.Das)  
Chief Secretary