

Minutes of Meeting of the Extended Executive Committee of Uttaranchal e-Governance Initiative PMU

[Venue: Chief Secretary's Committee Room & Date: 11 September 2006]

Following Members of the Executive Committee and Special Invitees attended the meeting:

- Shri M. Ramachandran, Chief Secretary - Chairperson
- Shri IK Pande, IDC & Principal Secretary, Finance - Member
- Shri Amarendra Sinha, Secretary, Planning, EAP & Urban Development - Member
- Shri Sanjeev Chopra, Secretary, IT and ID - Member Secretary
- Smt. Radha Raturi, Secretary, Finance & Women Development - Member
- Shri HC Joshi, Secretary, Social Welfare - Member
- Dr. Rakesh Goel, SIO, NIC, State Unit-Uttaranchal - Member
- Shri Alok Kumar, Additional Secretary, IT - Member
- Shri TK Pant, Joint Secretary, PWD - Member
- Shri NS Napolchayal, Principal Secretary, Revenue & Personnel - Special Invitee
- Shri L Fanai, Additional Secretary, RD and MD, HILTRON - Special Invitee
- Shri PK Gupta, Chief Technical Advisor, PMU/ ITDA - Special Invitee
- Shri Yashpal Singh, Director, Treasury - Member (GB)
- Shri Pankaj Naithani, PC (Ops./Mon./Eva) - PMU/ ITDA Official
- Smt. Poonam Sobti, PC (Fin./ Proc./Admin.) - PMU/ ITDA Official

1. Preliminary:

1.1 Serious Reservations:

At the outset Chairperson of the Society registered as the Uttaranchal e-Governance Initiative PMU (herein after to be referred as PMU/ ITDA) expressed his displeasure on the non-production of the Audited Statement of Accounts since the registration of the society, and the Report on statutory compliances. He said that as the PMU/ ITDA is registered under the Societies Registration Act, therefore the statutory compliances under the Registration of Societies Act, 1860 and presentation of the Annual Report for the previous years and Budget on current year with Proposed Work Plan for the current year is a must. He directed that the Annual Report (2005-06), Audited balance Sheet

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of 2005-06, Budget (2006-07) and the Proposed Work Plan (2006-07) be circulated to all members within two days to seek their comments and to enable their adoption by the Executive Committee.

1.2 Extended Executive Committee Meeting:

Members of the AGM, who are also members of the Executive Committee were of the view that given the concerns expressed by the Chairperson, the meeting would not be called the AGM but extended meeting of the Executive Committee to complete the Agenda Points deferred in its previous meeting dated 10 August 2006. AGM is to be convened when the requested reports etc. are ready and cleared by the Executive Committee. But this must be done soon.

2 Action Taken Report:

Member-Secretary of the Executive Committee placed the Action Taken Report (on the last minutes) before the Executive Committee as follows:

2.1 Appointment of Auditors:

M/s R. M. Lall & Co. has been appointed as the CA for auditing the accounts of the PMU/ ITDA and are currently in the process of preparing the Audited Balance Sheet. The Audited Balance Sheet for the years 2004-05, 2005-06 and 2006-07 (First Quarter) shall be ready by the end of this month i.e. September 2006. Executive Committee took note of the same.

2.2 Filling of the Posts:

Sanction of Post of the Additional Director is awaited. However, interviews for the various vacant posts were held on 11th August 2006 and Shri Arindam Tomar, an IFS Officer of 1989 Batch, has been selected for the Post of Director and Shri PK Mittal & Shri Syed Asim Aftab, both officers from NIC, have been selected for the post of PC (Technical- I & II). Correspondence is on with the Parent Cadre and the Cadre Controlling Authority of Shri Tomar and DG of NIC. DG, NIC has been requested for early release of these officers or other officers of similar qualification and experience. However, NIC has regretted its inability to spare the officers.

2.3 Continuity of Posts:

Continuity of the posts has been received by the PMU/ ITDA.

2.4 Appointment of Chief Technical Adviser:

Shri PK Gupta, who appeared for interview for the post of Director on 11 August 2006, has been appointed as the Chief Technical Advisor given his experience in the field of IT and also the kind of posts he has held in various organizations in the past.

2.5 Rules related to the Delegation of the Powers:

Rules related to Delegation of Powers, Projects Benefits and Pay Scales, TA/ DA etc. presented before the Executive Committee previously have been forwarded to the Finance Department for its approval and comment, if any.

3 General Comments on Agenda Notes:

After this presentation of the Action Taken Report, various comments were made on the Financial Reports and Annual Progress Reports of the PMU/ ITDA incorporated in the Agenda Note. These are as follows:

3.1 Opening Balance:

The Opening Balance of each year shows a heavy amount. The financial statements also reflect that interest being earned on the Amount is kept in the Bank. This is inappropriate, and hence PMU/ ITDA should take immediate action to open a LONG-LAPSABLE PLA.

3.2 AG's Audit:

PMU e-Governance is registered under the Society's Act and it is also functioning as the ITDA. Hence, its accounts should be audited by Chartered Accountant. However, as PMU/ ITDA is getting funds from the Government, AG may also audit its accounts as and when required.

3.3 Plan for Utilizing the Previous Releases:

There should be a clear Plan to utilize the previous releases/ amount that is available with the PMU/ ITDA,

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especially considering the heavy balance. In case release against particular scheme can not be utilized, it should be brought to the notice of the Finance Department and immediate steps taken to surrender it (as far as government funds are concerned.)

3.4 Transfer of Funds - Elaboration of Objective:

Reasons for the transfer of amounts to various Departments, such as Planning, UDeC, Urban Development Department etc., including the end objective of each scheme should be clearly mentioned and elaborated.

3.5 Release to HILTRON - Identifying performance Parameters:

Details of budgetary releases made to HILTRON and subsequently received by the PMU/ ITDA from HILTRON should be given to get a clear picture of the scheme for which it was released, the reasons for its transfer to PMU/ ITDA and the verifiable performance parameters.

3.6 Clarification for Interest Earned:

Heavy interest earned on the amount received from the HILTRON in the year 2005-06 as well should be clarified.

3.7 Need for Proper Entries:

Participation in IT events has to be shown on Expenditure side as amount would have been spent on such activities. When financial are received, they should be shown in the Receipt side.

4 Discussion on Deferred Agenda Items:

Following the comments from various members as above, the agenda points deferred during the previous meeting of the Executive Committee were discussed.

4.1 Work Plan for 2006-07:

The Work Plan for the Year 2006-07 was presented. However, Chairperson desired that it should be properly structured to give a clear reflection of the Revenue and the Expenditure, the Opening Balance, the Possible Receipts (from State Budget, External Resources etc.), the Proposed Scheme-wise Expenditure and the result/outcomes expected. As such Part - A of the Work Plan

could not be discussed and deliberated upon. This is to be taken up to the next meetings, to be convened soon.

4.2 Decisions on Specific Projects:

There were three specific Works proposed under Part-B, and with reference to each of them following decisions were taken:

4.3 HP Academy in Narendranagar (MOU):

Before signing the MoU it should be ensured that-

- 4.3.1 Pricing for the courses was clearly defined in advance.
- 4.3.2 Deliverables should be clearly defined.
- 4.3.3 Levels (Qualification and Experience) of knowledge of the staff being deputed by HP.
- 4.3.4 Training details (How many, Till when, What kind, Placement etc.)

4.4 ICT for Environment and Livelihood (MOU):

- 4.4.1 Contribution of the ITDA to the extent of Rs. 10 Lakh was approved.
- 4.4.2 Training details (How many, Till when, What kind etc.) i.e. performance parameters should be clearly stated before the release of funds.

4.5 GIS Enabled Software - UIS:

4.5.1 Members expressed the view that even the revised offer by M/s New Ink Publications (P) Ltd. was on the higher side. It was felt that the software had to be web enabled as the logistics of getting the software mounted on to the PCs, and the subsequent repair and maintenance etc. in remote locations was likely to be cumbersome. Moreover, it would be difficult to assess the actual requirements, and the process of updating the data would involve the physical movement of the vendor to all the locations. It was felt that all technology options be examined, and discussions should be resumed with the company.

4.5.2 MD, HILTRON also drew the attention of the EC to the non fulfilment of contractual obligations on the part of M/s New Ink Publication (P) Ltd., as they had an exclusive tie up with HILTRON which was being broken unilaterally.

4.5.3 It was decided that the following committee be constituted to negotiate all aspects with M/s New Ink Publications (P) Ltd.;

- i. Dr. Rakesh Goel, SIO-NIC
- ii. Shri L. Fanai, Additional Secretary (RD) & MD, HILTRON
- iii. Shri Pradeep Gupta, Chief Technical Advisor (CTA), PMU/ ITDA - Convener

The above Committee will submit its report by 30 September 2006.

5 Annual Report of PMU/ ITDA - General:

Progress (Physical) Report of the PMU/ ITDA for the years 2004-2005, 2005-06 and 2006-07 (Till July 2006) was presented to the Committee. However only the following two points could be discussed:

5.1 Computerisation of Departments:

As only the data about the Hardware supplied is incorporated in the Report, Chairperson desired that detail of each of the Project should be given in the following format:

- I- Title of the Project
- II- Objective of the Project
- III- Proposed Cost of the Project
- IV- What has been done so far in respect of II above?
- V- Expenditure Incurred so far
- VI- Future Requirement (Preferably phased)
- VII- Timeframe for the completion of the Project

5.2 Additional Points which emerged during the discussion:

5.2.1 Land Record Computerization:

Land Record Computerization is being done under a National Scheme and NIC has been doing it. Its computerization should not be reflected in PMU/ITDA. However, it was clarified that Pilot at Dehradaun was done for the software developed on three-tier architecture by M/s Comat Technologies.

5.2.2 Computerization of the Forests and Food & Civil Supplies:

As regards computerization of the Forest and Food & Civil Supplies initiated it was brought to the notice of the Committee by the Secretary, Planning that SRS for these departments had been done, and was presently with the concerned departments. Development of Application Software for these departments was planned for Phase-II of World Bank Project.

5.2.3 Work Done by HILTRON at CM's Office:

Chairperson specifically desired to know the details of computerisation work done in CM's office and Secretariat through HILTRON for Rs. 28.00 Lakh. HILTRON has been directed to furnish the relevant details.

5.2.4 Application Software for the Social Welfare Department:

An Application Software for the Social Welfare Department and its various Wings was being developed, Committee approved the additional Hardware procurement for Soldier Welfare Department (Getting covered under the same Application Software).

5.2.5 Hardware Procurement for HRMS Application:

Hardware procurement for various departments going to be covered under the Pilot for HRMS Application was suggested by some members of the Committee. However, Member-Secretary expressed his view that any procurement should be done only after the approval of the Work Plan by the Executive Committee.

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5.2.6 Involvement of Nodal Department:

Principal Secretary, Revenue pointed out that while hardware for the computerisation of Collectorate have been purchased and deployed, the software to be deployed on the same could not be developed perhaps due to a lack of adequate communication between the PMU/ ITDA and the concerned Department. This should be avoided in the future.

5.2.7 Given the issues related to procurement and supply of hardware to various departments, and its optimal utilization, it was desired by the Chairperson to request Dr. Rakesh Goel, SIO-NIC to conduct a detailed study on this issue. He desired that Report be submitted to him by the end of this month i.e. 30 September 2006.

5.3 Cultural Portal:

Hindi Department of Kumaon University is working on this Project. The first Instalment of Rs. 20.00 Lakh has been partly utilized, and the balance amount has already been booked by them for various activities. They have requested for release of second Instalment. The Committee approved the release of the second Instalment of Rs. 19.29 Lakh.

6 Miscellaneous:

Following issues, which are not directly related to PMU/ ITDA, also emerged during the meeting:

6.1 AMC for AAROHI:

Annual Maintenance Contract (AMC) to maintain some of the Hardware supplied under AAROHI Project and also to various departments from time-to-time during last four years was required. It was proposed that ITDA should take up this activity. However, no strict strategy could be worked out during the meeting as Hardware had been supplied by the HILTRON and Budget provisioning was being done by the Education Department.

6.2 Issue of Establishing IT Incubation Centre at the Birla Institute of Applied Science (BIAS) Bhimtal:

Issue of establishing IT Incubation Centre at the Birla Institute of Applied Sciences (BIAS) Bhimtal was

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discussed. IT Department directed to move the file for release of funds as the same have been received under the ACA, and are likely to lapse, if not released immediately.

6.3 Files of the PMU/ ITDA:

The staff of the PMU was directed to locate all files relating to the various projects, whether they are in the office of the PMU or Government, and account for them as per activities taken up.

6.4 Understanding Provisions of the Society:

The officer dealing with finance matters was asked to formalise herself with requirements of the functioning of the Society as per the provisions of the Act and the Memorandum/ Article of Association.

7 Next Steps:

Chairperson said that during the meeting of the AGM only Annual Reports and such other reports as required under the Memorandum/ Article of Association should be taken up. However, these have to be placed before the Executive Committee first before taking them to the AGM.

8 Vote of Thanks:

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

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(M. Ramachandran) 17/9
Chief Secretary &
Chairperson, Ex. Comm. PMU/ ITDA

No. 477/ITDA/2006 dated: 21 September 2006

Copy to:

1. Chief Secretary, GoUA *[Signature]* 21/9/06
 2. Additional Chief Secretary and FRDC, GoUA *[Signature]* 21/9/06
 3. IDC and Principal Secretary, Finance, GoUA
 4. Secretary, Planning, EAP & Urban Development, GoUA *[Signature]* 21/9/06
 5. Secretary, IT and Industrial Development, GoUA *[Signature]* 21/9/06
 6. Secretary, Rural Development, GoUA
 7. Secretary, Finance and Women Development, GoUA *[Signature]* 21/9/06
 8. Secretary, Social Welfare, GoUA *[Signature]* 21/9/06
 9. Secretary, PWD, GoUA
- [Signature]* 21/9/06
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- 10. State Informatics Officer, NIC, Uttaranchal
- 11. Additional Secretary, IT, GoUA
- 12. Principal Secretary, Revenue & Personnel, GoUA
- 13. Additional Secretary, RD and MD, HILTRON
- 14. Chief Technical Advisor, PMU/ ITDA
- 15. Director, Treasuries, GoUA
- 16. Project Coordinator (Operations), PMU/ ITDA
- 17. Project Coordinator (Finance & Procurement), PMU/ ITDA
- 18. Internal Circulation in PMU/ ITDA

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 6:00 PM
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 (Sanjeev Chopra) 18/9/06
 Secretary, IT &
 Mem-Secy, Ex. Comm. PMU/ ITDA