

Minutes of Meeting of the Executive Committee of Uttaranchal E-Governance Initiative PMU / ITDA

(Venue: Chief Secretary's Conference Hall dated 16th August, 2007)

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. Pandey, Additional Chief Secretary & IDC | - | Member |
| 3. | Smt. Vibha Puri Das Pr. Secretary & FRDC | - | Member |
| 4. | Shri N.S. Napalchyal, Pr. Secretary, Revenue & Home | - | Invitee |
| 5. | Shri N. Ravi Shanker, Pr. Secretary, IT | - | Vice-Chairman |
| 6. | Shri Amarendra Sinha, Secretary, Planning, EAP | - | Member |
| 7. | Shri Shatrughan Singh, Secretary, Urban Development | - | Member |
| 8. | Shri S. Ramaswamy, Secretary to Governor, Transport Comm | - | Invitee |
| 9. | Shri T.N. Singh, Addl. Secretary, Finance | - | Member |
| 10. | Shri Kunwar Singh, Addl. Secretary, IT | - | Member |
| 11. | Shri Rajeev Chandra, Addl. Secretary & MD Hiltron | - | Invitee |
| 12. | Shri A.S. Nabiyal, Addl. Secretary, SWD | - | Member |
| 13. | Dr. Rakesh Goel, SIO, NIC | - | Member |
| 14. | Shri Arindam Tomar, Project Director, PMU/ ITDA | - | Member-Secretary |
| 15. | Mr. Vinod Kumar Taneja, PC (Technical) PMU, IDTA | - | Official |
| 16. | Ms. Poonam Sobti, PC (Fin./Proc./Admin) PMU, IDTA | - | Official |

1. A brief introduction of ITDA and its activities was given by the Project Director, ITDA and the sources of funds were listed out as World Bank, Government of India & Government of Uttarakhand.

2. Review of Progress:

- i. Action Taken Report of last meeting of Executive Committee held on 6.11.2006 was noted.
- ii. Action Taken Report of AGM held on 20.12.2006 would be reviewed during the AGM.
- iii. The decisions taken during the Finance Committee Meeting held on 8th May, 07 were ratified by the EC.
- iv. The Draft Annual Report 2006-07 of ITDA was approved by the EC.
- v. The un-audited Balance Sheet for the financial year 2006-07 was placed before the EC and reviewed.

3. The progress of the various projects funded under World Bank Technical Assistance for Economic Reforms were reviewed and the following decisions were taken

A. Department: Social Welfare Department

Application: Development & Implementation of Application Software for Social Welfare Department. Being developed by M/s Comat at a cost of Rs.97 lacs

Scope: Software is being developed for Social Welfare Department under the World Bank project for 117 schemes

Status: Process of roll out started in Dehradun, Tehri & Uttarkashi. Hardware available for full roll out, but connectivity is to be arranged.

Decisions:

- a. Monitoring Software for TSP & SCSP developed through NIC needs to be integrated to this application.
- b. All balance schemes of the department are to be telescoped with this application.
- c. For these additional items, software to be developed by NIC.
- d. Cost of software developed by NIC and cost of data entry for this software would be borne by ITDA under World Bank funds till 31.12.07. It is therefore incumbent on ITDA to get work done by NIC to the fullest satisfaction of user department before project completion date.

B. Department: Education Department

Application: Development & Implementation of Teacher Student Portal. Being developed by M/s HP at a cost of Rs.99 lacs

Scope: Portal is being developed for Education Department under the World Bank project for MIS, curriculum management, school management, etc

Status: Portal hosted at Data Centre and pilot being taken up at Rajiv Gandhi Navodaya Vidhyalaya, Raipur, Dehradun. Hardware is available at some of the pilot locations.

Decisions:

- a. Since complete roll out requires connectivity, data entry and computerization in all schools, the software will be rolled out in two parts – MIS for District level and above & school management in selected schools.

C. Department: Education Department

Application: Development of CD based course content. Being developed by M/s S.Chand & Co. at a cost of Rs.345 lacs + Rs.110 lacs for CDs & training

Scope: Creation of multimedia course content in Hindi & English for 9th to 12th class for 4 subjects – Physics, Maths, Biology & Chemistry

Status: 9th class LOs complete except voice over validation

Decisions:

- a. The validation of Lesson Objects (LOs) developed under e-Class project of World Bank should also be done using the services of SCERT.

D. Department: Personnel Department

Application: Development of Human Resource Management System Application. Being developed by M/s Samtech at a cost of Rs.372 lacs.

Scope: Software is being developed for complete personnel management of all government employees in the state

Status: Pilot being done in MDDA and to be initiated in Information Department & WECD soon. Hardware is available for pilot in all pilot locations.

Decisions:

- a. The roll out of the HRMS application being developed under the World Bank project was a challenge and a strategy needs to be worked out for its implementation by reducing the scanning activities or any other means.

- b. It was also decided that a letter will be written by the Chief Secretary to all the departments for its implementation.

E. Department: Public Works Department

Application: Development of Project Management Application for PWD. Being developed by M/s TCS at a cost of Rs.350 lacs

Scope: Software is being developed for complete project management of all activities of PWD

Status: Pilot implementation is under way and likely to be complete by 15.09.07 in 5 offices for which it is planned. Hardware is available for pilot in all offices.

Decisions:

- a. The upscaling is to be done by the department after taking ownership.

F. Department: Urban Development Department

Application: Development & implementation of Application Software for the Urban Development Department. Being developed by M/s TCS at a cost of Rs.400 lacs

Scope: Software is being developed for computerization of all routine activities of ULBs and their financial activities

Status: Map Approval System rolled out at MDDA. Pilots initiated in Rishikesh, Mussoorie & Almora ULBs. Accounts Manual for ULBs is to be approved for the state so that work can be initiated on this component of the project. Hardware is available in ULBs for full roll out in all ULBs but connectivity is to be ensured.

Decisions:

- a. The preparation & approval of Accounting Manual may be expedited.

G. Department: Urban Development Department

Application: Development & Implementation of Central Data Vault, Multipurpose Citizen Data and Public Key Infrastructure (PKI) / Smart Card Infrastructure. Being developed by M/s CrimsonLogic at a cost of Rs.750 lacs

Scope: Multi-Purpose Household Survey (MPHS) of 63 towns is to be done and the data is to be put in a Central Data Vault (CDV) to support Public Key Infrastructure (PKI)

Status: Survey complete in 41 towns and ongoing in 8 towns. CDV will be created after procurement of servers.

Decisions:

- a. It was decided that the cantonment population should be left out & this issue be raised during the forthcoming Civil Military meeting.
- b. The utility of the CDV is limited till data for all citizens – rural and urban is entered so efforts should be made in this direction.

H. Department: Agriculture Department

Application: Development & implementation of Agriculture Portal. Being developed by M/s Samtech at a cost of Rs.450 lacs

Scope: Portal is being developed for providing complete agriculture, horticulture, animal husbandry and fisheries related information to the citizens and provide an MIS for the departments

Status: Portal is being uploaded at the Data Centre and Call centre is being set up at GBPUAT, Pantnagar.

Decisions:

- a. The pilot should be initiated soon.
- b. The hardware required for the four departments may be taken by the departments themselves.

I. Department: Urban Development Department

Application: Content collection and its creation for Badri-Kedar-Gangotri-Yamnotri-Hemkund Sahib Destination. Being developed by M/s Samtech at a cost of Rs.42 lacs

Scope: Portal is being developed containing all tourism related information for the towns on this route

Status: Portal available on Uttara and validation process is ongoing. Maps are also being included for various towns.

Decisions:

- a. It was decided that the Urban Development Department will arrange the validation of BKGYS portal through the ULBs.

J. It was informed that the issue related to unilateral withdrawal of M/s Intel from their contract as PMT for World Bank project had been referred to the Law Department.

It was decided that action be taken as per provisions of contract and the legal opinion tendered by Law department.

K. Project e-Governance Mission Team (PeMT) is essentially a requirement under National e-Governance Plan (NeGP). Considering the convergence possibilities from World Bank funded initiatives onto NeGP Mission Mode Projects (MMPs), the PeMT has been put in place even as Project Manager for World Bank funded initiative M/s Intel are withdrawing earlier than scheduled time (31.12.07). the funds available for World Bank projects are being utilized till 31.12.07 (i.e. project completion time) for the PeMT set up in various departments. Subsequently, NeGP funds will be utilized.

It was informed that the process of recruitment of Chief Technology Officer (CTO) / Change Management Experts (CME) as a part of formation of for various departments where World Bank projects were being implemented was done by ITDA. Applications were invited from UPSUL / DOEACC / NICS and from HILTRON and the candidates were called for an interview before a committee. Three persons had been selected – 2 from UPSUL and one from HILTRON on deputation. These persons were attached with Social Welfare Department, Education Department & Urban Development Department respectively as part of the PeMTs in those departments.

It was decided that PeMTs may be formed for other departments also.

L. Counterpart funding by state government in relation to World Bank project

The funds provided for this purpose have been utilized for providing complete roll out hardware for Urban & Social Welfare department, data centre outsourcing, software for the various applications being developed for World Bank project and hardware for pilots. The remaining amount is to be utilized for remaining hardware for pilot for CDV, roll out hardware at Data Centre for all the applications, AMC of software already procured (whose warranty has expired) and arrangement of horizontal connectivity.

It was decided that the procurement of hardware for rollout in the departments will be done by the departments from their own resources after taking ownership of the application developed.

4. The progress of the various projects funded under NeGP were reviewed and the following decisions were taken
 - A. The progress on SWAN project funded by Government of India was reviewed. Clarifications were sought pertaining to bandwidth, separate tendering for horizontal and vertical connectivity and the tendering process. It was informed that the vertical connectivity is being funded under NeGP by Government of India and accordingly, GoI guidelines are being followed strictly. The horizontal connectivity is to be funded by the GoU and accordingly a separate EoI has been called for this purpose.
It was decided that special care must be taken in the contracts to be signed to ensure that the respective contractors for horizontal connectivity and vertical connectivity work in complete coordination. ITDA and NIC have to ensure that this aspect is fully taken care of.
 - B. The progress of Common Service Centre project, Capacity Building Project, e-District project and Mission Mode Projects was reviewed and it was decided that these should be expedited.

5. Projects related to MoUs were reviewed and following decisions taken
 - A. **Incubation Centre at Bhimtal:** It was informed that the centre is being handed over to Hiltron / BIAS.
 - B. **Digital Library:** It was decided that this project should be handed over to the Higher Education Department and issues related to copyright, National Knowledge Commission recommendations, etc should be sorted out before taking it further.

6. UNDP Pro-poor Initiative
 - A. **Uttara portal:** It was informed that the Government of Uttarakhand has decided to host all GoU websites and portals, including Uttara portal at NIC. It was decided that ua.nic.in will be telescoped with uttara.in. Mirroring arrangements for uttara.in will be done in consonance with Government of India guidelines.
 - B. It was decided that activities undertaken under UNDP Phase II by Urban Development Department will be reviewed.

7. Government of Uttarakhand funded projects
 - A. **Digital Workflow Automation:** It was decided that in view of GoU having taken a decision to implement NIC's e-Patrali file tracking software, the bid process for selecting a vendor for this purpose should be abandoned.
 - B. **Culture Portal:** It was decided that the progress of setting up of Culture Portal should be monitored by the Culture Department.
 - C. **Saksham:** It was decided that the project be reviewed with M/s NIIT & M/s CMC as well as HILTRON. This is to be coordinated by ITDA and NIC.
 - D. The funds amounting to Rs.1.67 crores received from DM Tehri for preparation of DPR for WIMAX under Sam Vikas Yojana should be returned as they have not been utilized till now. The horizontal connectivity is now proposed to be provided at the lowest cost irrespective of technology as per the bidding process being adopted now.
 - E. **HP Academy, Narendranagar:** It was decided that the project should be carried forward with active participation of Higher Education Department.

F. Edusat: It was decided that a meeting should be held with the Higher Education Department to review all IT initiatives connected with the department.

G. ITSP Encouragement through SIDCUL: It was decided that the balance unutilized money with ITDA be returned to the Government.

8. Presentation of Work Plan of 2006-07: The Work Plan for the current year including the financial status of various projects and the expected progress during the current financial year was discussed and approved by the EC.


9. Issues related to Staff, Pending Payments, Un-utilized funds etc:

- a) The information regarding Draft paras, funds transferred during the last year, reimbursement claims and Balance Sheet was provided. It was resolved that the unutilized funds should be carried over.
- b) It was decided that the cases of payments pending for last several years should be reviewed and finalized by a committee constituted for this purpose at government level.
- c) It was decided that advertisements may be issued for recruitment of officers against deputation posts. The post of Project Coordinator (HRD) should also be finalized soon.
- d) It was decided that ITDA should fill up vacancies of Task Force Managers (TFMs), Chief Technical Officer (CTO) / Change Management Experts (CME) and other staff through DOEACC, UPSUL, NICSI and other such government agencies.
- e) The Chief Technical Officer (CTO) / Change Management Experts (CME) required for the Project e-Governance Mission Teams (PeMTs) in different departments like Agriculture, Tourism, Finance, Health, etc should be recruited.
- f) It was decided that emoluments of CTO / CME recruited through UPSUL will be equated with the emoluments of CTO taken on deputation from HILTRON.
- g) It was decided that the posts in ITDA should be extended after the completion of World Bank project since funds are available for implementation of SWAN, CSC, Capacity Building and Mission Mode Projects.
- h) It was decided that annual salary increases of contractual staff should be as per the orders issued by Labour Commissioner from time to time.
- i) It was decided that the entitlement for stay on tour would be similar to Uttaranchal Health System Development Project order no. U.A.H.S.D.P./Incentive Package/2002 dated 12/09/2002 i.e, equal to rates of GMVN / KMVN / UDTB charges subject to deduction of 50% of DA. The pay scales for determining entitlement to type of accommodation on tour have already been defined except for CTO/CMEs for which the pay scale will be Rs.12000 – 16500.
- j) It was resolved that the name of the society be changed to Information Technology Development Agency.

10. Other decisions

- 1. It was decided that for any committee to be constituted by the GoU and its departments for taking decisions regarding computerization related tasks, NIC and ITDA should be involved as members. It was decided that a GO be issued to this effect.
- 2. It was decided that software development related work should be given to NIC to the maximum possible extent.

3. It was decided to expand the office space of NIC and strengthen its infrastructure and manpower by writing to DG, NIC.
4. It was decided that all administrative departments should own and drive the respective IT Projects related to their departments.
5. It was decided that NIC will update the sites of various departments after the validated information has been provided by the department.
6. It was decided that sufficient space for establishment of State Data Centre will be made available and a proposal to this effect will be put up to the Chief Secretary.
7. It was decided that the fund of Rs. 4.0 lacs received from M/s HP for providing awards should be handed over to Education Department.
8. It was decided that hardware supplied under various schemes / projects to government departments / organizations need to be properly maintained for full utilization of investment on IT infrastructure. HILTRON be made a nodal agency for this purpose. They should in turn, develop all facilities for extending O&M support to government departments / organizations.


S.K. Das
(Chief Secretary)
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उत्तराखण्ड शासन